

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**ESA FOUNDATION COUNSELOR**

The ESA Foundation Counselor shall:

* Be an active member of the ESA Foundation.
* Inform the Colorado State Council (CSC) and the membership of ESA Foundation projects.
* Encourage councils, chapters, and individuals to become members of the ESA Foundation.
* Encourage applications for the ESA Foundation scholarships and participation in the International Council (IC) Youth Award Program.
* CSC became a Life Active Member of ESA Foundation in 2013.

I. Refer to:

A. CSC Bylaws and Standing Rules for your duties, **please read the complete document**.

B. ESA Foundation State Counselor’s Manual distributed by ESA Foundation.

II. ESA Foundation Counselor:

A. Confer with IC Foundation Counselor and attend the IC workshop.

 1. Present Awards received at the IC workshop at the Fall CSC meeting.

B. Encourage participation in all ESA Foundation Programs:

1. Turn-Around Funds

2. Scholarship donations

3. Applications for scholarships or grants; all ages attending a school of higher education

4. The IC Youth Award Program

5. Special events

C. Benefits of being an ESA Foundation Member:

1. Dues support Foundation programs.

2. Members who attend IC Convention may deduct some expenses on their individual taxes if they attend the ESA Foundation meeting.

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

1. Send award winners to Past President/Awards Chairman by May 1for:
2. Life active Membership
3. New Members
4. Present awards at Convention

IV. IC Reporting:

A. Report as needed to Headquarters and IC Foundation Coordinator.

V. State Reporting

A. **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. Provide information to Web Team for posting to CSC website.

E. Make recommendations to pass on to your successor.

F. 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.