



Committee Volunteer Request Form

Committees are essential for most associations, chambers and nonprofits. They have multiple benefits, including:

- Identifying future leaders.
- Engaging members.
- Developing creative ideas from the diverse input of members and stakeholders.
- Generating revenue and expanding the labor pool.
- Advancing the strategic mission and goals.

Organizations systemize the call for volunteers with a committee form. Make it available upon joining, on-line, at the annual meeting and as the incoming board officer builds his or her team.

Beyond the Call for Volunteers

David Lorms, CAE, of Core Concept Solutions reminds me that the importance of the process goes beyond simply asking for volunteers.

- Be sure the right people are on the right committees, or as Jim Collins writes in *Good to Great*, do you have the right people on the bus?
- Provide orientation and the information to committee volunteers. Transition the current committee notebooks and reports to the new volunteers.
- Recognize volunteers throughout the year. They are giving valuable time and energy.
- Consider how you'll set performance standards and require accountability. You may be faced with removing or changing under performing volunteers. If the work of every committee is essential --- there is no room for committees that don't fulfill expectations.

Sharing

Thank you to the organizations that have shared their sample committee volunteer forms. The document is intended to help organizations develop and streamline committee processes.

Committee Volunteer Cover Letter 4-07.doc

STRATEGIC PLANNING • LEADERSHIP DEVELOPMENT • ASSOCIATION EFFICIENCY

335 Beard Street • Tallahassee, FL 32303 • USA
p 850.570.6000 f 850.297.2800
www.nonprofitcenter.com
e bob@rchcae.com

Call for Committee Volunteers

Recruiting enthusiastic members to serve on our important standing committees is one of my most important responsibilities as your President-Elect. Working on a committee can be a source of personal and professional growth. Appointments are for one year and begin on June 1st.

As a non-profit organization, we depend on the commitment of its members to keep our association strong. The work of each committee is developed each year by the committee and approved by the Board. Committee members may serve on a committee for up to three years.

Please check out the committee opportunities listed below and let me know by _____, which one best meets your skills and interests. Please list your top three choices, as there may not be vacancies on all committees.

- Awards:** select recipients for professional awards and nominate for national awards.
- By-laws:** ensure that the bylaws and governance manual reflect the policies established by the Board and Senate and are in compliance with national.
- Clinician Issues, Advocacy & Public Policy:** monitor public policy issues that impact professional counselors and recommend positions on issues to the Board.
- Communications:** develop a public relations strategy that promotes programs.
- Education Endowment Fund:** review and approve applications for grants and solicit contributions for the funds.
- Ethics:** educate members on ethical principals, processes, and practices.
- Graduate Student:** recruit, support and retain graduate students who are pursuing careers in counseling.
- Human Rights:** promote policies and activities that support diversity and human rights.
- Membership/Member Services:** promote membership through relevant and beneficial member services.
- Publications:** ensures that assoc. produces quality newsletters, journals and brochures.
- Research, Assessment & Evaluation:** support research related to effective counseling practices and public policy positions.
- School Counselor Issues, Advocacy & Public Policy:** monitor public policy issues that impact school counselors and recommend positions on issues to the Board.

Name _____ Title _____

Street Address _____

City _____ Zip _____ Email _____

Phone _____ Fax _____

Division(s) (not required): _____

Prior Committee Experience: _____

Briefly summarize your experience, skills and interest in the committee(s) you selected:

Mail to: Committee Request, _____

COMMITTEE VOLUNTEERS NEEDED

Meet other members, learn new skills, and make our assoc. even better!

Please circle choice(s).

Sign me up! I'll volunteer for a committee.

Affiliates

Community Service

Development

Educational Events

Legislative Issues

Member Services

Mentorship

Newsletter

Public Relations

Retiree

Scholarship

Program

Strategic Planning

Website

Sign me up! I'll volunteer for a conference committee.

Evaluation

Exhibits

Facilities

Registration

Silent Auction

Workshops

Name _____

Agency _____

Email _____

Work Phone _____ Home Phone _____

Mail to:

Call for Volunteers

The association invites you to participate in our upcoming conference to serve as a conference volunteer. The success of the conference depends upon the support of its onsite volunteers! Volunteers will receive a 50% discount on registration to the Conference for volunteering during specified times/events from Thursday through Saturday. However, volunteers who are unable to meet the qualifications for discounted registration are still eligible to be entered in a raffle and other incentives. Volunteers will receive a full description of duties and will be taken on a first come first serve basis.

Volunteer Areas:

Volunteer Coordinator

Organizes volunteers and delegates them to appropriate committee and keeps track of volunteer hours. Responsible for maintaining the volunteer spreadsheet and making sure volunteers know what areas they are assigned to.

Registration

Volunteers will assist with registration, bag stuffing, and directing attendees to events.

Guest Speaker Hospitality

After workshop speaker checks in at Registration, volunteers will escort workshop speakers to rooms and make sure the speaker has all the necessary supplies as indicated on the workshop form.

Exhibits Assistant

Assist will help with checking exhibitors in at registration along with assisting with exhibit set-up.

Breakfast Check-In

Responsible for checking in attendees to the breakfast and helping to setup for event

Competition Volunteer

Working with the competition in various areas as specified on the volunteer application. More information on specified tasks will be emailed after submission of Volunteer form.

Graduation Presentation Set-up

Volunteers will assist with the Banquet setup and preparation of senior gifts.

Workshop Module

Recording notes during session and making sure workshop is running smoothly. Volunteers will also be responsible for collecting evaluations at end of the workshop session.

Volunteer Form

The success of the Conference depends upon the support of its onsite volunteers! Volunteers receive a 50% discount on registration to the Conference for volunteering during specified times/events from Thursday through Saturday. Volunteers will receive a full description of duties and will be taken on a first come first serve basis.

