

ARTICLE XI: Cabrillo Club Standing Committees

Section 8. The composition and duties for each standing committee are as follows:

- C. The Civic Affairs Committee shall:
 - a. Support and, when possible, coordinate activities with the member(s) of the Civic Affairs Committee from each of the Subordinate clubs;
 - b. Be responsible for collecting and recording the reports of Subordinate Clubs charitable donations of monies, blood, time, materials and other acts worthy of recognition from Subordinate club Civic Affairs Chairperson; and
 - c. Encourage the membership to participate in, and promote efforts to, help the less fortunate in their communities.

Rules & Guidelines

Create score card for measurement of achievement for the year, and distribute to Subordinate Club Chair person at conclusion of State Convention.

Cabrillo Civic Affairs Guidelines

Volunteer Hours

1. Club members who volunteer hours to Charitable Organizations can be reported. (Church, Hospital, Non-Profit Organizations, Community Services, etc) DO NOT INCLUDE HOURS THAT ARE SALARIED OR COUNTING HOURS OF PREPARATION FOR STATE BOARD MEETINGS OR CONVENTION)
2. Hours for Cabrillo Events DO NOT COUNT, unless all proceeds are being donated to a Charitable Organization. If 50% is donated, then only 50% of the hours may be donated and so forth. Please state event and charity.
3. Time spent clipping coupons for Senior Citizens may be counted, but not the money value.
4. Time spent taking Senior Citizens to doctor's appointments may be counted. A family member DOES NOT COUNT.
5. Offices held for other organizations can receive 5 hours for each report. All names and offices must be listed. Offices and Board of Directors which are paid, ex. School Boards, Industry Boards, etc DO NOT COUNT.
6. Get Well Cards, Sympathy Cards, etc DO NOT COUNT.
7. State the organization, activity in which you volunteered, and hours spent for each on the reports.

Donations

1. Only donations made by the club are eligible.
2. Donations given by individual club members are not eligible.
3. Money donated to other Cabrillo Clubs DO NOT COUNT, unless it is a fundraiser where all proceeds are donated to a Charitable Organization. The Organization must also be reported.
4. Each Charity can only be counted once for each month
5. Donations given to a student, who has gone through the screening process, but did not receive a Cabrillo Scholarship, maybe counted. (Note: I do not encourage clubs to hold money back, as you don't know if a student in your area will fall in this category)
6. State the organization and monetary amount for each on the reports.

Cabrillo Civic Affairs Guidelines

You will not receive a reminder to send your report in to me.

Report 1 – Covers January, February, and March

Report 2 – Covers April, May, June, July, August, and September

Report 3 – Covers October, November, and December

Points

Each club will receive **25 Points** for each report received by the State Chairman.

(Reports must be postmarked on or before the due date.)

Report 1 – April 11, 2009

Report 2 – October 10, 2009

Report 3 – January 2, 2010

Each club will receive **15 Bonus Points** for each report received early by the State Chairman. (Reports must be postmarked on or before the due date.)

Report 1 – April 6, 2009

Report 2 – October 5, 2009

Report 3 – no eligibility

Reports turned in late will be deducted **10 points**.

Every Volunteer Hour is worth **1 Point**.

Every Dollar Donated is worth **1 Point**.

Awards for convention:

Points from Donations + Points from Hours + Number of Charities = Total Points

Total Points are then divided by the Membership Count given by the State Secretary

Points for Reports and Bonus Points are then added.

Points for late Reports are then deducted.

CIVIC AFFAIRS REPORT

Cabrillo Civic Club - «Club_Name» #«Club_Number»
Report <Number> - <Months>

Total Number of Hours _____

Total Number of Monetary Donations _____

Total Number of Charities _____

Signature of Civic Affairs Chairman

Please Print Name

Mail Report To:

Jessica Lawrence
State Civic Affairs Chairman
12823 Kent Avenue
Hanford, CA 93230

Or Email to:

JesML9@aol.com

Example for Reporting Hours and Donations

Name of Member		
Valley Children's Hospital		10 hours
Meals On Wheels		15 hours
Cabrillo Beer Booth (50% donated to Charity)		20 hours*
Name of Member		
President for Fresno State Dairy Club		5 hours
TOTAL HOURS		<hr/> 50 hours
Happy Trails		\$1000
St. Aloysius Church		\$500
Needy Family		\$50
TOTAL DONATIONS		<hr/> \$1550

List Charities

*please report only the calculated amount, here shows that 50% of the total hours is equal to 20 hours.