VP COMMUNITY OUTREACH & FUNDRAISING-HIGHLIGHTING FOR LITERACY

I. OBJECTIVES AND RESPONSIBILITIES
   To educate the ARMA membership on the needs of a local elementary school and obtain funds/supplies/time to support this incentive.

II. ORGANIZATION
   A manager appointed by the Vice President of Community Outreach and Fundraising will head Highlighting for Literacy committee. This manager reports directly to the Vice President.

III. GUIDELINES
   • Meet with the former manager to obtain records and discuss duties and responsibilities.
   • Appoint additional committee members as necessary.
   • Prepare the objective, goals and budget for the year.
   • Submit status reports and recommendations to the Vice President for reporting to the Board of Directors.
   • Read and become familiar with the Constitution and Bylaws.

IV. PROCEDURES
   • Attend monthly chapter luncheon meetings and arrange small boxes on each table to enable the attendees to donate money for the elementary school. Pick these up after the meeting.
   • Make announcements at the monthly chapter luncheon meetings or remind the President to make the announcement in support of the initiative.
   • Ask members to donate supplies, back packs and time to the school. Most schools have a program to help the students read that needs volunteers to participate.
   • Count the donations and send check to the Treasurer for deposit.
   • Deliver these supplies and/or be the liaison to the school.
   • Report at year end to the Vice President the total donated and ask for matching funds for a total donation to the school.
   • Present the donation to the Principle of the school.

V. FINANCIAL
   All funds received from an ARMA Houston Chapter-sponsored event or project should be turned in to the ARMA Houston Chapter Treasurer for handling. Under no circumstances are ARMA Houston Chapter VP’s, Committee Managers, or Committee Members authorized to split, disburse, or retain monies for expenses incurred out of the funds collected from an ARMA Houston Chapter-sponsored
event or project. The ARMA Houston Chapter Treasurer, upon the presentation of a completed check request form and receipt, should pay all expenses from an ARMA Houston Chapter-sponsored event or project.

V. TIMELINE OF EVENTS
Start in July for collections. The collection cycle is June thru May so there is time to total and ask for extra donation from the ARMA BOD during their June board meeting.

VII. ATTACHMENTS