Contact Information	
Name (First & Last):	
Chapter:	
Membership Number:	
Home Phone:	
Work/Cell Phone:	
E-Mail Address:	

Choose Assignments by date and time	
Please check the date and time that you would like to volunteer:	
*Must select a minimum of two (2) to receive registration discount.	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Volunteer Preferences	
Please check all events that you would prefer to volunteer for:	
<input type="checkbox"/>	Volunteer Coordinator
<input type="checkbox"/>	Registration
<input type="checkbox"/>	Meet and Greet Speakers/Workshop Presenters/Assist Exhibitors (Saturday only)
<input type="checkbox"/>	Breakfast Check-In
<input type="checkbox"/>	Facilitate Testing
<input type="checkbox"/>	Test Grading
<input type="checkbox"/>	Scorekeeper
<input type="checkbox"/>	Table Judge
<input type="checkbox"/>	Graduating Setup
<input type="checkbox"/>	Workshop Modules
<input type="checkbox"/>	Other Conference Duties (willing to work in any conference area assigned)

INTEREST SURVEY

As a valued member of the Sachse Chamber of Commerce, you are invited to join numerous Action Teams and Task Forces. You determine your level of involvement and commitment. These provide you, our member, with the opportunity to become involved and further promote your business. Please review the list below and place a check in any box you are interested in and fax to the Sachse Chamber. We welcome and greatly appreciate member participation – we love to work with and hear what interests our members.

EVENT TASK FORCES:

Task Force members, along with the Sachse Chamber staff, coordinate all efforts to ensure a successful event including soliciting sponsors, selling event space, and requesting door prize donations.

- Banquet
- Business Expo
- Car Show
- Casino Night
- Fallfest
- Golf

ON-GOING ACTION TEAMS:

- Ambassador Action Team** represents the Chamber of Commerce at ribbon cuttings and Chamber events. Ambassadors cultivate goodwill and build a positive image for the Chamber. Participation is open to any member business. Members participate in ribbon cuttings, Business of the Month presentations, Membership luncheons, and monthly Ambassador meetings. In addition, committee members participate in new member recruitment campaigns, and act as the official "greeters" for Chamber networking activities. Team members provide a valuable service to the Chamber through their continuous contact with new and current members; activities essential in achieving and maintaining a high retention rate through developing business relationships with all members of the Chamber.

Ambassador Sub-Action Teams:

- Business of the Month Action Team**
- Fundraising Action Team**
- Sachse Shares Action Team**
- Business After 5 & City Mixers**

- Business Education Action Team**

- Membership Action Team**, along with Sachse Chamber staff, coordinate all efforts related to membership drives, Breakfast Trains, and various membership tasks.

- Other:**
-

Your Name:	
Company Name:	
Phone:	Fax:
E-mail:	Please indicate the best way to contact you.



**AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS
San Diego Chapter**

**P.O. Box 81521, San Diego CA 92138-1521
(619) 225-8155/Fax 225-8151 Email aslasd@sbcglobal.net**

ASLA/SD Volunteer Form

ASLA/San Diego encourages you to learn more about your profession and enjoy the benefits of networking and working with fellow members of your industry by volunteering to organize the following association events, programs and activities.

Simply complete your information and check those activities you are interested in and fax the form to ASLA/SD and we will contact you when these activities are being planned for 2007 - 2008.

Print Name: _____

Phone: _____ **Email:** _____

Complete and fax form to (619) 225-8151

Membership Committee

- Membership Retention: Welcomes new members and encourages their participation as ASLA/SD volunteers and attendance at events and programs.
- Membership Recruitment: Coordinates outreach/solicitation to non-members and new graduates.
- Chapter Membership Meetings: Provides members with a forum for information and discussion of issues impacting the profession.

Community Outreach

- Community Grant Program: ASLA/SD encourages local non-profit organizations to apply for SD/ASLA's annual community grant program.
- Community Design Workshop: Coordinates the application and judging of entries for the semi-annual Community Design competition and presentation of awards.
- School to Career Program: Talk to high school-level students about making LA a career choice.

Education Committee

- Interrobang Lecture Series: The annual Lecture Series showcases premiere landscape and design professionals and the impacts of their work on communities and the environment.
- L.A.R.E. Review: Coordinates L.A.R.E. review sessions for annual exam preparation.

Social Committee

- Annual Design Awards: Annual dinner event, which honors our Community Grant and Design Award recipients and thanks directors and volunteers for service to their profession and the community.
- Happy Hours/Social Events: Locate and coordinate industry happy hours and other events.

Visibility/Public Relations

- Website: Works with VP of PR and Chapter Manager to keep website information current & topical.
- Newsletter/Press Releases: Coordinates articles/press releases to publicize events & awards.
- Community Service: Members educate public at regional Landscape, Interior Design & Home shows.
- Golf Tournament Committee:** Tournament proceeds benefit our Community Grant program. The 2007 tournament to be held late summer/early fall.

**For more information on ASLA/SD's committees and events
Contact us at () 225-8155 or Email ASLASD@sbcglobal.net**

Committees Interest Form

Are you interested in serving on a XXX committee? If so please submit the following application for consideration. Thank you for your submission.

Full Name: _____ Job Title: _____
Telephone: (include area code) _____ Fax: (include area code) _____
E-mail: _____
Address: _____
City: _____ State: _____ Zip Code: _____

The following committees have vacancies annually. Please indicate your first three choices by marking "1", "2," and "3" in the corresponding boxes.

