

## **By-Laws – ARTICLE VII – 3.2 CHARITIES**

This committee shall be responsible for coordinating all charity activities, including the 50/50 Raffles, within the Club. This committee shall also be responsible for determining the recipient of the Charity Award presented at an Awards Banquet. The chairman of this committee is the Charities Coordinator. At the beginning of each calendar year, the committee will consolidate charity suggestions from the membership, present the listing and arrive at a proposed list for that calendar year. Once the list has been developed, the list and a proposed budget will be presented to the Elected Officers for discussion and approval prior to presentation to the membership for their approval of the annual charity program.

### **Charities Guidelines**

#### **Select Annual Charities**

1. At the first meeting in January, provide a method to allow the membership to vote on their preferences for our charity efforts for that year.
2. Based on the results of that poll/ballot, plan events throughout the year, which involve our club members as participants and/or include a monetary donation from the club or both.

#### **Facilitate the 50/50 drawing at each monthly club meeting.**

1. Sell tickets before and during the meeting. One ticket for \$1.00 or 6 tickets for \$5.00. The purchaser of the ticket keeps one stub and the other goes into the drawing.
2. At the end of the meeting, one ticket is drawn and the winner receives 50% of the total collected.
3. The balance of 50% is provided to the Treasurer immediately after the meeting. It's nice to keep track of the monthly winners to publish in the December or January newsletters.

#### **Plan, facilitate or coordinate the Charity club events.**

1. If a monetary donation will be given, seek approval from the Board for the amount and organization it will be given to prior to the event.
2. Contact the organization in advance to confirm date and activity. Communicate the event details to club members at the club meetings, through the newsletters and/or the web.
3. Request the check, if appropriate, from the Treasurer and provide to the charity or appropriate club member.
4. Provide support to other club members who lead specific club events, i.e., the Susan G. Komen walk, the National Kidney Foundation walk, etc.

#### **Year-End Awards – to be presented at the Annual Awards Banquet.**

1. The chairperson has the privilege of choosing a member that has been of great assistance and/or helped raise significant funds for Cowtown's Charities to receive the traveling Charities Award.
2. Upon the presentation of the traveling award to the current year's recipient, the previous year's recipient will receive a permanent Charities award.