Philanthropy

Congratulations, you have been selected to serve on the Philanthropy Committee or be a Philanthropy Head for the Ranger Club 2014-2015. This position allows you to have an opinion about what philanthropic events the Ranger Club/ROTC will participate in but also demands your creativity, time and dedication. Please be prepared to spend 3-5 hours of your week dedicated to this position and take this into consideration before accepting this position.

As you may have noticed, Ranger Club is becoming a more active Student Organization and therefore has revamped the way it runs in order to accommodate this evolution. Fall Semester was a learning experience for all and now there are going to be some necessary changes in order to better this organization and its money management. Please read the changes below:

Planning:

In order to ensure successful planning of a philanthropic event, there will be an implemented bi-weekly meeting solely for the Philanthropy Committee. Committee Heads will be responsible for planning, coordinating for, and maintaining participation in these meetings. To ensure that these meetings are as efficient as possible, Committee Heads are required to fill out the following form: <https://docs.google.com/forms/d/1mT0_rHhDEwy2g-ss2LjYdB6-VSsNk1Yd8Wqaj1Z_CJk/viewform>

This form is also available on the Ranger Club Website. [www.grurangerclub.weebly.com](http://www.grurangerclub.weebly.com)

Failure to complete this form will result in a negative counseling.

At the biweekly meeting, the committee is expected to discuss and reflect on past philanthropic events as well as plan future events. Planning for an event must start at least one MONTH before the actual execution. All fundraisers planned MUST be voted on with the majority vote of the ENTIRE committee being the deciding factor on whether or not the event will be held. Committee Heads are responsible for making sure this democratic policy is upheld.

After an event is voted on and chosen to be executed, there are certain procedures that must take place. A brief description of the event, plan for advertisement (i.e. Flyers), cost analysis, and personnel roster must be turned in by the Committee Heads no later than 2 weeks prior to the operation. In addition to this report, a Committee Head or Fundraiser OIC must brief the Ranger Club at the weekly meeting at the 2 week mark.

Failure to accomplish these tasks will result in a negative counseling and possible termination of the event.

Execution:

Once planning is completed, there are some procedures necessary in order to ensure that each fundraiser is executed smoothly:

If the philanthropic event requires any set up (i.e. JSAC Table), the event will be set up at least 15mins prior to start of the event. This requires the personnel responsible for set up the event to arrive at least 20mins prior to the event starting. All supplies and equipment must be secured prior to set up.

Failure to set up on time or personnel arriving late will result in a negative counseling.

After the event starts, there are certain professional measures that need to take place. In order to maintain a professional demeanor, there will be no use of mobile devices except in case of emergency. In addition, there will be NO disruptive behavior (i.e. loud music, foul language, shouting, horseplay) while working at the event. This is to ensure that we are welcome to utilize the privilege of venues that we host events at and to convey a professional image of the Ranger Club.

Failure to meet these professional standards will result in a negative counseling.

Upon the closing of the event clean-up is to be executed swiftly and efficiently. Upon completion of the event, the event OIC or Philanthropy Head is responsible for filling out the following form:<https://docs.google.com/forms/d/1g1QV_fZi9MYfTChz7O0dx0EpnTHZrq5klc8QO_pTGNk/viewform>

This form is to be filled out no later than 24hrs following the event. This form allows for reflection of the event.

 Failure to accomplish these tasks will result in a negative counseling.

Once again, congratulations on being selected for this rewarding position. I hope after reading this you feel ready and prepared for this semester and to accomplish your mission. The intent is not to micromanage but to accomplish events to the best of our ability and inspire leadership throughout the organization. Thank you!

Please Sign Below, acknowledging the changes made and your willingness to participate.

Name Signature Date