

CHAPTER PHILANTHROPIC CHAIRPERSON

Duties: The Chapter Philanthropic Chairperson is responsible for researching worthwhile philanthropic activities and reporting these to the chapter. This chairman serves as the liaison between the chapter and any charity or group that you choose to support. You should seek out worthy causes within your community, your state and your country. Information you should gather might include: type of work or service provided by the organization, what kind of volunteer work or amount of money or goods is needed, past working relationship with other organizations, and the person or individual that your chapter would work with.

1. Promote all chapter and state philanthropic projects. Invite individuals from organizations requesting your assistance to chapter meetings.
2. Establish chapter philanthropic goals at the beginning of the year and present them for the chapter review and approval. The membership should vote on the projects in order to make a commitment toward a common goal.
3. Appoint committees to assist in accomplishing the approved projects. The Philanthropic Chairperson should serve on each of these committees, either as a member or chair. If there is a member with expertise in a certain area, assign her as a project leader. Delegate responsibility so that no one member is overworked (including yourself).
4. Maintain accurate records of all monies, hours, and items donated by each chapter member. Maintain a file to pass on to the next Philanthropic Chairperson.
5. It is important that the state have an accurate accounting of all philanthropic monies, gifts, etc. These reports are not only for the presentation of chapter awards, but serve in providing accurate accounting for state totals in International Philanthropic awards. It also serves as a record for your chapter if audited by IRS. The Philanthropic Project Report form is shown as Figure 1.
6. Correspond with the State Philanthropic Chairperson if your chapter has any questions or needs assistance. The State Philanthropic Chairperson is the Second Vice President of the Kansas State Council.

STATE PHILANTHROPIC PROJECT – *HEARTSPRING* (formerly known as Institute of Logopedics)

The membership votes on the state philanthropic project each year at the annual meeting. The State project is *Heartspring* (previously known as the Institute of Logopedics) located in Wichita, Kansas.

Heartspring has been helping children become more independent for more than 75 years. *Heartspring* serves students from the age of five through 21, who have multiple disabilities and communication disorders. While many private schools focus on only one or two handicapping conditions, *Heartspring's* expertise is in providing programs for children who have many areas of need. In addition to individually-planned classroom and residential activities, special community based instruction programs at *Heartspring* are designed to teach students how to use their new communication and life skills in natural settings. *Heartspring* individual education plans are all targeted toward helping the child develop his skills so he can return to his family and home school as soon as possible. Most students are enrolled at *Heartspring* from one to three years.

INSTRUCTIONS FOR *HEARTSPRING* DONATIONS

Donations to *Heartspring* may be given in the form of monies or gifts.

1. MONEYS - come from cash donations, memorials, special projects established for *Heartspring*, etc.
 - a. Make all checks payable to the order of the "Kansas State Philanthropic Project."
 - b. Mail all checks (with instructions) to the current Second Vice President of the Kansas State Council. Please do not send your check directly to *Heartspring*. They will have to mail it to the Second Vice President. If for some reason they do not connect you with ESA, your chapter will not be given credit for donation.

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- c. Projects change each year based on the program designed by the Second Vice President in coordination with *Heartspring* for the current year. Chapters designating funds for a specific project should indicate this on their check or in a letter to the Second Vice President. The instructions of the chapter shall be followed.
 - d. Unspecified contributions are credited to the current State Philanthropic Project.
 - e. Donations will be acknowledged by the Second Vice President. Chapters need not notify *Heartspring* that a donation was made. These funds are accumulated in a Kansas ESA philanthropic bank account, and presented to *Heartspring*.
 - f. Memorials/ Honorariums - will be credited to the current State Philanthropic Project unless otherwise designated by the donor. Acknowledgment is provided to both the donor or the memorial and the family of the deceased, with the following notation:

"This gift was made through Epsilon Sigma Alpha International, a patron organization supporting *Heartspring* in its service to the communicatively handicapped."
2. Gifts-In-Kind - include items donated to *Heartspring* for educational purposes, the Adopt-A-Child program, Adopt-A-Home program and amounts earned in the General Mills Box Tops and Tyson Project A + Program. These gifts must be reported on the Gift-In-Kind form (page 81).
- a. Chapters may contribute gifts at any time during the year; however, two specific times during the year are designed by the Second Vice President for collection - the November Tea and Tour and the February Day of Love, which most generally is specifically for the children and their educational growth.
 - b. Gifts will be acknowledged by *Heartspring* and the Second Vice President.
 - c. Chapters should deliver (or mail) gifts to *Heartspring*, c/o Development Associate – Annual Giving, 8700 East 29 Street, Wichita, KS 67226. Phone numbers: (316) 634-8700 or 1-800-835-1043.
 - d. IMPORTANT: One copy of the Gift-In-Kind Form (page 81) must be provided to *Heartspring* along with the gift(s); one copy must be forwarded to the Second Vice President of the Kansas State Council for chapter crediting; and one copy should be retained for chapter files.
 - e. General Mills Box Tops and Tyson Project A + Program: Chapters may claim Gift-In-Kind credit of \$.10 and 3 minutes General Mills Box Tops. For Tyson Project A + panels, please count \$.24 and 3 minutes per panel. Send the boxtops/panels to *Heartspring* along with one copy of the Gift-In-Kind form. Forward a second copy to the Kansas State Council Second Vice President, and retain a copy for your files.
 - f. The Adopt-A-Child Program - is an excellent way for your chapter to personally get involved with the children at *Heartspring*. It is designed to let chapters communicate directly with a child at *Heartspring*. If your chapter wishes to participate in this program, contact the State Second Vice President. Along with the name of the child, your chapter will be given a profile to help with your choices of communication and gifts. Also, a picture of the child will be provided, if one is allowed. The different levels of the Adopt-A-Child Programs are explained elsewhere in this writing.

