

The Benevolent Fund Council Member Responsibilities and Tentative Schedule

Each Council member shall be responsible for the following:

- Making a minimum of one (1) personal contribution to the Benevolent Fund per fiscal year.
- Planning and implementing fundraising campaigns in their unit.
- Contact all new employees within Unit, welcoming them, presenting the Benevolent Fund and asking them to pledge to the Fund.
- Spend a average of four (4) hours each month on Benevolent Fund activities.
- Actively participate in and attend all Council meetings and/or have Alternate attend during times of illness or vacation.
- Recruiting employees as needed to assist with campaign activities in unit represented.
- Secure space for the Benevolent Fund on agendas across all unit leadership, faculty, and staff meetings.
- Create at least one hands-on event in your unit for the spring campaign.
- Secure space for Benevolent Fund at unit wide events when appropriate.
- Volunteer a minimum of 8 hours per year in the following areas:
 - Awareness and tabling events in your own area or others
 - Blazer Kitchen
 - Special projects such as the Habitat House Build
 - Social media takeovers when tabling or attending University/Hospital/Athletic events.
- Educate yourself about the Benevolent Fund, the community partners we support, the programs we offer, and how people can become involved with Benevolent Fund.
- Serve as an ambassador for the Benevolent Fund to other employees, students, and the community.

Benevolent Fund Council Calendar

October – 11:00-1:00, in person

- Blazers Against Hunger training & materials
- Presentation from Blazer Kitchen to include shopper when possible
- Vote on new designation nonprofits

November – everyone works in their division/department

- Blazers Against Hunger Campaign

December –

- Begin recruiting Campaign Champions to assist you in your area
- Request time on agendas for areas you represent including department, division, schools, town hall and other meeting to be held January - April

January – 11:00-1:00, in person

- Spring Campaign training & materials
- Presentation from EEAP to include recipient when possible
- Continue to request time on agenda to present on the Benevolent Fund
- Plan at least one (1) hands-on event for the area you represent

February - everyone works in their division/department

- Implement Spring Campaign activities
- Promote Council Membership

March - everyone works in their division/department

- Implement Spring Campaign activities
- Promote Council Membership

April – 12:00-1:00, Zoom,

- Review Campaign Results
- Presentation from Designation Nonprofit

May, June, July – no Council events

- Excellent time to volunteer with Blazer Kitchen and to start planning for campaign
- Executive Committee finalizes the recruitment of new Council members and budget preparations.

August – 12:00-1:00, Zoom, Council meeting

- Elect Officers and Council members
- Set budget for the year
- Presentation from Habitat House Build, other project, or nonprofit

September

- New member training