

Its time for the Community Services Committee and Board of Directors to select a charity for the 2018/2019 two-year term. A Community Service Charity Selection Sub-Committee has been formed to act as the liaison for the charity selection process.

As a member of the Greater Midwest Chapter, we encourage your participation in the effort to help select a new charity for a two-year term. We also encourage the GMC PCMA member recommending the chosen charity to play somewhat of an active role with the Community Services Committee.

Selection Procedures:

- GMC-PCMA Member(s) to recommend a charity by forwarding the completed detailed questionnaire and collecting all reference materials.
- The Charity Selection Sub-Committee will review all recommendations in mid-August and will narrow down the top finalists. The finalists will then be notified to set up a time to give a short presentation of the charity.
- The entire Community Services Committee will meet following the presentation to select the top choice to be recommended to the GMC PCMA Board of Directors.
- The final decision will be made by the GMC PCMA Board of Directors.
- The 2018-2019 Charity will be announced at the Chapter Leadership Day & Awards Luncheon in January 2018.

Selection Criteria:

- The Charity is located within the greater Chicagoland area.
- Opportunities exist for volunteers to relate directly to participant.
- The Charity has been established for a minimum of 5 years.
- Joint Public Relations opportunities are available by supporting the charity.
- Administrative costs do not exceed 25% of the charity's total budget.

If the charity you are recommending supports the above criteria please fill out the "Charity Questionnaire" and forward this e-mail to the Executive Director/Community Relations Coordinator.

Please forward the completed questionnaire with requested materials to:

Pat Fabijanski, CMP, LES @ pat.fabijanski@hyatt.com

or

Pat Fabijanski, CMP, LES, Specialist, Director of Events
Hyatt Regency McCormick Place
2233 S. Dr. Martin Luther King Jr. Dr.
Chicago, IL 60616

The deadline to receive all information is Friday, July 21, 2017

CSC CHARITY QUESTIONNAIRE

Organization _____

Address _____

Phone _____ Fax _____

Email _____ Web _____

Executive Director _____

Community Relations Coordinator _____

Please answer the following questions with as much detail as possible. Thank you!

1. What is the annual operating budget?
2. What percent of the budget goes directly to those you serve?
3. What organization or agency is your major supporter/donor?
3. What is the geographical area that you serve?
4. How many people do you serve annually?
5. What hands-on volunteer opportunities exist for our members to assist?
6. What are your organization's greatest needs?
7. Does your organization collect specific products for its members (quarterly drive items)?
8. What specific services or manpower skills would be useful to your organization that our members could provide?
9. What joint PR opportunities might exist?
10. What is your largest fundraiser and when is it held?
11. Do you publish a monthly newsletter?

IN ORDER FOR THE CHARITY TO BE CONSIDERED, PLEASE HAVE THEM SUBMIT THE FOLLOWING ITEMS:

1. Annual Report
2. Brochures
3. Video (if available)
4. Newsletter

REMEMBER: DEADLINE Friday, July 21, 2017