

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**ESA for ST JUDE COORDINATOR**

St. Jude Children’s Research Hospital was founded by Danny Thomas in 1962 and adopted as ESA’s International Council philanthropic project in 1972.

As ESA for St. Jude Coordinator, you shall:

* Share information received from ESA HQ with the CSC members to promote successful events for St. Jude Children’s Research Hospital.

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

II. ESA for St. Jude Coordinator:

1. Serves as liaison between the HQ ESA for St. Jude Office and CSC membership.
2. Presents the ESA for St. Jude events at CSC meetings.
	1. Arrange for a speaker from our local ALSAC (American Lebanese Syrian Associated Charities)/St. Jude office for CSC Convention.
3. Encourages chapter participation in special events.
4. Remind the chapters to submit the Completed Event form on the HQ website.
5. Arranges for a drawing to be held at State Convention.
	1. The first $200 collected is given to the incoming State President to register to attend the St. Jude Challenge at International Convention.
	2. Additional monies are sent to HQ after CSC Convention.

III. CSC Convention Awards: (See CO State Council Awards Guidelines)

1. After chapters submit their report form, verify hours, and combined monies reported with the Philanthropic Chairman.
2. Awards are based upon the number of members per chapter.
3. Send the top three (3) Chapters to the Past President/Awards Chairman by May 1 for all St. Jude events, to include Radiothons and Dream Homes (excluding monies), for:
	* 1. Hours per member
		2. Combined monies per member (donated money, plus donated goods, plus mileage multiplied by the current IRS rate).
4. Send the top three (3) Chapters to the Awards Chairman by May 1 for Dream Homes for:
	1. Hours per member.
	2. Miles donated per member.
	3. NOTE: Dollars are NOT reported by the chapters; dollars are credited to the CSC.

E. Present awards and report:

* 1. An overview of Chapter projects.
	2. Total hours and combined monies raised for the year.
	3. Total hours and combined monies raised for the year by the award winners.

F. Record Chapter name and number for all reports received and file in your coordinator notebook for your successor.

IV. IC Reporting:

A. All reporting is completed by the Chapters.

B. IC Awards are given based upon the information recorded in the St. Jude database populated from the completed Event Forms by ESA HQ.

V. State Reporting:

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

B. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and one (1) copy for your files.

C. Prepare articles for the *Golden Lamp* per schedule*.*

D. Make recommendations to pass on to your successor.

E. Write chapter in-service letters.

VI. State Convention Officer’s meeting

A. Attend meeting called by newly installed President.

B. Pass all files to your successor.

 1. Records are kept three (3) years per the Records Retention Guidelines.