

## LADY PUTTERS (LP) COMMUNITY SERVICE (CS) CHAIRPERSON PROCEDURES

- 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
- You will be given a copy of each day's Community Service (CS) volunteers by the Document Control volunteer. Email the daily volunteers and set up a meeting with them to discuss the selection and timeframe for the project.
- If you need a room(s) for your meeting, contact the president to reserve a room
- Obtain any forms or supplies for distribution to assist the daily volunteers in the collection of funds or items
- Provide envelopes for each days' CS volunteer for the number of weeks the project will be running. **Only checks** will be accepted from members. Checks go to the Club treasurer in the daily blue bank bag in the envelope you have given to the daily volunteers.
- If member checks are written directly to the organization, checks will be given to the club treasurer. The treasurer will mail the checks weekly to the organization.
- Attend board meetings and when appropriate give a report
- Complete the REQUIRED online SCG form CCF-15, when the community service project is complete. Notify the president when the form has been submitted.
- Some helpful resources to aid in the selection of the organization that LP support
  - [Azdor.gov/tax-credits/contributions](https://www.azdor.gov/tax-credits/contributions)  
- Qualifying Charitable Organizations (QCO)
  - LP Community Service notebook