

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**EASTERSEALS COORDINATOR**

As Easterseals Coordinator, you shall:

* Promote activities for the Easterseals organization which was adopted in 1985 as an International Council (IC) project.
* Work with the Colorado Easterseals Organization regarding their needs for supplies and volunteers.

I. Refer to CSC Bylaws and Standing Rules for all duties; **please read the complete document**

II. Easterseals Coordinator:

A. Promotes Easterseals fund-raising projects, education, and its needs to the CSC membership.

B. Works with Easterseals Colorado and the IC Easterseals Chairman.

C. Encourages chapter participation in special events.

D. Arranges for a drawing to be held at State Convention. Monies are donated thru the Turn Around Funds to Colorado Easterseals.

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

A. After chapters submit their report form, verify hours, and combined monies reported with the Philanthropic Chairman.

B. Awards are based upon the number of members per chapter.

C. Send the top three (3) Chapters to Past President/Awards Chairman by May 1 for:

1. Hours per member.
2. Combined monies per member (donated money, plus donated goods, plus mileage multiplied by the current IRS rate).

D. 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.

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

IV. IC Reporting:

1. Prepare the State Easterseals Year-End Report for the IC Easterseals Chairman by May 15. The report is on the HQ website under International Council Forms.

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 article for the *Golden Lamp* per schedule.

D. Make recommendations to pass on to your successor.

E. Write chapter in-service letters.

VI. State Convention Officers’ 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.