

# SOROPTIMIST INTERNATIONAL OF SACRAMENTO

## Programs Committee

(A Service Committee)

This Committee has seven Subcommittees. Each has its own Chair. The entire Committee should meet at least once a year for strategy and planning. After that, each subcommittee should meet individually with timely reports and cooperation with the Committee Chair.

### Subcommittees:

1. **AWARDS:** This Subcommittee administers and manages the award programs.

A. **Live Your Dream:** This award assists women financially, who are the head of their family, preparing to re-enter the job force, or seeking additional education for the purpose of improving job skills. (See application via SIA) <http://www.soroptimist.org/awards/apply.html>

This program involves electronic/e-mail distribution of application forms to the appropriate outlets (Women's Empowerment, St. John's Program for Real Change & My Sister's House) including colleges in the area; screening the applications; convening a committee to review the finalist applications to make the final choices; planning the awards program and luncheon; and submitting to Region the Live Your Dream winners which are thought to be worthy of being a regional winner by the Regional deadline.

### Timeline:

- 1.) September - Meet with your Subcommittee and determine the timelines for the Live Your Dream application processes, and any other awards that will be presented. Coordinate with Program committee for the date of the award presentations luncheon. Verify the budgeted amounts available for presentation. Check possibility for 2-year grants. The applications need to be distributed and collected for a timely application process, and review by committee members.
- 2.) December to January - Select winners. Submit selected winners to SNR for consideration of being a Region winner. (See region cut-off date)
- 3.) Prior to Award Luncheon- Be sure to submit the expenditure request forms to the Treasurer in enough time to receive the Award checks for the luncheon. Each winner may designate a guest (paid for by the club) to attend the award luncheon. For each awardee, provide flowers and a certificate, from either the template on the SIA website or from Barbara Coulam, if you give her enough notice.

B. **Laurel Award** - This Subcommittee may also make suggestions for awarding the Laurel Award, if the Board and club decide to annually present such an award. This award is arranged for at SIA.

C. **Soroptimist of the Year** - This Subcommittee also handles the presentation of the Soroptimist of the Year Award, if it is decided to present the award. This award is coordinated with the Board.

These recommendations should all be coordinated with the Programs Chair for presentation to the Board of Directors.

2. **DREAM IT, BE IT PROGRAM:** This Subcommittee administers and manages the Dream It, Be It Program which is designed and recommended by SIA. (See their website for curriculum etc.) This program is currently taught by S.I.S. club members at the charter school, S.A.V.A. (Sacramento Academic and Vocational Academy). Other locations may also be considered.

- A. Plans should be made early in the club year to determine who will be teaching which sessions.
- B. Consideration should be given to whether a scholarship has been budgeted for a D.I.B.I. student; and, if so, plan for and follow the scholarship selection and presentation criteria.

3. **PROJECT SELECTION:** This Subcommittee researches and recommends the community service projects that the club will support during the following club year, and the minor projects supported during the current club year. Check the budgeted amounts in the club budget.

- A. **Research and identify community needs.** This can be done by issuing an RFP to community organizations or identifying a worthy project by other means. The information should be reviewed and ranked by the Subcommittee members in cooperation with the Service Activities Committee chair before recommending to the Board.
  - 1.) Recommend plans for the club to contribute members' time and/or talents that will meet community needs. The timing of projects should consider member commitments to other club events, such as fundraisers.
  - 2.) Recommend to the finance committee the amount of money needed for future club year's service project (in February or March of each year)
- B. **Random Acts of Kindness** – These are various needs which are identified in the community on a random basis, i.e., Gifts From The Heart at the County for Christmas or Valentines Day, Single Moms Strong needs, Title One School teacher's needs etc. These are activities which the members can participate in on a voluntary basis.
- C. **International Goodwill and Understanding** These are needs that are identified in other countries which the committee and club decide to help address.

4. **SCHOLARSHIPS:** This Subcommittee's primary responsibilities are the distribution of scholarship awards and the management of the scholarship funds.

