**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**ESA for ST JUDE COORDINATOR**

As ESA for St. Jude Coordinator, you shall share information received from ESA HQ with the members in the state to promote successful events for St. Jude Children’s Research Hospital. You will receive copies of all Booked and Completed forms from HQ and review the state St. Jude report.

The ESA for St. Jude Coordinator will be a member of the Philanthropic Team. The Philanthropic Team coordinates all philanthropic programs for the Colorado State Council (CSC). Members of the Philanthropic Team include: Philanthropic Chairman, Easterseals Coordinator, and Hope for Heroes Chair.

I. Refer to CSC Constitution, Bylaws, Standing Rules, and packet received from ESA HQ for all duties, **please read the complete document.**

II. ESA for St. Jude Coordinator:

A. To promote ESA for St. Jude programs and encourage chapter participation in the CSC.

B. To serve as a liaison between the HQ ESA for St. Jude office and ESA membership.

C. To present the ESA for St. Jude events at CSC meetings, leadership seminars, and state convention.

D. To encourage chapter participation in special events, to make event planning material readily available and to offer advice to assure the success of the event.

E. To verify the state St. Jude report with the Booked and Completed forms for individual and chapter donations made to St. Jude Children’s Research Hospital.

F. Arrange for a drawing to be presented at all State meetings; drawing to be held at State Convention. Designate the first $200 collected for the incoming State President to attend the St. Jude event at International Convention.

G. CSC Convention Awards:

1. Send the top three Chapter award winners to the Awards Chairman by May 1 for all St. Jude events, to include Dream Homes (excluding monies) and Radiothons, for:

a. Hours per member

b. Donated monies per member

c. Donated goods per member

d. Miles per member

2. Present awards at Saturday Awards Luncheon.

H. Record Chapter name and number for all reports received and file in your coordinator notebook for your successor. Also send a copy to the Awards Chairman.

III. Philanthropic Team

A. Confers with Philanthropic Team chairman and works with Philanthropic Team.

1. Coordinate and promote all Philanthropic programs of CSC.

2. Plan activities for each area with cooperation of programs and keep membership informed.

IV. Reporting

1. **Contact your Lamplighter Advisor and the previous officer.**

B. Complete reports necessary to comply with ESA for St. Jude Program.

C. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.

D. Prepare articles for the *Golden Lamp,* as needed, per schedule.

E. Provide award form and information to the Web Team for the CSC Website.

F. Make recommendations to pass on to your successor and the Philanthropic Team Chairman.

G. Write chapter in-service letters.

V. Sunday morning Officer’s meeting

A. Attend meeting as called by newly installed President.

B. Pass all files, stationery, etc. to your successor.