ADOPT A CHILD PROGRAM HEARTSPRING

8700 East 29th Street North, Wichita, KS 67226
(316) 634-8700 and 1(800) 835-1043

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LEVEL 1

This is a communication-type environment. It is important for each child to have some kind of contact with an environment outside the school.

1. Level 1 should be that minimum commitment any chapter makes in the Adopt-A-Child Program.
2. Write to your child several times a year. Set a goal of making contact at least once a month in some form.
3. Contact your child on special occasions and holidays by sending special greeting cards or letters. (Christmas, birthday, Easter, Thanksgiving, etc.)
4. Any type of communication is appropriate at Level 1. Keep your communication simple. Mail the material directly to the child at *Heartspring* in the care of Development Associate – Annual Giving.
5. If a chapter wishes to move on to Level 2, they should continue with Level 1 as well.

LEVEL 2

This level entails the purchase of small items for the child. (Special toys, leisure time and educational things of interest, books, games, puzzles, etc.)

1. The extent of your chapter's monetary involvement is a chapter decision.
2. You may contact the Development Associate – Annual Giving to check on special needs of the child that are not listed. They will check with the Residential Care Provider (RCP) for further details.
3. Mail your purchase directly to your child at *Heartspring* in care of Development Associate – Annual Giving.
4. Use the "Gift In Kind" form to report all gifts to the child. Mail one to the current year Second Vice President, one to *Heartspring*, and keep one for your files.
5. *Heartspring* will accept gift cards for your adopt-a-child. The card is delivered either to the child's teacher or the Director of the Homes. The student's program staff or home staff will take him shopping. Please do not send cash to your adopt-a-child.

If you request more direct contact with your chapter's child, please contact Development Associate – Annual Giving (316) 634-8700 to see if an on-campus visit or off-campus "field trip" can be arranged.

**REMEMBER, YOUR CHILD WILL APPRECIATE ANY COMMUNICATION
YOU CHOOSE TO PARTICIPATE IN.**

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PHILANTHROPIC AWARD RULES

There are two (2) divisions of philanthropic awards.....hours and monies.

- (1) First, second and third place certificates will be awarded to chapters reporting the most hours per member.
- (2) First, second and third place certificates will be awarded to chapters reporting the most monies per member.

Entries will be judged on a percentage basis (per pledge/jewel member) of money and hours donated. There will be two (2) categories.

- (1) One category for chapters with 15 or less members, and
- (2) One category for chapters having 16 or more members.

All service hours and money donated in the name of ESA, either by individuals or a chapter, or chapter project, may be counted with the exception of the items noted below under DO NOT COUNT.

Please refer to the following "Do's and Don'ts":

DO COUNT

- Hours and monies collected on a project totally sponsored, organized and implemented by ESA.
- Hours spent on community projects not organized by ESA.
- Hours and money spent on Diana Awards, Hats for Hope, Outreach Seminars, and Outstanding Youth Awards.
- Monetary Donations to ESA Disaster Fund, ESA Foundation, Kansas State Council philanthropic projects, and IC philanthropic projects.
- Hours a member spends baby-sitting for another member who is doing philanthropic work.
- Monetary donations by chapter to civil projects (with exceptions as noted below).

DO NOT COUNT

- Money collected on door-to-door drives (such as Heart Fund, Cancer Drives, etc.) not completely organized and implemented by the ESA chapter.
- Hours or money given for public school activities, P.T.A., Campfire Girls, Scouting (unless comprised of handicapped or underprivileged children).
- Church work hours or donations.
- Hours and money spent helping an ESA sister (unless help falls into the category as outlined in Section IV Special, of the International Council Philanthropic Guidelines).
- Hours and money given to sports associations of any nature (unless comprised of handicapped or underprivileged children).
- Hours donated to Hospital auxiliaries (unless specifically given in the name of ESA).

The State Philanthropic Chairperson shall compile all year-end reports and submit the First, Second, and Third place state winners in hours and money to the International Council Philanthropic Chairperson on forms provided for that purpose for entry into international competition.