- A. Distributes Scholarship application forms to the college financial affairs offices, e.g., Sacramento City College, CSUS, McGeorge School of Law, UCD Medical School, and any others as determined by the committee. This should be done by November.
- B. Screens the applications by subcommittee members in order to make final choices.

- C. Plans and executes the award luncheon to present the scholarships
- D. In collaboration with the total committee, submits to Region any winners which are worthy of being Regional winner.
- E. Annually reviews the Scholarship budget and collection of scholarship contributions and submits any changes to the Finance Committee and the Board.
- F. Checks the budget to see total amount of scholarship funds available to be distributed. Submit the expenditure request forms to the Treasurer in enough time to receive the scholarship checks for the award luncheon.
- G. Prepares scholarship luncheon program and identifies SIS hostess for each recipient (each recipient can invite one club-paid guest). Select a member to make award certificates folder for each recipient.
- H. SOS contributions are given to the Assistant Treasurer (or made online) for deposit. The Treasurer then provides a list of contributors to the Corresponding Secretary for acknowledgement to the honoree or family and to the donor for a receipt. Contributors' names should also be given to the newsletter chair for recognition in the newsletter.

**Timeline:**

The committee should convene in the Fall to develop a plan that includes the tasks and timeframe. With the Program Speakers Chair, determine a meeting date for the Scholarship Awards luncheon (not in conflict with the Region conference). In early November, electronically submit the application form to the Financial Assistance offices of the colleges and universities. In February, collect and log the scholarship applications. In late February or early March, meet to review & select recipients. The timeline should be determined by working backwards from luncheon date.

- 5. **MONEY MATTERS:** This Subcommittee plans and executes the Money Matters curriculum at the various locations where it is determined to be taught (currently taught at S.A.V.A. as part of the Women in Leadership curriculum, and at My Sister's House as part of the Women to Work Program).
  - A. Review the curriculum and make any necessary updates. (This curriculum was designed by members of S.I.S. and the Master is held on Barbara Coulam and Nancy Wolford-Landers' computers.)
  - B. Determine how many sessions will be taught at which locations, on what dates and time and who will teach each session.
  - C. Provide necessary work sheets and handouts to each session's teacher.
  
- 6. **BLANCHE EDGAR/SHIRLEY GODFREY:** This Subcommittee administers the Memorial funds which were established with funds and/or property donated to the club to be used for Service projects which are "hardscape" or capital projects and are not to be used for program expenses.
  - A. Members of the committee shall consist of at least: The President, 1<sup>st</sup> Vice President, Immediate Past President (if still a club member), Treasurer, and at least three (3) club members with alternating three (3) year terms.
  - B. Currently, the funds are deposited with Wells Fargo and kept in separate accounts. Interest earned is monitored by the club Treasurer. Expenditures are made through the Service account and are replenished from either the Blanche Edgar or the Shirley Godfrey accounts.

- C. The committee solicits and evaluates requests for expenditures and decides which projects to recommend to the Board and membership for funding. It has been the intent of the club to not spend either account below the \$90,000 & \$100,000 thresholds to maintain the principal amount in perpetuity.
- D. It is recommended that this committee communicate with the Project Selection Subcommittee during the RFP evaluation process to determine if proposals sent to either Subcommittee are being evaluated by the appropriate committee (capital vs. program).
- E. Each proposal for expenditure must be approved by the Board and Club membership.

7. **PROGRAM SPEAKERS:** This Subcommittee is chaired by the 1<sup>st</sup> Vice President who is responsible for coordinating and managing schedules of special guests and speakers for the club year.

**Timeline:**

A meeting of the Subcommittee should be held in late summer to plan for the speakers for at least the first half of the year. Ideas for speakers should be shared by club members to the Subcommittee for consideration. Members should be assigned to coordinate each speaker and their presentation. The assigned member should provide a speaker bio for publication in the newsletter and on the website in advance of the meeting. Speakers should be confirmed by the assigned member and the chair should mark the speaker confirmed on the schedule when it has been accomplished. The assigned member is responsible to furnish the thought for the day. The Subcommittee should meet again as needed to complete the speaker's schedule.