Fundraising and Scholarships Overview

The Fundraising and Scholarships Committee (hereafter the “F&S Committee”) is responsible for fundraising to support the awards and scholarships presented at the annual meeting. (See Honors and Awards Committee Manual for a list of those presentations.)

F&S Chair Duties and Timeline At-a-Glance

(Note: This timeline is intended to be a rough guideline for the duties of the F&S Chair and proceedings of the F&S Committee. In any given year, some flexibility may be required depending upon annual meeting dates and other factors. The F&S Chair should work closely with the SCMLA Chair to ensure all duties are handled in an appropriate and timely manner.)

<table>
<thead>
<tr>
<th>DUTY</th>
<th>TIMEFRAME</th>
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<tbody>
<tr>
<td>Formation of Committee</td>
<td>November 1st to December 31st</td>
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<tr>
<td>Select and begin making ornaments or other items.</td>
<td>January 1st to September 1st</td>
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<tr>
<td>Work with Awards &amp; Scholarship Committee on ongoing and changing needs</td>
<td>As needed to All year</td>
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<tr>
<td>Compose F&amp;S Committee Mid-year update for MLA meeting</td>
<td>April 11th to May 1st</td>
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<tr>
<td>Contact Meeting Planner to reserve table</td>
<td>September 1st to October 1st</td>
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<td>Schedule volunteers for table</td>
<td>September 1st to October 1st</td>
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<tr>
<td>Compose F&amp;S Committee End-of-Year report for annual meeting</td>
<td>October 1st to November 1st</td>
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<td>Provide forms and other paperwork for table.</td>
<td>October 1st to November 1st</td>
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<td>Collect monies and give/send to Bookkeeper</td>
<td>October 1st to November 1st</td>
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<tr>
<td>Submit all receipts for F&amp;S expenses to Chapter Bookkeeper</td>
<td>October 1st to November 1st</td>
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<td>Send out order form after meeting for those not attending. Mail checks to Bookkeeper/Treasurer and fulfill orders received.</td>
<td>November 1st to December 15th</td>
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<tr>
<td>Write acknowledgement letters to Mentors honored and receipts to those not receiving them at meeting.</td>
<td>November 1st to December 15th</td>
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<td>Submit list of Mentors honored and donors to newsletter.</td>
<td>November 1st to December 15th</td>
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<tr>
<td>Print and email or mail Certificates of Service to F&amp;S Committee Members</td>
<td>November 1st to December 31st</td>
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<tr>
<td>Update F&amp;S manual, update scrapbook of history of fundraising work, submit website updates, pass all necessary committee materials to incoming F&amp;S Chair</td>
<td>November 1st to December 31st</td>
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Formation of Committee

Formation of the Committee is facilitated by both the SCMLA Chapter Chair and the F&S Committee Chair. The Chapter Chair appoints the Chair of the F&S Committee from the F&S Committee. The F&S Chair serves as Chair for one year. The Chapter Chair then appoints from 3 to 5 members to the F&S Committee. Each member is asked to serve 3 years. Committee members must be active SC/MLA members at the time of their appointment and throughout their term.

Certificates of Service for F&S Committee Members

A Certificate of Service should be emailed, or printed and mailed, to each committee member of the F&S Committee. Suggested wording for the email or letter:

Dear [Insert Committee Member name here],

Thanks again for your service to the SC/MLA Fundraising & Scholarships Committee and to Southern Chapter. Attached is your certificate of Service.

Example of Certificate of Service – Appendix 1

Email to Request & Schedule Volunteers

A month before the annual meeting an email should be sent to the SC/MLA membership asking for volunteers to staff the Fundraising & Scholarship table at the meeting. The table is open to accept donations the same hours that the Registration Desk is available. The time slots should be for a minimum of 30 minutes and a maximum of two hours with the F&S Chair making adjustments to suit each individual’s availability. Ideally, two volunteers should be scheduled for each time slot.

Example of Email to Request & Schedule Volunteers:

Subject: 2019 Scholarship Table Staffing

Hello SC/MLA Colleagues and Friends!

If you are planning on attending the 2019 SC/MLA Meeting in Savannah, please consider spending an hour or two assisting at the scholarship table. No experience necessary, you only have to present your smiling face at the table and accept donations while helping members pick out the best ornament. They are Christmas trees this year! It is a great way to network and assist at the conference. We would like to have the table staffed and open for business the following days/hours:

Thursday, October 10th – 6:00PM to 8PM
Friday, October 11th – 7:30AM to 1PM and 2PM to 5PM

Please reply directly to me (janlabeause@cox.net) and let me know what hours you could help. I will send a full schedule out the week before the conference. Many thanks! Jan LaBeause
Schedule & Instructions for Table

The final schedule and instructions for staffing the table should be sent to all volunteers the week prior to the meeting and a copy made to be kept on the clipboard at the table during the hours it is staffed.

