

Clearwater Community Woman's Club



Community Service Program Chairwomen's Guide

Updated November 11, 2021

Agenda



- Roles and responsibilities of CSP chairperson
- CSP Program Tips
- Guest Speaker Protocol
- CSP Reporting
- CSP Reimbursement
- Useful links

CSP Chairs and Co-Chairs – 2021-2022



Arts & Culture : *Kim Davis/JoAnne Roby*

Health & Wellness: *Carole Harris/Belinda McAbee*

Environment: *Nita Cole/Jane Snyder*

Civic Engagement & Outreach: *Lucile Casey/Dottie Stutler*

Education & Libraries: *Kay Estock/Noreen Kromer*

CSPs by Month



- **October** Civic Engagement & Outreach
- **November** Education & Libraries
- **January** Arts & Culture
- **February** Environment
- **March** Health & Wellness
- **April** Open

Roles and Responsibilities



- Notify President and 1st VP of all CSP meetings
- CSP Chair will attend all Board meetings
- Inform the Daisy Newsletter Editor of speaker and provide a short biography
- Fund-raiser events: The Daisy Luncheon: prepare baskets
- Write mid-year and end-of-year reports
- Schedule meetings with your CSP members
- Prepare agenda for meetings and distribute minutes of meetings to members, President and 1st VP
- Update content for your CSP on website

CSP Program Tips



- Plan early
- Contact speaker well in advance
- Be specific about length of speaking time
- Be specific about expenses
- Have an emergency plan
- Complete refreshment sign-up list
- Thought of the day
- Complete reimbursement form if needed

Guest Speaker Protocol



- Invite speaker well in advance
- Agree on topic and timing
- Inform speaker of expected audience
- Clarify monetary compensation (\$50 max)
- Clarify what kind of equipment is needed
- Meet speaker at door and introduce her/him
- Send a thank you note after meeting

Reporting



CSP Mid-Year and Annual Reporting Forms **(link coming soon)**

The “Brag” Report – we get to brag about all the great things our mighty Club is doing in the community.

- Involves 2 sections:
 - * Volunteer hours (Statistics)
 - * Volunteer hours (Narrative)

Separate CSP meeting next month for training

TRACK YOUR VOLUNTEER HOURS!!

CSP Reimbursements



- Reimbursement for such items as postage and printing.
- Complete the CSP Reimbursement Form
 - Attach receipts to the form
 - Submit the form with receipts attached **A.S.A.P.** to the Club Treasurer (suggestion: submit the day of the program)

If in doubt about a reimbursable expense, please ask BEFORE you spend the money.

Useful Links



CCWC Website:

<http://gfwcclearwatercommunitywomansclub.org/>

Reimbursement Request Form:

<http://www.gfwcclearwatercommunitywomansclub.org/forms/CCWC%20REQUEST%20FOR%20REIMBURSEMENT.pdf>

Volunteer Hours Form:

<http://www.gfwcclearwatercommunitywomansclub.org/forms/CCWC%20Volunteer%20Hours%202019.pdf>

More Useful Links



- **Arts & Culture CSP** - *Supporting creativity and cultural awareness.*
<http://gfwcclearwatercommunitywomansclub.org/arts.htm>
- **Environment CSP** - *Developing an appreciation for the environment and natural resources*
<http://gfwcclearwatercommunitywomansclub.org/conservation.htm>
- **Education and Libraries CSP** - *Promoting literacy and lifetime learning*
<http://gfwcclearwatercommunitywomansclub.org/education.htm>
- **Health and Wellness CSP** - *Creating a better quality of life for our citizens*
<http://gfwcclearwatercommunitywomansclub.org/homelife.htm>
- **Civic Engagement and Outreach** - *Encouraging civics and social responsibilities*
<http://gfwcclearwatercommunitywomansclub.org/publicissues.htm>

Volunteer Spirit



Living the Volunteer Spirit

GFWC Florida members and clubs make differences in their communities, our state, and internationally. Through volunteer hours and generous contributions, your commitment to making a difference improves lives and provides hope for countless individuals.

Unique Women



Thank you for volunteering to
lead Community Service
Programs in our wonderful
Clearwater Woman's Club!