- Policy Committees
- Clinical Practice Committee
- Government Affairs Committee
- Health Care Payment Committee
- Quality, Safety & Accountability Committee

Administrative/Operational Committees

- Finance Committee
- Informatics Committee
- Nominating Committee
- Practice Managers Committee
- Program Committee

XXX Activities

National Participation:

Position:

Years Served:

Regional Participation:

Position:

Years Served:

Other XXX Activities:

Other Professional Memberships/ offices/positions (include dates):

List other activities such as publications, honors, awards, special projects:

Area of Expertise (state your qualifications or special expertise for serving on the committee you have identified):

I hereby declare that the information provided in this application is complete and true to the best of my belief.

Signature:

Date:

Committee Form #11 4-07 w/ Permission



COMMITTEE PREFERENCE FORM

Name: _____ Date: _____

Company/Title: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

The Chamber is built on the committee system. Each committee has selected a project or projects, comprising the Program of Action for the chamber. Without volunteers, the goals and objectives of the Alvin-Manvel Area Chamber of Commerce would not be accomplished. This form allows you the opportunity to indicate the committee, or committees, on which you would most like to serve. Please select at least one. You will be notified of the next meeting date. Please note – some committees have particular criteria and/or meet only at certain times of the year.

Remember...Participation is a major key in networking your business!

- Ambassadors Committee:** Attend ribbon cuttings and networking events. To retain membership on this committee, a member must attend a number of events.
- Trail Blazers** “Building relationships within the business community.” The goals of the committee are to retain members, increase participation in networking opportunities and keep the membership informed of the goals and functions of the Chamber. Each member undergoes a brief orientation to participate.
- Business Expo:** Responsible for organizing the Annual Business Expo.
- Golf Tournament Committee:** Organizes the Annual Golf Tournament..
- Banquet Committee:** Organizes the Annual Awards Banquet.
- Leadership Institute Committee:** Organizes & conducts the Bi-Annual Leadership class.
- Leadership Institute Class:** This program is designed to develop new leaders within the Chamber and the community. Those selected for this program undergo nine months of intense community leadership training. Class has limited space. There is a \$ tuition fee.
- Youth Roundtable:** Responsible to facilitate communication between business, citizens, and educational entities to provide awareness to the community.
- Manvel Business Forum:** Promote the growth and development of the Manvel area.
- Tourism Committee:** Assists in promoting Alvin as a destination point to increase tourism to the area.
- Tour de Braz:** Assists in organizing the annual Tour de Braz bike ride and police bike patrol competition.
- Economic Development Committee:** Serves as a resource of the retention of existing business and works to develop relationships with prospective business in the Alvin-Manvel area
- Transportation Committee:** Provides support and a discussion forum for transportation issues in the area.
- Car Show Committee:** Organizes the annual car show.
- CEO Roundtable:** Provides a forum for CEOs & Plant Managers of larger industries in the area to discuss, support and take action on issues for the benefit of the Alvin-Manvel community.
- Hike & Bike Trail:** Works with community entities and monitors progress toward completion of the Tom Blakeney Jr. Hike & Bike Trail.
- Chamber Christmas Celebration:** Organizes and conducts the annual holiday mixer.

Please take a moment to give us your comments and / or suggestions. Please include any areas of interest or improvement that you would like for us to consider.



CANYON LAKE CHAMBER OF COMMERCE
3934 FM 2673 Canyon Lake, TX 78133
VOLUNTEER APPLICATION

Date: _____ Birthday: Day _____ Month _____

Name: _____

City/State/Zip: _____

Phone: _____

E-Mail: _____

Volunteer Experience: _____

Work Experience: _____

PLEASE CHECK DAYS AVAILABLE TO WORK:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

PLEASE CHECK AREAS OF INTEREST:

- | | |
|--|--|
| <input type="checkbox"/> Annual Christmas Parade | <input type="checkbox"/> Ribbon Cutting Committee (Six; requires training) |
| <input type="checkbox"/> Barbeque Cookoff – April | <input type="checkbox"/> Reception - Visitor Center |
| <input type="checkbox"/> Chamber Events – Local Area | <input type="checkbox"/> Special Projects – Visitor Center |
| <input type="checkbox"/> Hill Country Business Expo | <input type="checkbox"/> Winter Texan Reception - February |
| <input type="checkbox"/> Serve & Protect Recognition Program | |

Volunteer Statement:

Volunteers should constantly work towards positive community relations. Specific Chamber related issues should always be handled in a professional manner. Promotion of community good will and a Texas Friendly attitude is strongly encouraged.

Volunteer Signature _____

Date _____



WORKING FOR BUSINESS. BELIEVING IN LUBBOCK.

1301 Broadway, Suite 101
Lubbock, TX 79401
806-761-7000
Fax: 806-761-7013
www.lubbockchamber.com

Committee Preference Sheet-2007

Listed below are the areas of volunteer opportunities of the Lubbock Chamber of Commerce. To serve on one of the planning committees listed below, just place a check mark beside the committee, complete the required information, and return to the Chamber. You may select up to three committees. Please keep a copy for your records. Return to: Lubbock Chamber of Commerce, 1301 Broadway, Suite 101, Lubbock, TX 79401 – Fax Number 761-7013. Or log onto www.lubbockchamber.com and choose a committee there as well.

Business Development Division

- Agriculture Committee
- Water Conservation Council
- Business Development Committee
- Retiree Attraction Program
- Golf Tournament
- BBQ Cook-off
- Business Expo
- Technology Awards Luncheons

Communications Division

- Lubbock, the Giant Side of Texas
- Mega Marketing
- Ambassadors

Legislative Affairs Division

- Legislative Affairs Committee
- Transportation Committee
- Education Council

Leadership Division

- Leadership Lubbock
- Leadership Lubbock Alumni
- Focus Lubbock
- New Century Leadership
- Mayor's Prayer Luncheon

Name: _____

Company: _____

Company Address: _____

Town: _____ State _____ Zip _____

Email: _____ Phone # _____ Fax # _____

Signature _____ Date _____





WORKING FOR BUSINESS. BELIEVING IN LUBBOCK.

