

TO: LEAF Board of Directors

RE: LEAF Committees

Following is an explanation of the various LEAF Standing and Event Committees. Ad Hoc committee may be established as needed. LEAF Board of Directors are asked to serve on one Standing Committee and one Event Committee (or subcommittee) if possible. The executive director serves in support of all committees.

Standing Committees

Executive Committee (Barclay Carrier, Chair)

Made up of the LEAF Board officers; president, vice president, treasurer, secretary, and executive director, the Executive Committee meets the first Tuesday of the month to plan the agenda for the monthly Board of Directors meetings and address issues of importance to LEAF between Board of Directors meetings.

Allocations (Bob Feigh, Chair)

This committee considers grant requests and makes recommendations to the Board of Directors regarding allocation of our grant funds. The committee meets during the two grant cycles; once in October and once in March. Much of the work of the committee centers around reading and scoring the grant requests. It is a good committee for new Board members to get a feel for the work of LEAF.

Development

The Development Committee provides direction, advice, assistance and oversight in fundraising. In addition, the committee may focus on:

- The development of fundraising activities, events and projects
- Donor contacts and introductions
- Direct contacts and asks, as possible and appropriate
- Identification of additional askers

PR/Marketing (Pat Krueger, Chair)

The PR committee meets monthly to plan PR/marketing strategy for LEAF. The committee oversees all marketing strategy for LEAF events, annual campaign, annual report, etc. It is a vital and very active committee.

Nominations (Chuck Provinzino, Chair)

The Nominations committee work is focused in the months of October – December, as it identifies, recruits, and recommends new Board of Directors members as terms expire for current Board members.

Budget & Investment (Tom Martin, Chair)

This committee, which includes the Board Treasurer, meets mostly during the summer months to review investment strategy with the CMCF and develop the annual budget for the new fiscal year, which begins on September 1. It also considers and makes recommendations to the Board of Directors for any issues that arise regarding the budget or financial issues.

Grant Writing (Janet Reagan, Chair)

The grant writing committee pursues grants through other foundations for specific LEAF projects. The LEAF Grant Writing committee has been working to capture a grant for the PAKRAT child literacy and parent involvement program. The committee meets occasionally throughout the year, usually at the CMCF to make use of their grant-writing resources.

Event Committees

Night of the Stars Variety Show (Bruce Hentges, Chair)

The Night of the Stars is LEAF's oldest event, begun in the drive to save junior high activities in 2002. It is the major fundraising event for the LEAF Student Activities Fund and is held each February at the Paramount Theater. The Event actually has five subcommittees. Most of the work of these subcommittees is done between November and January, in preparation for the February performance. The five subcommittee descriptions follow below:

1. Program Committee: This committee is made up of the directors from Tech and Apollo High Schools. They plan the program, recruit student performers and work with the elementary and junior high music teachers to recruit students from those levels. (Denny Smith, Chair)
2. PR/Marketing Committee: The Night of the Stars has its own PR committee because of the amount of marketing that is done in support of this event. It meets often during November, December and January, leading up to the event. (Mike Janey, Chair)
3. On-Line Auction Committee: This group organizes the on-line auction associated with the Night of the Stars, recruits businesses, collects auction items, posts items online and mails out items that are not picked up after the auction ends. The online auction runs for approximately one week before and one week after the Night of the Stars Variety Show date. Jean Sonstebly makes the arrangements with BiddingForGood.com (Lori Johnson, Chair)
4. Ticket Committee: The Ticket Committee sets the cost of tickets, develops sales strategies and distributes tickets to activities programs and school buildings for sale. (Bruce Hentges, Chair)
5. Sponsorship Committee: This committee contacts businesses and recruits sponsors to help underwrite the costs involved with producing the show. (Bruce Hentges, Chair)

Adopt a Classroom Committee (Debbie Erickson, Chair)

The Adopt a Classroom Committee contacts businesses and individuals to solicit \$250 to sponsor supplies for a classroom. The committee surveys teachers to determine interest, informs teachers who have won a \$250 classroom grant, and works with the District to distribute funds that are collected. Most of the work of this committee is done during the summer months through September.

LEAF Luncheon Committee (Bruce Hentges, Chair)

Each August, LEAF hosts a welcome back luncheon at the Kelly Inn for the students of Tech and Apollo who have participated in activities. It is meant to get the new school year off to a positive start and recognize the work of the students and their coaches/advisors. The Luncheon Committee plans the program, arranges for speakers and recruits sponsors to underwrite the costs. The committee meets several times from late spring through early August and works at the luncheon.

A Learning Renaissance/Academic Fund Event Committee (Tami DeLand, Chair)

This committee plans LEAF's newest event – the fundraiser for the Academic Fund. The event found a home at Café Renaissance in 2011 and was a great success. The committee meets from early-summer until the October event to plan the marketing, arrange for auction items, plan the format of the event, etc.

Annual Appreciation & Awards Reception Committee (Bruce Hentges, Chair)

This event is held in late November or early December to thank LEAF volunteers and recognize those non-board community members that have made significant contributions to the LEAF mission. The committee meets several times in the early fall to plan the event. The event is held at either Apollo or Tech High School, whichever is doing the fall musical.