

## COMMUNITY SERVICE CHAIR PROCEDURE

- Choose the organization and meet with the executive board for approval of the selected organization. It must be a 501 (c) (3) organization. The executive board will give you information on the timeframe of the community service project.
- Once approved contact the selected organization and arrange for them to attend the annual general membership meeting as an introduction to the members, if possible.
- You will be given a copy of each day's Community Service volunteers by the Secretary. Email the daily volunteers and share the charity selected, timeframe to collect donations, how the donations will be collected and other specifics of the process.
- Provide envelopes for each days' volunteer for the number of weeks the project will be running.
  - **Only checks** will be accepted.
  - All checks, whether written directly to the charity or to Lady Putters, go to the Club treasurer in the daily blue bag in the envelope you have given to the daily volunteers.
- Attend board meetings and when appropriate give a report
- Complete the REQUIRED online Chartered Club Form CCF-15, when the community service project is complete, if money is being donated by the club. Notify the president when the form has been submitted.
- Some helpful resources to aid in the selection of the organization:
  - [Azdor.gov/tax-credits/contributions](http://Azdor.gov/tax-credits/contributions)  
- Qualifying Charitable Organizations (QCO)
  - LP Community Service notebook