Business Development Division

Agriculture Committee

Help create awareness and increase education about the region's number one economic engine - Agriculture!!!!

Water Conservation Council

A sub committee of the Ag Committee. Share ideas about water consumption in agricultural and urban settings and implement educational activities and events about water.

Business Development Committee

Be a part of effort to create and implement networking/educational opportunities for small businesses. Network with other business owners and survey Chamber members to identify business issues or related topics for educational and informational program presentations.

Retiree Attraction Program

A subcommittee of the Business Development Committee. Be a part of the planning and development of a retiree attraction program for Lubbock.

Golf Tournament

Plan and then play golf at the annual High Plains Invitational Golf Tournament.

BBQ Cook-Off

Plan and implement improvements to this fun and successful event.

Business Expo

Help plan the largest business networking event in the Lubbock area - the Business Expo!

Technology Awards Luncheons

Recognize chamber members on the cutting edge of technology information

Communications Division

Lubbock, the Giant Side of Texas

Be a part of the effort to mobilize and unify our resources to promote, strengthen and serve our hometown by developing and fostering a sense of community pride throughout Lubbock and our region.

Mega Marketing

Increase your business opportunities while planning and conducting the Mega Marketing sessions. A half-day of intense networking with other Chamber business members.

Ambassadors

Increase your business's exposure while representing the Chamber.

Legislative Affairs Division

Legislative Affairs Committee

Make a difference in government at all levels. Plan and participate in the Lubbock Day in Austin and the Washington, DC Fly-In.

Transportation Committee

Help shape the transportation system for now and in the future.

1301 Broadway, Suite 101
Lubbock, TX 79401
806-761-7000
Fax: 806-761-7013
www.lubbockchamber.com

Education Council

Develop Lubbock Chamber of Commerce plan for engaging Chamber business members to support our public education process.

Leadership Division

Leadership Lubbock

Be a part of the next year's class and learn about leadership skills and the community. The program is open to all chamber members. Steering Committee is open to Leadership Lubbock graduates.

Leadership Lubbock Alumni

Provide graduates with networking and educational opportunities, award scholarships to allow more individuals to experience Leadership Lubbock and honors a Distinguished Alumnus each year. Steering Committee is open to Leadership Lubbock graduates

Focus Lubbock

Help shape the future and retain college graduates while working with Lubbock area college students in a program patterned after Leadership Lubbock. Steering Committee is open to Leadership Lubbock graduates.

New Century Leadership

Help shape the future while working with Lubbock area high school juniors in a program patterned after Leadership Lubbock.

Mayor's Prayer Luncheon

Help plan the annual Mayor's Prayer Luncheon.



The Lake Granbury Area Chamber of Commerce (LGACC) is over 850 members strong and has enjoyed unprecedented growth in the past three years. Your “link to business” in Granbury and Hood County, the chamber’s mission is to serve our members and the community as a whole. LGACC was ranked by the Fort Worth Business Press as the ninth largest chamber in the metroplex and the largest chamber outside Fort Worth’s bedroom community. We enjoy the support of a vibrant business community that is growing daily.

Chamber committees and task forces tackle varied challenges such as: transportation, business retention and expansion, environment and watershed, education and government affairs as well as other topics important to business and our community.

Get Involved – Join a Chamber Committee

Ambassadors – the chamber’s marketing and volunteer group that assists in every chamber event and works closely with the membership director to conduct ground breakings, ribbon cuttings and new member visits. Eligibility for membership is based on one year as a chamber member in good standing.

Business Retention & Expansion Program (BREPs) – fosters the growth and expansion of existing businesses by building strong relationships with chamber members and developing strategies to help businesses be successful. BREPs committee members work closely with the EDC, SBA, SCORE, local colleges and other resources to provide continuing education courses and seminars designed to fit the needs of business.

Education – Education committee goals are currently vested in a College Task Force engaged in providing academic and workforce development classes in Granbury. Since Hood County is not included in a single college’s area of service, the task force is working with Weatherford and Hill Colleges as well as Tarrant State University to provide local classes to fill expressed needs including dual enrollment, continuing education, certificate and AA/AS programs as well as eventual four year degrees through articulation agreements.

Environment and Water Resources - Addresses environmental and water related issues as they impact on the county and the business community. The committee works closely with the Watershed Protection Planning Stakeholders group, the Brazos River Authority (BRA) and other agencies to identify and solve environmental and water issues.

Government Affairs – Coordinates with the chamber leadership, other committees and local entities to develop and promulgate a business legislative agenda. The committee acts as the chamber’s legislative liaison for both state and national level issues.

Transportation – works closely with cities, county and TxDOT to identify and solve transportation related issues. The committee coordinates with the Intergovernmental Coalition to provide a joint agenda for transportation issues.

It takes every member to make a chamber successful.
We would like to thank all our members for their dedicated support.

Lake Granbury Area Chamber of Commerce
3408 East Highway 377, Granbury, Texas 76049
(817) 573-1622 · (817) 279-1111

(817) 573-0805 Fax

chamberinfo@granburychamber.com

www.granburychamber.com

Committee Form #17 4-07 w/ Permission

COMMITTEES

Please review the following committees. To become an active committee member, place a check mark next to the committee that you feel best represents your talents and interests. The committee chairperson will be advised of your interest, and you will be notified of committee meetings.

Ambassadors – Serving as Chamber Ambassadors to the membership and taking a leading role in networking events, including; luncheons, breakfasts, ribbon cuttings and other networking events.

After Hours Networking – Planning and hosting quarterly networking opportunities for members and guests.

Beautification – Identifying and working on areas that make our community more attractive.

Education – Providing support for local elementary, secondary, and advance education through coordination with the school districts in New Caney and Splendora, as well as Kingwood College and the Caney Creek feeder zone of Conroe ISD.