Example of Schedule & Instructions for Table:

SC/MLA SCHOLARSHIP DONATIONS Desk Notes & Schedule – Savannah, GA - 2019

• In exchange for a minimum $10 donation, donors can receive as a thank you gift their choice of ornaments or can Honor a Mentor. For $25 they can choose any three. However, donations of ANY amount will be gratefully accepted.
• We can only accept CASH or CHECKS. Please give a receipt to anyone giving CASH or anyone with a CHECK that specifically requests one. Also, at the request of the Treasurer, please log in each donation on the sheet on the clipboard noting the amount received in CASH or CHECK, the name of donor and what they got. Please start a new sheet each day.
• For each donation – of ANY size - please ask them to fill out a chance for this year’s door prize quilt. ONE chance per person. The drawing will be held at the end of the meeting. They do NOT need not be present to win.

THURSDAY, October 10th 6PM to 8PM (Terri Johnson terri.johnson@med.fsu.edu will set up and shut down.)
6 to 8 - Carrie Cullen carrieccullen@mail.usf.edu

FRIDAY, October 11th 7:30AM to 1PM & 2PM to 5PM (Terri Johnson terri.johnson@med.fsu.edu will set up and Lindsay Blake lindsayblake10607@gmail.com will shut down.)
7:30 to 9 - Terri Johnson terri.johnson@med.fsu.edu
9 to 10 - Marci Savoy marcelle.savoy@lmunet.edu (can stay until 11:00 AM)
10 to 11 - Geneva Staggs gstaggs@southalabama.edu (can work additional shifts)
11 to 12 - Tara Douglas-Williams tdouglas-williams@msm.edu
12 to 1 - Connie Machado mom.chado@gmail.com
1 to 2 – CLOSED FOR LUNCH BREAK
2 to 3 - Mary Fielder mvfielder@gmail.com (can work additional shifts)
3 to 4 - Martha Earl MEarl@utmck.edu
4 to 5 – Christine Whitaker christine.whitaker@uscmed.sc.edu

Forms for Table

Forms for honoring a mentor, keeping track of donations and chances for the door prize drawing should be made ahead of time and kept at the table during the hours it is staffed.

Example of Forms for Table:
Your Name ______________________  Mentor’s Name ______________________

Address ______________________  Address ____________________________

______________________________________________________________

Comments:

Donations benefit the SC/MLA Scholarship Fund. The names of Donors and their Mentors will be published in Southern Expressions.
**SC/MLA SCHOLARSHIP DONATIONS**

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<th>DONOR &amp; GIFT(S) RECEIVED:</th>
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Page _______ of _________
SC/MLA SCHOLARSHIP DONATION
DOOR PRIZE
1 per Donation-ANY Size

Name________________________
Address____________________
Phone_______________________
Email_______________________

SC/MLA SCHOLARSHIP DONATION
DOOR PRIZE
1 per Donation-ANY Size

Name________________________
Address____________________
Phone_______________________
Email_______________________

SC/MLA SCHOLARSHIP DONATION
DOOR PRIZE
1 per Donation-ANY Size

Name________________________
Address____________________
Phone_______________________
Email_______________________

SC/MLA SCHOLARSHIP DONATION
DOOR PRIZE
1 per Donation-ANY Size

Name________________________
Address____________________
Phone_______________________
Email_______________________
Letters to Mentors & Donors

Letters to those honored by colleagues and those requesting a receipt should be sent as possible after the meeting.

Example of Letters to Mentors & Donors:

152 Lakedoch Dr.
Lizella, GA 31052
October 29, 2013

Suresh Ponnappa
201 Emerald Chase Circle
Johnson City,
TN  37615

Dear Suresh:

As has become our tradition, at the recent Southern Chapter of MLA meeting, we gave attendees the opportunity to recognize their mentors for the positive influence and contributions they had made to another's career.

A full list will appear in the newsletter and on our Website. However, I wanted to let you know that Judy Burnham and M. J. Tooey made donations at the meeting to the SC/MLA Scholarship Fund in your honor. Judy said: "Thanks for your years of contributions." And, M. J. said: “Thanks to Suresh for always being gracious, helpful and a model for all of us in supporting his staff, SoChap and AAHSL.”

I second their comments and congratulate you on your retirement. I hope you will enjoy it as much as I am loving mine! Keep in touch, my friend.

Thank you for your professional and personal support of librarianship.

