**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PHILANTHROPIC CHAIRMAN**

As Philanthropic Chairman, you shall coordinate the Philanthropic programs of the Colorado State Council (CSC) with the Philanthropic Team, serving as chairman of the Philanthropic Team. The members of the Philanthropic Team include: ESA for St. Jude Coordinator, Easterseals Coordinator, and Hope for Heroes Chair.

You will receive the annual Year-End Philanthropic Report from the chapters and present awards at State Convention. You will also file the State Philanthropic Report with the International Council (IC) Philanthropic Chairman.

I. Refer to CSC Constitution, By-Laws, and Standing Rules for all duties, **please read the complete document**.

II. Philanthropic Chairman:

 A. Chairman of Philanthropic Team:

1. Confer with members of Philanthropic Team.

2. Coordinate and promote all Philanthropic programs in CSC.

3. Plan activities for each area with cooperation of programs for maximum success and keep membership informed.

4. Encourage chapter participation in all activities.

B. Prepare standard Philanthropic Report following IC guidelines and form:

1. Have Philanthropic Form available at the Fall Board meeting.

2. Reports are due April 1, reporting period April 1 through March 31.

3. Encourage chapters to submit Year-End Philanthropic Report for use in completing Philanthropic Report for IC (some chapters may not want to report because they feel they are competing for state awards).

4. Communicate with the Philanthropic Team to verify the hours, monies, miles, and donated goods reported by the Chapters on their Annual Philanthropic Report Form.

C. CSC Convention Awards:

 1. Send award winners to Awards Chairman by May 1 for:

1. Top three Chapters recognized for monies per member.
2. Top three Chapters recognized for hours per member.
3. Top three Chapters recognized for miles per member.
4. Top three Chapters recognized for donated goods per member.

2. Present awards at Saturday Awards Luncheon.

3. 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. Reporting:

1. **Contact your Lamplighter Advisor and the previous officer.**
2. Complete and send Year-End Philanthropic Report as requested to IC Philanthropic Chairman.
3. A Dream Home Chair will provide the monies credited for the Dream Homes to be included in the report.
4. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.
5. Prepare article for the *Golden Lamp*, as needed, per schedule.
6. Provide award form and information to the Web Team for the CSC Website.
7. Make recommendations to pass on to your successor and the Philanthropic Team Chairman.
8. Write chapter in-service letters.

IV. Sunday Morning Officer’s Meeting:

A. Attend meeting as called by the newly installed President.

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