Health and Wellness – Identifying potential issues that have an impact on the health care services within the area, disseminating that information to the general public, and promoting rapport among the health care providers.

Legislative – Staying abreast of local, state, and national issues that could impact East Montgomery County and Chamber members. Building relationships with elected officials through regular interaction. Preparing position papers to submit to these elected officials.

Membership/Marketing – Focus is to generate awareness and to support the marketing opportunities of the Chamber. The Ambassadors Team is a part of this committee. The development of marketing tools such as the web-site, membership brochure, and other marketing pieces.

Transportation – Focuses on area transportation issues that have an impact on the East Montgomery County area. Establish relationships with local, state, and national transportation entities to enlist their support for local projects.

Non-Dues Income

Annual Banquet – Organizes the annual banquet to celebrate the past year's accomplishments and to recognize the outgoing Board Chair and retiring Board members.

Business Expo – Organizes the annual expo to showcase member businesses products and services.

Festival – Exploring and establishing an East Montgomery County Festival with the intent to hold the first festival in April, 2007.

Golf Tournament and Dinner – Organizes and hosts the annual golf tournament and dinner in October of each year.

Taste of East Montgomery County - Organizes this event (held twice each year) featuring our local restaurants as well as our Chamber members who enter their favorite recipes.

If you are interested please place an X or check mark next to your committee(s) of choice and mail or fax in this form. Thank you for your interest.

Name _____ Company Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Please mail to 21575 Hwy 59N, Suite 100 * New Caney, Texas 77357 or Fax to (281) 354-0091

Committee Form #16 4-07 w/ Permission

WAXAHACHIE CHAMBER MEMBERS

2004 Committee Preference Form

GET INVOLVED ~ BE A LEADER SUPPORT YOUR COMMUNITY

The following list of committees needs dedicated volunteers to help continue the growth and success of several chamber programs. Please select the one/ones which you have an interest in supporting and get involved.

Name _____
 Company _____ Title _____
 Address _____
 Phone _____ Cell _____
 FAX _____ E-Mail _____
 Website _____

Mark areas in which you have an interest or expertise and return to the Chamber office.			
<input type="checkbox"/>	Leadership Waxahachie	<input type="checkbox"/>	Community Forums
<input type="checkbox"/>	Bethlehem Revisited	<input type="checkbox"/>	Legislation
<input type="checkbox"/>	Business Expo	<input type="checkbox"/>	Keep Waxahachie Beautiful
<input type="checkbox"/>	Partners in Education	<input type="checkbox"/>	Holiday Lighting/ Parade
<input type="checkbox"/>	Texas Scholars	<input type="checkbox"/>	C3 Downtown Redevelopment
<input type="checkbox"/>	Adopt A Student	<input type="checkbox"/>	Candlelight Home Tour
<input type="checkbox"/>	Annual Banquet	<input type="checkbox"/>	Crape Myrtle Festival
<input type="checkbox"/>	Bob Phillips Festival	<input type="checkbox"/>	Membership Services
<input type="checkbox"/>	Downtown Merchants	<input type="checkbox"/>	Transportation
<input type="checkbox"/>	Ambassadors / Grand Openings	<input type="checkbox"/>	Homebuilders
<input type="checkbox"/>	Auction "WACA"	<input type="checkbox"/>	Aviation
<input type="checkbox"/>	Gingerbread Golf Classic	<input type="checkbox"/>	Visitors Center/ Ellis County Museum
<input type="checkbox"/>	Crime Stoppers	<input type="checkbox"/>	Business Expansion
<input type="checkbox"/>	Heritage Tourism	<input type="checkbox"/>	Job Training Workshops
<input type="checkbox"/>	Agri Business	<input type="checkbox"/>	Waxahachie Farmers Market

If you should have any questions, please contact Shari Alfaro,
 Membership Director via phone or email.

102 YMCA Drive • Waxahachie, TX 75165 • 972-938-9617 or 972-937-2390
salfaro@waxahachie.com

What can Volunteering Do for You?

Sure, volunteering is great for your community and makes the world a better place; but could it actually make a positive impact on your life, too?

Whether you want to improve your Civic Volunteering with new skills, meet new people or just feel good about yourself, the Cedar Park Chamber of Commerce can hook you up with a volunteer opportunity that could change your life for the better.

Build your confidence

Many volunteers encounter a variety of new challenges when they begin giving time in their communities. Sharing new experiences with new people, they can learn new skills that can give them confidence to face challenges in other areas of their lives.

Introduce you to new friends

There's no better place to meet likeminded individuals than through volunteering for a campaign or cause you believe in. Working together to bring about a change is a great way to bond with others and become part of a community that can stay in touch long after your work is done. Plus, you could meet people from a diverse range of backgrounds – people you may never come across in your daily life.

Create more fun in your life

Many volunteers are surprised at how much fun it can be to help others. Not every volunteer experience is the same, but by finding an opportunity that matches your interests, you have a good chance of having fun while giving time.

Improve your health

There is evidence that volunteering can improve your health.

- a sense of well-being
- improvement in insomnia
- stronger immune system
- speedier recovery from surgery

Boost your career options

A recent survey carried out by a company called TimeBank showed that among 200 of the UK's leading businesses:

- 73% of employers would employ a candidate with volunteering experience over one without
- 94% of employers believe that volunteering can add to skills
- 58% say that voluntary work experience can actually be more valuable than experience gained in paid employment
- 94% of employees who volunteered to learn new skills had benefited either by getting their first job, improving their salary, or being promoted.

Additionally, volunteering lets you road-test different kinds of work, giving you hand-on experience of how different professions operate.

“Volunteering helped me decide that teaching really is the career for me.”

