

Charles E. Bennett Committee Guidelines – March 2008

Below are guidelines to be followed by the Charles E. Bennett Committee, which will generally include a Chairman and Chairman Elect (Shadow). It is important to note that Charles E. Bennett School was chosen because approximately 70% of the student population is below the poverty level.

General Responsibilities:

Serves as a liaison between MPWC and the Charles E. Bennett School Nurse and/or counselor to manage requests for assistance.

Manages back to school shopping for eligible children as provided by CEB Principal.

Plans and organizes the annual Christmas Campaign for donations from the Magnolia Point Community during November.

Manages Christmas shopping for eligible children and their families

Writes articles for the MPWC newsletter when appropriate.

Manages the budget.

Considers and manages other miscellaneous requests as needed.

General Guidelines:

Funding for this committee comes from solicited donations from residents of Magnolia Point in November. ***MPWC general funds may be requested if and when an emergency condition exists.***

A separate bank account houses all monies for Charles E. Bennett and funds in this account can only be used for this purpose.

Generally, it is suggested that two members share leadership roles and split responsibilities.

All receipts for purchased items must be retained and surrendered to the Treasurer, along with an expense reimbursement form. Shoppers will be reimbursed for their purchases from the CEB fund.

Shoppers are requested to shop different stores and venues to secure the best possible price and value.

The Chairman of Communications will manage messages or requests for assistance to general members via email, with approval by the President.

Committee leaders will generally serve 2 years but can be considered for consecutive terms if they desire.

Projects and Timelines:

Plan and organize the Christmas Charity Fund Drive

Compose a letter to community asking for donations
Have copies of the letter printed for every household
Solicit volunteers to assemble letters and deliver the first week of November
Log incoming checks onto an income recap form and submit to Treasurer
Retain name and address of residents who donate
Write thank you letter and have copies printed
Manage address and delivery of letters in early January

Plan and Organize Christmas Shopping for CEB Children

Review budget to determine the number of families we can service. This should include enough money to purchase an outfit of clothing, toy and book for each child in the family (no gift cards) and a food gift certificate for the family.

Contact CEB Principal for list of eligible students, sizes, gender and their “wish list” in early November

Solicit volunteers to shop

Compose an article for November MPWC newsletter and have sign up sheet at November meeting

Assign families to shoppers

Give each shopper a set of instructions

- Keep tags on but remove prices.
- Wrap each gift individually (outfit, toy, book).
- Put child’s name on each gift.
- Place each child’s gifts in a large gift bag so that each child gets one bag with all wrapped gifts inside.
- Include a specific date and time for shopper to deliver gift bags and be reimbursed.

Receive Gift Bags from Shoppers

- Obtain check book and Expense Reimbursement forms from the Treasurer
- Receive gift bags from the shoppers, reimburse them, and fill out the form, attaching all receipts to the form
- Deliver Reimbursement Forms and receipts to Treasurer
- Purchase food gift certificates for each family and write “Not for alcohol or cigarettes” on each one and place in an envelope with family name or number on outside
- Contact CEB Principal for a convenient date during the week before Christmas to deliver gifts and food certificates

Organize Back to School Clothing Purchase

Review budget to determine the number of children we can service
Contact CEB Principal about clothing guidelines (Sizes, gender, school restrictions, such as no tank tops, or requirements etc.) and date for delivery
Solicit shoppers
Write article for June MPWC newsletter and have sign up sheet at June meeting
Give shoppers their assignments (Number of outfits, sizes, gender, school requirements etc.)
Receive clothing from shoppers one week before delivery

- Obtain check book and Expense Reimbursement forms from the Treasurer
- Receive clothing from the shoppers, reimburse them, and fill out the form, attaching receipts to the form
- Deliver Reimbursement Forms and receipts to Treasurer.

Label each outfit with size and gender
Deliver to CEB on Distribution Day and remain to supervise the MPWC clothing table

Parade of Trees Sponsorship

Contact CEB Principal at the end of October to determine the number of trees the School would like us to sponsor.
Obtain and fill out the form and return with check to the GCS Merchant's Association.

Help provide for the needs of CEB students throughout the year.

Contact the School Nurse or Social Worker periodically to determine their needs. This may include the following:

- Buying shoes, pants or underwear for the "Clothes Closet"
- Supplying Head Lice Kits (Local drugstore or Walmart)
- Supplying Personal Hygiene Kits (travel size toothpaste, tooth brush, comb, soap and deodorant in large ziplock bag)
- Other miscellaneous needs may be considered

Approved by the Executive Board 4/2/08