

## Communication and Membership Team

This team is responsible to develop an active, representative and informed membership and to communicate with the Fort Collins area community about the Council's activities and the community's needs. It will

- update the **covenants** annually, ensuring the proper dates and enhancing its content and appearance as necessary.
- update the **cover letters**, determining if suggested amounts should change.
- ensure that an accurate roster is available and used for an electronic **distribution of the covenants**.
- **secure hosts and sites** for IFC membership meetings and special events
- keep the **handbook** updated online and distribute copies to new representatives
- **orient new representatives**
- staff the **sign-in** table in order to greet representatives and secure full sign-in
- **track attendance** and follow up with absent representatives in order to ensure that **membership is retained**.
- **recruit new members** through mailing of brochures to non-member groups.
- review the **brochure** annually for updating.
- issue an **e-mail bulletin** approximately weekly to keep all members and interested persons up to date on Council activities and needs.
- issue **news releases** and seek to arrange for **news coverage** at special events.
- broadcast the **Interfaith Dialogue** radio series
- **maintain web site content**, communicating changes to the Webmaster.

## Programs & Social Concerns Committee

The Programs and Social Concerns Committee was formed from members of former groups before reorganization of Interfaith last year. Our charges were

1. Present programs appropriate for providing information that would be beneficial for all members of the group.
2. Identify issues to represent the concerns that all groups had identified before the reorganization.
3. Recognize and voice the concern that all speakers have sufficient time to present their topic, having other items of interest presented to the group after the speaker.
4. Communicate with each meeting site so that seating and audiovisual equipment is available.
5. Assist other committees in planning special events.
6. Assist other committees in advocating for individuals and community issues that need special attention.
7. Attend executive meetings and participate in planning for the Interfaith Council.

JoAn Hopkins, Chair

February 2010

# Grant and Awards Team Guidelines

**Purpose:** Review grant requests from non-profit agencies in the Fort Collins area and then send recommendations for disbursement of funds to the IFC Board for final approval.

**Membership:** Includes the Treasurer of the IFC and individuals who have a basic understanding of the needs in the community as a whole and the ability to allocate funds in an unbiased manner. Team members will select a chair and co-chair.

**Meetings:** Meetings held monthly on the first Thursday of each month at the regularly scheduled business meeting of the IFC. Additionally, meetings may be called as necessary via e-mail or phone. Minutes of all meetings, including members in attendance, are kept with a copy going to the IFC Secretary.

## **Activities:**

- 1) **Solicit grant requests:** The team solicits agencies to submit grant requests once a year for all program needs—total distribution to an individual agency may range from \$100 to \$500 per quarter. (Example: An agency may have several programs—food distribution, emergency assistance, or transportation. The agency submits one request for all three programs, which we consider separately.)
- 2) **Review grant requests:** On a quarterly basis, the team reviews all grant requests received to prioritize needs and discuss allocation of available funds to the various programs.
- 3) **Recommend grant distributions:** On a quarterly basis, except in emergencies, the team chair or co-chair presents recommended distribution of funds to the IFC Board of Directors for final approval.

**Fund Management:** Cash flow is somewhat unpredictable, so we recommend that the covenants from supporting faith communities be returned no later than January 31 each year. We also recommend that agencies submit annual grant requests no later than June 30. This will allow for the development of a distribution budget for regular quarterly distribution (April, July, Oct. and Jan.) as well as provide funds for emergency requests. All funds allocated for grants in any calendar year will be distributed by January 31 of the following year.

**Documentation of Activities:** A record is kept of all grant requests and distribution of funds on a monthly basis. A complete report is submitted at the annual meeting in February.

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