- Daisy Craig, psychology student

Volunteering can bring you into contact with all kinds of professionals and people from every walk of life. In fact, the networking opportunities it can provide are among the least publicized but most exciting benefits of all. A good network can guide your career pathway right through life and help you take giant steps towards your ideal job.

Up to 60% of job vacancies are not advertised and end up being filled internally or through external networking.

If you are already working, volunteering can help you change your career direction.

THE CEDAR PARK CHAMBER OF COMMERCE VOLUNTEERING MADE EASY.

Committee Form #20 4-07 w/ Permission

2007 Tennessee Recreation and Parks Association

Membership year runs January 1 – December 31

First Name: _____ Last Name: _____

Job Title: _____ Organization: _____

E-mail Address: _____ Web Address: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Evening Phone: _____ Day Phone: _____ Fax: _____

Fax/E-mail Permission: I understand that by providing my mailing address, e-mail address, telephone number, and fax number, I consent to receive communications sent by or on behalf of TRPA, TRPEF, and NRPA via regular mail, e-mail, telephone or fax. I understand TRPA will not share my address/e-mail/telephone/fax with non TRPA members. Signature: _____

1. Membership Types: (Please choose 1)

Citizen (individuals, not employed in, but interested in the recreation & park movement: \$25

Professional (individuals employed or retired from employment in a parks and recreation agency):
Retirees/Students \$25
Salary up to \$15,000 \$40
Salary \$15,001 - 30,000 \$55
Salary \$30,001 - 45,000 \$70
Salary \$45,001 - 60,000 \$85
Salary over \$60,000 \$100

Agency (organization involved in providing recreation, parks or conservation) \$300

Commercial (organizations who offer services or equipment to the recreation & parks profession)
Sapphire \$200
Topaz \$450
Emerald \$700

MEMBERSHIP FEE DUE \$ _____

2. Branches and Interest Sections: (Please check your interests)

____ Aquatics
____ Arts & Humanities
____ Athletics
____ Ethnic Minority
____ Maintenance
____ Municipal/County
____ Resource Management/Rangers

3. Marketing: I am interested in the following areas:

____ Administration ____ Aquatics
____ Arts ____ Athletics
____ Community Centers ____ Hospitality
____ Maintenance ____ Law Enforcement
____ Outdoor Recreation ____ Playground Safety
____ Programming ____ Resource Management
____ Special Events ____ Special Populations
____ Therapeutics ____ Wellness

4. Volunteer: I would like to volunteer in the following area(s):

____ Advocacy ____ Awards
____ Conference Host ____ Conference Program
____ Conference Sponsor ____ Publications
____ Research ____ Workshop Host
____ Workshop Sponsor ____ Write articles
____ Membership and Marketing
____ Nominations & Elections

____ Please sign me up on the TRPA Listserv and for the TRPA e-newsletter

5. TRPEF (Educational Foundation) Membership

____ TRPEF Individual
Basic Professional \$10
Contributing Professional \$25
Supporting Professional \$50
Enabling Professional \$100
____ TRPA Building Fund

Additional Affiliations Fees Due \$ _____

Please send **FORM AND PAYMENT** to: (Memberships received without this form or payment will not be processed!)

TRPA, 201 East Main Street, Suite 101, Murfreesboro, TN 37130

TOTAL DUE/ENCLOSED \$ _____ Check _____ VISA _____ MASTERCARD _____

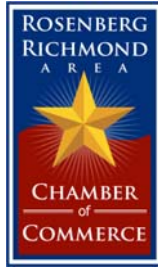
Card# _____ Exp Date: _____ AVS# _____

Name on Card: _____

Credit Card Billing Address: _____ Credit Card Billing Zip Code: _____

Authorized Signature: _____

TRPA dues are not deductible as a charitable contribution for federal tax purposes. We estimate 4% of your dues are used towards advocacy. Please check with your tax advisor.



2007 DEPARTMENT REGISTRATION FORM

"Tell me and I'll forget; show me and I may remember; involve me and I'll understand."
-- Chinese Proverb

This one sentence says it all . . . the future of the Chamber is all about involvement. Our purpose is to promote and support our community and the businesses within, but rest assured: you will get out of the chamber as much as you put in! **YOU** are the key to a year of accomplishment for the Chamber. We urge you to actively participate in the department structure by indicating your commitment to one or more of the following working groups.

PLEASE MAKE YOUR SELECTION(S) BELOW:

(If you select more than one, please indicate the one you are most interested in).

BUSINESS DEVELOPMENT _____

AMBASSADORS _____ IMAGE & TOURISM _____

COMMUNITY ENRICHMENT _____ INFRASTRUCTURE _____

EDUCATION _____ LEADERSHIP _____
(INCLUDES LEADERSHIP ALUMNI)

GOVERNMENTAL AFFAIRS _____

You will be notified by U.S. Mail, Fax, or E-Mail of the date and time of important departmental meetings.

.....
NAME: _____

COMPANY: _____

ADDRESS/CITY/ST/ZIP: _____

PHONE: _____ FAX: _____

CELL: _____ E-MAIL: _____

PROGRAM OF WORK

AMBASSADORS –

- Perform an annual membership survey to identify needs and concerns
- Collaborate with Chamber Staff to schedule Business Blenders and secure restaurant participants and entertainment
- Encourage general membership to utilize email, fax, and newsletter insert opportunities
- Visit businesses new to the community and extend an invitation to join the chamber
- Attend Ribbon Cuttings, Grand Openings, Business Blenders, Ground Breakings, etc.
- Assist in obtaining door prizes for Business Blenders
- Develop a plan to increase and retain membership
- Promote member-to-member participation among the general membership

BUSINESS DEVELOPMENT– (Includes Business Expo, Seminars & Classes)

