

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**PHILANTHROPIC CHAIRMAN**

As Philanthropic Chairman, you shall:

* Encourage chapter participation in all philanthropic projects.
* Receive the annual Year-End Philanthropic Report from the chapters and present awards at State Convention.
* Prepare and file the State Philanthropic Report with the International Council (IC) Philanthropic Chairman.

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

II. Philanthropic Report Information:

1. Advise chapters:
	1. Philanthropic projects should be voted on and included in their chapter’s meeting minutes.
	2. Philanthropic Frequently Asked Questions and Guidelines are available on the HQ website.
	3. The current IRS mileage rate is available on the current Philanthropic Report form on the HQ website.
2. Encourage chapters to submit their Annual Philanthropic Report Form by April 1:
3. The CSC Annual Philanthropic Report Form is available on the CSC website under forms.
4. Reporting period is April 1 through March 31.
5. The report information is used to prepare the CSC Awards, which is then consolidated and submitted to IC to compete in the IC Philanthropic Awards.
	1. Not all chapters report, as they do not compete in the CSC awards.

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

1. Awards are based upon the number of members per chapter to be equitable.

2. Separate the chapter’s reports into two categories:

 a. Those reporting Hope for Heroes Coupons.

 b. Those not reporting Hope for Heroes Coupons.

3. Send the top three (3) Chapters for both categories to the 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).

4. Present awards and report:

a. An overview of Chapter projects.

b. Total hours and combined monies raised for the year.

c. Total hours and combined monies raised for the year by the award winners.

5. Record chapter name and number for all reports received and file in your coordinator notebook for your successor. Update the flash drive with the consolidated philanthropic spreadsheet.

III. IC Reporting:

1. Complete and send the Annual IC Philanthropic Report by June 15 to the IC Philanthropic Chair.
2. Include the monies credited for the Colorado Dream Homes under monies donated.
	1. A Dream Home Chair will provide the figures.
	2. Dream Homes are a state Philanthropic Project; all money is credited to the CSC rather than to individual chapters.

IV. State Reporting:

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

1. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and (1) one copy for your files.
2. Prepare article for the *Golden Lamp* per schedule.
3. Make recommendations to pass on to your successor.
4. Write chapter in-service letters.

V. State Convention Officer’s Meeting:

A. Attend meeting called by the newly installed President.

B. Pass all files and flash drive to your successor.

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