

DONATIONS COMMITTEE CHAIRPERSON'S ROLE

Revised: October 20, 2017

Responsibilities:

- *Solicit nominations for Requests from members of groups or projects which meet the objectives of the Club for grants.
- *Recruit approximately 5 volunteers to serve on the Donations Committee. Officers are automatically members of the Donations Committee, as are all nominators, who are expected to attend the meeting to support their Request.
- *Collect and organize Requests. Create a ballot that summarizes all Requests. Include Donation Committee member names, budget, and each individual request with the name of the nominator, name of the organization, dollar amount requested, synopsis of the request (background of the organization and planned usage of funds), and the contact information of the fund recipient.
- *Notify all Donations Committee members of the date, time, and location of the Donations Committee meeting, via email and newsletter. Provide a copy of the Request ballot to each Donations Committee member in advance of the meeting to allow each person to give preliminary consideration to each Request.
- *Conduct and facilitate the Donations Committee meeting. Present each Request, allow nominators to provide additional information and answer questions, if requested. Keep the meeting on task and moving forward. The meeting should take no longer than 45 minutes. Propose a donation amount for each Request and hold a vote. Majority rules. Traditionally there is enough money in the budget to cover all requests. If there is less money in the Donations budget than there are requests, then you may propose to partially fulfill or deny some Requests. Adjourn the meeting.
- *Make announcement at the OGGC general meeting immediately following the Donations Committee meeting to share the results. Submit a summary of the meeting for print in the next Newsletter.
- *Receive checks from the Treasurer for direct mail donations (for example, the Junior Master Gardener Program) or communicate with the Treasurer about checks that will be written as reimbursement once receipts are received (for example, St. John's plantings, or if a member is doing the purchasing, rather than an organization). Write letters to the recipient organizations announcing the gifts and mail with checks, or announce that their gift is forthcoming, in the case of member fulfillments. Send through the US Postal Service, requiring signature of receipt.
- *Receive and share with the OGGC membership any acknowledgments received in appreciation of the donations. File and save all documents.

Budget: The President and Treasurer determine the total amount to be distributed each year.

Expenses: You may submit receipts to Treasurer for reimbursement of supplies such as envelopes and postage.

Number of Volunteers: The Committee is made up of the Club Officers, the Donations Chairperson, members who submitted Requests and a small number of members at large. Typically, the committee has from 12 to 16 participants. Limiting the number of participants allows for adequate discussion and decision making during the meeting.

Timeline:

January: Announce Donations Committee in the Newsletter. Request Nominations and detail requirements.

Guidelines: Requests are only accepted from Club members who are actively involved with the nominated organization. Request from outside the Club are not solicited or considered. Each nomination needs to exemplify the Club's objectives: Encourage all phases of home gardening; Promote community projects utilizing environmental responsibility; Inspire a love of nature and beauty.

February: Volunteers are recruited through a sign-up sheet at the meeting. The Chairperson assembles all requests and distributes copies to the Committee.

March: A meeting is held prior to the general meeting to consider Requests and determine monetary allocations.

Letters and checks are mailed to recipients.

April: Submit a summary article to the Newsletter. Thank you notes and letters are displayed at the meeting.