- Interact with the Fort Bend Economic Development Council, city economic development personnel, city mayors and managers, city council members and commissioners, and county commissioners
- Promote members supporting member businesses
- Create committee to facilitate the “Biz Bash” and ensure that it is well attended and is a revenue producer
- Collaborate with chamber staff to secure quality speakers and educators to conduct classes, workshops and seminars for business and professional development
- Research potential member benefits (ie. electricity aggregation opportunity, health insurance providers, etc.)
- Participate in the selection of Business Person of the Year

COMMUNITY ENRICHMENT –

- Create a line of communication to area organizations for networking purposes
- Develop a community calendar
- Increase educational opportunities for non-profit organizations

EDUCATION –

- Work cooperatively with the Greater Fort Bend Economic Development Council, the Fort Bend school districts, and the University of Houston to assist in promoting business education partnerships
- Consider an event to promote education and generate revenue
- To support education at all levels in west Fort Bend County and promote community awareness of the community's educational needs

GOVERNMENTAL AFFAIRS –

- Adopt an Annual Legislative Agenda for the Chamber
- Take a proactive position on issues affecting local business and the economy in Fort Bend County
- Foster relationships with local/county/state/federal officials
- Identify top priority issues and share these with elected officials
- Facilitate community forums related to issues of general interest
- Inform the general membership on issues related to legislation affecting business via the various informational avenues available to the Chamber
- Work cooperatively with the Texas Association of Business

IMAGE & TOURISM –

- Collaborate with Rosenberg Tourism & Convention Bureau, the City of Richmond, the Fort Bend County Fair Association, and community associations to promote the community and its events
- Research and consider opportunities for new community events
- Facilitate the umbrella event, *Holidays on the Brazos*, for the promotion of *Christmas in Rosenberg* and *Miracle on Morton Street*

INFRASTRUCTURE –

- Facilitate the Annual Fort Bend County Regional Infrastructure Conference and ensure that it addresses needs, is well attended, and is a revenue producer
- Closely monitor and report on transportation, environmental and other infrastructure-related issues pertinent to Fort Bend County, focusing on the area west of the Brazos
- Interact with the Texas Department of Transportation
- Develop a plan of action as needed
- Collaborate with chamber staff to offer informational and educational programs

LEADERSHIP –

Leadership Class

- Develop a repeatable, quality curriculum to teach the value and techniques of community leadership
- Educate upcoming leaders on city, county and state affairs
- Create a diverse bank of members from which to draw for future positions within the chamber

Leadership Alumni –

- Encourage Leadership graduates to utilize the skills and knowledge received
- Connect Leadership graduates to volunteer positions within the chamber in order to promote continued participation in chamber functions

NAIOP TAMPA BAY CHAPTER COMMITTEE SIGN UP FORM

NAIOP has several working committees that need volunteers!! Please look over the list and sign up for the Committee(s) of your choice. If you're undecided about a particular committee, feel free to call the Committee chair or the NAIOP office at 813-886-0245 for more information.

Programs - The Programs Committee is a series of sub-committees who work to produce the programs that NAIOP offers the membership. Typical events might include the Industrial/Office Update, Economic Updates, Broker Panels, Port or Attraction Tours and a cultural/social event. **Time Commitment:** 2 - 4 hours over 60 days. **Committee Contact:** Bill Martin, *Hawkins Construction*, 727-938-9719.

Membership - The Membership Committee works to attract new members and to maintain and retain the existing membership base. Serving on this committee is a great way to meet new people and get to know the key people in the area. **Time Commitment:** 2 hours per month. **Committee Chair:** Duane Milford, *EMK Consultants*, 813-931-8900.

Golf - The Golf Committee is responsible for the annual Golf Tournament held every spring. Committee members recruit players, solicit sponsorships and help with the golf awards presentation at the tournament. **Time Commitment:** 12 hours over 90 days. **Committee Chair:** Russ Sampson, *Colliers Arnold*, 813-221-2290.

Awards - The annual Awards program is the final program on the NAIOP calendar. Each year we recognize the building winners and the Hall of Fame nominee. Committee members review the nominations, tour the nominated sites and vote on the winning entries. They create the format for the annual meeting and solicit sponsorships for the event. **Time Commitment:** 12 Hours over 90 days. **Committee Chair:** Hank Brenner, *Taylor & Mathis, Florida*, 813-875-7950.

Public Affairs - This committee monitors legislative activity at the local, state and national levels. The committee sets up "watch" meetings with local government officials and works to maintain a pro-active attitude toward legislative and regulatory agencies that deal with issues affecting our membership. **Time Commitment:** 2 - 3 hours monthly. **Committee Chair:** Keith Bricklemyer, *Bricklemyer, Smolker & Bolves, P.A.*, 813-223-3888.

Community Affairs Outreach - This committee coordinates NAIOP's activities with Metropolitan Ministries. In addition to the annual tent raising activities, this committee works with Metropolitan Ministries to coordinate building related activities. **Time Commitment:** 18 - 24 hours intensive early November. **Committee Chair:** Bill Martin, *Hawkins Construction*, 727-938-9719.

Newsletter - This committee assists with the publication of the NAIOP News Letter. Committee members write or provide articles of interest, solicit advertisers and work with the creative team to publish the quarterly newsletter. **Time Commitment:** 2 -3 hours per quarter. **Committee Chair:** Robin Bishop, *Bishop & Associates*, 813-250-1820.

Sign Up Today for the Committee of your choice.