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INSTRUCTIONS FOR COMPLETING THE KANSAS PHILANTHROPIC REPORT FORM

1. In preparing the report you will need to combine information from the following chairmen: Philanthropic, Ways & Means, Awards, and Treasurer.

Philanthropic Chairman - maintain a record of all philanthropic projects as they occur. Maintain a notebook with a project sheet for each event. On each project sheet describe what you did, the date, what donations or gifts were given, and the beneficiary of these gifts (e.g. Sunflower Nursing Home, Public Library, etc.). File copies of the *Heartspring* Gift-In-Kind forms in the notebook. They provide an accurate record of the chapter donations to *Heartspring*.

The Treasurer shall maintain a record of all monetary donations, although you may keep this in your notes as well.

When counting "Used Items" for needy family, *Heartspring*, etc., count the item at 15% of retail value. Use full retail value for all new items. For purposes of clarification: Should your chapter obtain new donated items (from a local business - this includes food), you may count the suggested retail value as a monetary denotation.

DO NOT COUNT cents-off coupons

Ways & Means Chairman - Fund raising/ways and means projects are money-making events only. BUT that portion of the money that is donated for charitable and/or civic purposes represents philanthropic/service projects. Hours and monies should be counted on a percentage basis. For example, a bake sale made \$100 with 50 hours of work/preparation. If the money is divided equally between two projects, 50% would be figured or \$50 and 25 hours to each project.

If all the net proceeds are donated to philanthropy, count the total hours spent raising funds and count the net monies donated (gross income less cost = net). (Distribution may be made to more than one philanthropy on a percentage basis.)

If a fund-raising event is specified or advertised as a "benefit" for any philanthropy, *the total net proceeds must be donated to said project.*

All your money donated comes from money your chapter has earned, even if you write a check from the checkbook at the end of the year, you must have worked some number of hours to earn that money. Count the hours for each entry on your philanthropic report in the proportion to the monies made from Ways & Means.

Awards Chairman - should maintain a record of members' hours for philanthropic, ways & means projects and all other items called for under the Pallas Athene guidelines, and should categorize these hours into the different projects that are to be listed on the Philanthropic Report form. All ways and means project hours should also be identified so they can be divided into philanthropic hours. Members should also report their mileage when reporting their hours. The mileage shall be calculated in accordance with the IC Philanthropic Guidelines printed in the Jonquil, and added to the report under "Philanthropic miles".

Treasurer - should refer to the monthly Treasurer reports to identify disbursement of funds for the various chapter philanthropies.

2. The appropriate chairmen/officers should meet to coordinate all the information required on the form.

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3. Remember - members may use their individual donations and hours IF it is given or done in the name of ESA. When writing a check, denote in the memo portion that the money was donated in the name of ESA. Bring this up in a chapter meeting, so this information is included in the chapter meeting minutes. For instance- "Mary Jane will be doing volunteer work with the Symphony this year in the name of ESA."
4. The Philanthropic Form is categorized into four parts:
 - "MONEY GIVEN" - monies represented by cash donations from the chapter treasurer or by a chapter member to a "service project"; or net funds earned from a fund-raising project, such as a radiothon, fashion show, math-a-thon, benefit dinner, or door-to-door solicitation for an ESA project. We cannot count Cancer Society, Heart Association, etc. drive, unless ESA handles the whole project.
 - "MONETARY VALUE OF GIFTS" - donated goods, whether new or used; mileage; cost of preparing food for a needy family or ill sister, etc.
 - "HOURS" - Represented by the time spent from start to completion of a project, including planning, organization, preparation, travel, fund-raising and wrap-up.
 - "MILES" - Only the DRIVER may count her individual mileage. Mileage is to be calculated in accordance with the I C Philanthropic Guidelines printed in the Jonquil.
5. The information on your philanthropic form assists in completing the Outstanding Chapter Form.
6. Check and double-check your (columns) addition - many don't add them at all.
7. Retain a copy of the report for YOUR files. It helps to have examples to follow next year.
8. If you have any questions as to what may be counted and what may not, please consult the I C Philanthropic Guidelines "--printed in the Jonquil and elsewhere in the handbook.
9. You are to read and become familiar with the **Philanthropic - Service and Awards Rules**, which are also printed in the Jonquil and elsewhere in this handbook.

PHILANTHROPIC DONATION STANDARDS

MILEAGE -----	Use IC established Philanthropic Rate
BLOOD DONATIONS	
Whole Blood-----	Fifty Dollars (\$50) per pint
Platelets -----	Two Hundred Dollars (\$200) per pint
GENERAL MILLS BOX TOPS & TYSON PROJECT A+ PANELS & CARD FRONTS	
Box Tops; Card Fronts -----	\$0.10 per box top/card front
Tyson Project A + Panel-----	\$0.24 per panel
Time-----	3 minutes per box top/card front
RONALD MCDONALD HOUSE POP TABS	
Tabs -----	\$0.45 per pound
Time-----	2 hours per pound
DONATED GOODS -----	15% retail value per item