With best personal regards,

Jan H. LaBeause

cc: Judy Burnham
    M. J. Tooey
Post-Meeting Email & Order Form

Following the meeting, an email and attached order form should be sent to the membership giving those unable to attend the meeting an opportunity to donate to the scholarship fund and receive in return the ornaments and/or other gifts offered to meeting attendees.

Example of Post-Meeting Email & Order Form:

Subject: 2019 SCMLA Post-Conference Scholarship Donation Order Form

1 attachment: Post-Conference Scholarship Donation Order Form

I was so sorry I could not attend this year's meeting. It looks like it was a terrific gathering in every way, and I really missed seeing everyone and all the hugs :)

Thank you to everyone who donated to the Scholarship Fund at the meeting especially the table volunteers who not only gave to the fund but also gave of their time and fund-raising talents. Your ongoing support is greatly appreciated.

For those - like me - who were unable to attend, it's not too late to donate to the Scholarship Fund and receive your "thank you" gifts in time for the holidays (if I receive your order and donation by December 1st). Attached please find this year's information and donor form.

Hope to see everyone next year! Happy Holidays and hugs to all, Jan oxoxo
The SC/MLA Scholarship Fund provides funding for all SC/MLA Awards and Grants. Donations can be made throughout the year, at the meeting or with your annual membership renewal. Donations may be designated to the general scholarship fund, or can be specified for one of the awards or grants: Academic Librarian of the Year Award, First Time Attendee Scholarship (Annual Meeting Scholarship Award), Hospital Librarian of the Year Award, Jocelyn Rankin Memorial Scholarship, Martha C. Watkins Memorial Scholarship, Research Grant, or T. Mark Hodges Outstanding Service Award. More information is available about the Scholarship Fund at: [http://scmla.org/home/sites/default/files/docsabout/scmlascholarship.pdf](http://scmla.org/home/sites/default/files/docsabout/scmlascholarship.pdf), and about the Awards and Grants at: [http://scmla.org/home/awards](http://scmla.org/home/awards).

If you did not attend the 2019 annual meeting, there is still time to honor a mentor or receive a “thank you” gift for each tax-deductible $10 donation (or 3 gifts for $25). This year’s gift is a Christmas tree ornament with rickrack garland and a star button on top (picture at LEFT).

Please make your checks payable to the “SC/MLA Scholarship Fund” and mail them with the form below to: SC/MLA Scholarship Fund, c/o Jan LaBeause, 152 Lakeloch Dr., Lizella, GA 31052.

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**NAME:** ________________________________ **EMAIL:** ____________________________

**MAILING ADDRESS:** ________________________________

**CITY/STATE/ZIP:** ________________________________

**DONATION AMOUNT:** ____________________________

- **UNLESS YOU TELL ME OTHERWISE, YOU WILL RECEIVE ONE TREE ORNAMENT FOR EVERY $10 DONATED OR THREE FOR $25.**

- **TO HONOR A MENTOR OR ANY COMBINATION OF CHOICES, PLEASE SPECIFY HERE:** ____________________________
Committee Reports

Two committee reports are prepared during the year. The mid-year report is submitted to the SCMLA Executive Committee prior its meeting at MLA in May.

The second report is prepared in October for presentation at the SC/MLA annual meeting.

Example of F&S Committee Reports:

SCMLA Fundraising and Scholarships Committee 2019 Annual Report

The following SCMLA members served the entire year on the Fundraising and Scholarships Committee in 2019:

• Jan LaBeause/Chair
• Lindsay Blake
• Becca Billings
• Terri Johnson

The F&S Committee accomplished the following tasks this year:

• Fabric ornaments were made by committee members for the 2019 annual meeting. They will be offered as thank you gifts for those donating to the Scholarship Fund at the meeting. A mail-order form will be shared with membership via the listserv after the meeting for those unable to attend.

• A throw quilt was made to use as a door prize for donors at the meeting.

• Creation of the Fundraising and Scholarships Committee manual is in progress and should be ready for submission to the Chapter Chair and Executive Committee on or before December 1st.

• Jan LaBeause was asked to fill and has accepted the position of 2020 Fundraising and Scholarships Committee Chair. All members will continue on the committee in 2020, additional members will be recruited and terms will be staggered.

Respectfully submitted by:

• Jan LaBeause, Chair, Fundraising and Scholarships Committee, 2019

Manual updates:
October 5, 2019/jhl
April 27, 2020/jhl
May 11, 2020/hel
May 12, 2020/lb
CERTIFICATE of APPRECIATION

AWARDED TO

WITH APPRECIATION FOR SERVING SC/MLA AS A MEMBER OF THE

Year & Committee

OCTOBER 2019

SC/MLA Chair – Name Here – 2018/2019