

# Committees descriptions ALL

## *ALTERNATIVES TO VIOLENCE – ATV*

The purpose of this committee is to support Alternatives to Violence, a local non-profit that serves victims of domestic violence, sexual assault, and human trafficking. The committee collects household items that go into a laundry basket to support clients moving out of ATV housing onto housing of their own. In addition, the committee provides volunteers for ATV fundraisers, performs service projects to assist in the upkeep of ATV properties, and sponsors a square for “Pastels on 5<sup>th</sup>”, an annual event for ATV.

## *Blood Drive – BD*

The purpose of this committee is to sponsor blood drives four times a year in conjunction with the Garth Englund Blood Center at Poudre Valley Hospital. Drives are held from 9am to 1pm the third Tuesday of February, May, August, and November at Grace Community Church, 240 Barberry Place, Loveland. The members are responsible for coordinating with the church, signing up donors, providing snacks, and being present the day of donation to assist with sign ins.

## *Golf Tournament – GT*

The purpose of this committee is to plan and present an annual fundraiser of women-only golf tournament with a scramble format. This event supports our scholarship program. It is a two-year commitment with meetings beginning in January with the tournament in the summer. Committee members are responsible for securing financial sponsorships to cover the operating costs of

the tournament. Sub-committees will handle coordinating the event with the selected golf course, tournament rules, continental breakfast and luncheon, prizes, workers and any other duties deemed necessary by the chair. **No golfing experience is necessary** to serve on this committee. The committee recruits hole sponsors, larger gifts and prizes for the raffles and various small gifts to the golfers.

**Because this is a major fundraiser, ALL Philo members who are not on the committee, are necessary to help in various areas to make the fund raiser successful. Members are asked to solicit a sponsorship, to work at the course, set up prizes, sell tickets, etc., the day of the event for a 3-8 hour commitment, or to sign up and play golf. Members are also requested to donate a gift basket.**

#### Holiday Giving – HG

The main purpose of this committee is to reduce hunger and food insecurity in our community and support HNS (House of Neighborly Service) in their efforts to assist those in need in our community. The committee organizes an annual canned food drive through the TSD schools during the month of November. The committee members contact schools to participate, provide boxes for collection, and pick up the boxes at the preset time. It is delivered to HNS and Philo volunteers stock the shelves. Philo members also may volunteer to assemble Christmas baskets and deliver them to families or homebound seniors. In addition, toys are collected for the HNS Christmas shop.

#### History/Yearbook – HSY

The purpose of this committee is to document the activities and events of a membership year and publish them in the form of a digital yearbook. The committee collects, composes, and edits the description of each committee's activities. Information and

photos are shared among the History, Publicity, and Newsletter committees, using a Google Drive through philopublicity@gmail.com. The content is then sent to the committee's computer tech for formatting into the yearbook style. Two hard copies of the final yearbook are printed for the Philo archives. The final yearbook is made available to all members digitally (self-printed, if desired) and archived on the Philo Members-Only Web Page.

#### Honorary Membership – HM

The purpose of this committee is to coordinate social activities for our Honorary members. An Honorary has served in Philo 15 years or more. The chairperson of this committee will work to encourage communications between the Philo Executive Board, Honorary and Active membership.

#### Integrated Early Childhood – IEC

The purpose of this committee is to provide resources and support to the Thompson R2-J School District Integrated Early Childhood Program. This committee meets year round to fulfill the needs of teachers and programs. The main focus is to provide books and educational extras including kits of school supplies for at home use, handmade felt story boards, hand puppets, weighted lap blankets for calming, and other extras. Also, the committee supports the Early Childhood Literacy Fair every spring. The committee has also hosted fundraisers at Barnes and Noble and participates in Philo's Raise Right fundraiser. Philo members are encouraged to donate books, underwear, hats, and mittens at the annual Christmas Party.

#### Newsletter – NL

The purpose of this committee is to publish a monthly newsletter, eight issues per year, for the Philo membership.

The editor request information from committee chairs and newsworthy information from the Board to publish. After formatting, it is sent to the president and corresponding secretary to review and is then sent out by mass email from the corresponding secretary. It is also sent to Website Admin for Archiving.

### Publicity/Social Media

The purpose of this committee is to share information that increases positive community recognition for Philo. The committee is responsible for maintaining the public facing web page on the Philoloveland.org website with current information submitted by the Board and some committee activities such as scholarship applications and DOWH events.

### Rotary Duck Race

The Duck Race committee offers the sale of Rotary Duck Race tickets to Philo members and Philo friends. This fundraiser retains 80% of all proceeds to support Philo committee expenses and Rotary uses its 20% to fund college scholarships and Literacy programs in the Thompson School District. **Members are encouraged to purchase at least one packet of tickets and may by additional packets to sell to friends.**

### Raise Right

This committee can do their work over the phone and online, researching [www.RaiseRight.com](http://www.RaiseRight.com) and choosing the retailers in our area of interest to our membership. The committee prints a list of suggested local retailers and distributes the forms in the spring & fall. Members and friends choose retailers, value of cards and the quantity they prefer, and pay by check. A member of this committee places the order online with Raise Right (in Michigan) and receives the bulk order. Members of this

committee are responsible to collect the orders, place the online order, check the received cards for accuracy, and see that the cards are delivered to members. Rebate income goes to the Philo General Fund, which can include ATV and IEC committees.

### Scholarships – SCH

This committee is responsible for awarding monetary scholarships to applicants who are graduating from schools in the Thompson R2J School District or post-high school graduates residing within the boundaries of the Thompson R2J School District. These applicants must demonstrate financial need, have a career goal, have intentions of seeking training, and are strongly motivated to compete such occupational training. The scholarships are given for vocational/technical education only. Tasks of this committee include distributing and screening scholarship application forms, organizing and conducting interviews, selecting and notifying recipients, and presenting scholarships at Senior Award Nights at all high schools including Ferguson. Note: Applicants may or may not be currently in high school. Our Golf Tournament proceeds and member donations provide these scholarships

### Spring Appreciation Social – SAS

The purpose of this committee is to plan the annual membership appreciation dinner. This event is held on the second Tuesday of May for the installation of new officers and the initiation of new members. This committee is responsible for selecting a location, menu, invitations, reservations, decorations, nametags, and program.

### Sunshine – SS

The purpose of this committee is to be responsible for sending

an appropriate message to share our concern, comfort, and recognition through greeting cards and updates in the newsletter. Occasions to be addressed are: illness, death in the family, births, accidents, surgeries, recognition of special member achievements, etc. This committee is responsible for calling a Sunshine Team of members to provide a meal, if necessary. Birthdays for the month are recognized at general meetings and in the monthly newsletters. This committee will represent the Philo organization at the funeral of a member and arrange for the Philo wreath to be placed at the service.

#### Website Management – WM

The purpose of this committee (two chairs and two assistants) is to manage the Philo website: <https://philoloveland.org>. The four Philo members and a fee-based Webmaster will comprise this group.

A Website Management co-chair maintains the WIX public-facing website. An assistant could gather information from committees that would be posted for public viewing. They would work closely with the Publicity/Social Media committee and Fundraising committees.

A Website Management co-chair maintains the WordPress Members-Only website. An assistant could gather documents to be posted and/or archived, and would check details for membership and committee formation. They would work closely with the Board and Yearbook committee.

[Back to Sign up Sheet](#)