

Donations/ Scholarship Chair- Job Description

9/2021

The Ways and Means Committee Chair meets with her committee to review all requests for donations from the club and acts as a liaison between the requesting organizations and the club. In some instances, the committee may contact an organization to obtain a clearer understanding of their request or for additional information. All requests must be in writing.

Responsibilities:

In the fall:

At a board meeting, the Chair will discuss with the board whether the club will award a scholarship and how many will be awarded.

In March-

1. Contact the Treasurer to determine the amount of money in the donation fund for distribution to organizations and the amount(s) of each scholarship. This amount is determined after all obligations for the year have been paid and money set aside as reserve for the year's expenses, e.g. Holiday Boutique, Broad Street, etc.

2. Send out emails or letters to those organizations to inform that a written request for monies is due by April 30. Fill out envelopes of those organizations who sent the club donation requests.

In April:

1. Compile a list of all written requests, a brief description of the need for the money, and a history of monies given.

In May:

1. At the May Board Meeting, the Chair will read each request and may suggest funding recommendations at this time. Provide a copy of your list to the board members at the May board meeting. After careful consideration, the board may recommend a Yes or No decision for a specific donation request.

2. Any donation over \$300, must receive a written ballot. Chair is responsible for providing paper and pencils for these requests. In addition, the Chair and Treasurer will monitor the process to ensure we stay within the budgeted amount of money.

3. Provide the treasurer with names, addresses and phone numbers of the organizations who will receive donations and the donation amounts agreed upon at the board meeting.

4. The Chair will send a letter to those organizations not considered for a donation with the reason for not fulfilling the request.

In June:

1. The Chair will prepare for and present the scholarship to the high school student(s) at the Awards ceremony. The Chair will obtain a picture of each scholarship recipient and write up an article for the newspaper including a picture of each recipient. The Chair will obtain all pertinent information necessary to send the monies to the respective university (e.g. student ID number, address, etc.).

2.. The Chair will send a final copy of all donations to the President, Historian, and Yearbook Chair.