

**WALLY BYAM CARAVAN CLUB INTERNATIONAL
INTERNATIONAL RALLY COMMITTEE JOB DESCRIPTION**

COMMITTEE NAME:	Community Service	COMMITTEE #:	215
RESPONSIBLE TO:	1st Vice President	AREA:	II
EFFECTIVE DATE:	September 2019		

RESPONSIBILITY:

To develop a continuing service program which can benefit the local community and be completed during the rally.

COORDINATE WITH:

Local community service officials, Tables and Chairs, Rally Manager, Sign Shop, Communications Director, Master of Ceremonies, Property Logistics, Rally Newsletter

SPACE ARRANGEMENT:

6-8 tables and 4 chairs located near Check In during the Check In process; same or alternate central location for remainder of rally.

EQUIPMENT NEEDED:

Tables and Chairs
Aluminum sorting equipment, scale and boxes from Property Logistics

SUPPLIES NEEDED:

Plastic bags, twine, boxes that can hold a maximum of 20 lbs. of can tabs, tape, scissors and rubber gloves
If not enough boxes in Property, may need to locate more or use boxes as they are turned in by Rally Attendees.

COMMITTEE REPORTS:

Provide the Rally Committee final report to Copy Center by day before end of rally. Turn in Cargo Inventory Control Report with cargo boxes (if any) to Property Logistics at end of rally.

GENERAL OPERATING PROCEDURES:

1. Research organizations in the city where the rally is to be held that would benefit from the donations and services that the club can provide.
2. Coordinate with local community services officials to determine services to be rendered and process for delivering said services.
3. Work with President and Rally Manager to determine the feasibility of holding a Blood Drive at the International Rally.
 - a. If a Blood Drive is desired, contact the Red Cross at the future site and make plans for a Blood Drive. (The Red Cross plans as much as a year in advance.) Follow this with a letter to confirm the dates.
 - b. If needed, contact the Rally Manager and arrange for a room large enough to hold the Blood Drive so that it may be placed on the calendar for the following year.
4. Contact a local Charity that can pick up sorted and boxed tabs.
5. Post articles in the February, March, April and May editions of the Blue Beret so that the membership will know the plans for Community Service projects. These articles need to be sent to the Blue Beret editor two (2) months in advance of publication date.
6. At the rally, post articles in the Rally Newsletter informing members of items being collected, collection site and where the items will go.
7. Set up a table at Check In with information about the community service projects and an area to receive donated items. After Check In closes, this could be moved to the Member Services

- area. Work with the Rally Manager on these spaces.
8. Set up a table at Check In for collecting the aluminum tabs.
 9. Process tabs through the magnetic sorter. Once sorted and all items, i. e., coins, non-aluminum tabs and jewelry, are removed, place tabs in boxes up to a weight of 20 lbs. Seal with tape. Contact the designated charity to have them pick up the tabs. Request they inform Youth Chair of the amount received for tabs.
 10. Coins that are recovered from the sorting are forwarded to Common Cents for Kids. Other items of value found among the tabs are turned in to Youth Chair for identification and dissemination.
 11. Bag other items collected for designated charities and deliver or have picked up as planned.
 12. Provide Master of Ceremonies with announcements of status of community service projects: number of items collected, charities receiving items, etc.
 13. Arrange for local representatives to attend evening programs to speak briefly about the projects.
 14. Post an item in the Blue Beret after International stating how many items were collected and who received them.