Your Name: _____

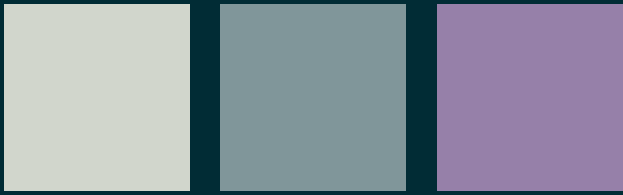
Company Name: _____

Address: _____

City/St/Zip: _____

Phone: _____ Fax: _____ Email: _____

*Please fax (813-884-0326) or mail this form to NAIOP at
6107-B Memorial Hwy, Tampa Florida 33615*



VOLUNTEER SOLICITATION FORM



PRISM INTERNATIONAL VOLUNTEER SOLICITATION FORM

PRISM International's Board of Directors and Task Groups perform much of the work and determine all policies of the organization. This work is carried out through volunteers, who plan, investigate, discuss, deliberate and act on behalf of all members. Volunteers also help to recruit members, promote PRISM International, engage the media in issues related to the industry, contact government officials and regulatory agencies, provide mentoring assistance to new members, and help create resources such as articles and publications for our association. As you can see, volunteers play a big role in the success of PRISM International.

This publication will help familiarize you with some of the opportunities to volunteer your time to benefit the industry and strengthen our association. It outlines time commitments, responsibilities and opportunities derived from volunteer service through PRISM International's Board of Directors, Task Groups, or other volunteer opportunities. If you have questions about any information contained in this publication, please contact PRISM International Executive Director Jim Booth at jim@prismintl.org.

PROJECT-DRIVEN VOLUNTEER OPPORTUNITIES

The least-structured opportunities for volunteering are project related. These are self-motivated projects that benefit specific areas of PRISM International. Among these opportunities are:

- Membership Recruitment
- Exhibitor and Sponsor Solicitation
- Magazine Article Writing
- Special Publication Writing
- Special Regulatory Affairs Contacts
- Mentoring

With the exception of regulatory affairs contacts, these represent a fairly constant need for the association. There are task groups that work in these same project areas (such as membership recruiting and publications development) but your involvement can take place independently. Special incentives, called PRISM Cash, are available as a reward for some of these services. This is a credit toward purchasing PRISM International goods and services such as publications, conference registration, exhibit booth rental, sponsorship and even membership dues. The time commitment for ad-hoc volunteers is self-imposed. In some instances there are deadlines involved, such as for magazine publication or conference dates.

TASK GROUP SERVICE

PRISM International maintains 13 Task Groups that specialize in various areas of special interest to the association. Each task group's objectives are closely aligned to the strategic plan of PRISM International and help the organization fulfill its mission of better serving members, advocating on behalf of the industry, educating potential customers and facilitating better networking among PRISM International members. Each task group meets at least once per year at the Annual Conference of the Association. In addition, most task groups also hold periodic conference calls to discuss and advance projects. Special networking e-mail listservers have also been established to aid in communication and file sharing between task group members. Task group participation is also an important step in leadership development for those seeking to run for the Board of Directors. Task group members gain a more in-depth understanding of particular aspects of association operations, while at the same time building friendships among task group members. For most task groups, the time commitment for conference calls and task group work is about an hour each month. Some special project work (such as regulatory affairs work or publications project work)

may be more time intensive if there are special projects underway. The following is a list of Task Groups and their key objectives for 2006:



2006 TACTICAL OBJECTIVES – (Approved December 2, 2005)

I. EDUCATION

TG1 – ANNUAL CONFERENCE - Successfully plan the 2006 Annual Conference with a particular focus on the following educational areas:

- Curriculum selection which promotes profit enhancement of members (Ongoing)
- Create a database of PRISM International speakers for conference
- Poll other PRISM Task Groups to determine whether they have session topics and speakers they would like to incorporate into the next conference program

TG2EU – INTERNATIONAL CONFERENCE *Europe* - Successfully plan the 2006 Business Across Borders Conference with a particular focus on regional members needs.

- Utilize secretariat research to determine regional needs (Ongoing)
- Measure the effects of structural changes, changes to conference timing and secretariat on conference attendance & profitability
- Apply guidelines used by TG1 in European regional conference development

TG2AS – INTERNATIONAL CONFERENCE *Asia* – Successfully plan the 2007 Business Across Borders Conference with a particular focus on regional members needs.

- Apply guidelines used by TG1 in AustralAsian regional conference development

II. ADVOCACY AND COMMUNICATION

TG3 – US REGULATORY – Monitor and act on US regulatory issues that have the potential to impact PRISM International members.

- NFPA 232 industry advocacy (Ongoing)
- NFPA 13 Industry Advocacy

TG4 - PUBLIC RELATIONS – Through enhancements to the website, promote the organization and our industry to governments, customers, the media and the public.

- Significantly enhance online content (Ongoing)
- Increase prospect and consumer data collection for future marketing (Ongoing)



- Create and promote a speaker's bureau with supporting resources
- Create links to compliance white papers on the PRISM International website

TG5 – EU REGULATORY – Identify, monitor and report on EU and European country-specific directives impacting the industry.

- Identify regulatory directives
- Testify, comment, or otherwise advocate on issues of immediate importance
- Locate European authors and experts; incorporate their reports into periodicals

III. NETWORKING AND MENTORING

TG6 – NOMINATING – Prepare the future leadership of the association

- Plan leadership training and orientation according to association policies (Ongoing)
- Recruit a dedicated media vault operator for the class of 2009

TG7 – MEMBERSHIP – Assist in the recruitment and retention of members

- Create and coordinate programs for recruitment and retention which include appropriate incentives (Ongoing)
- Identify and coordinate new European volunteers to assist with membership recruitment efforts in Europe through coordination with the secretariat
- Review, prioritize and implement membership recruitment and retention strategies developed during board strategic brainstorming sessions in December, 2005
- Recruitment strategies should actively solicit members from all aspects of the information management industry
- Assist PRISM International in implementing a staff-driven membership selling strategy

TG8 – MENTORING – Facilitate communication between inexperienced industry operators with more experienced industry operators.

- Develop a mentoring plan which includes rules, guidelines and a mentor directory
- Plan special facilitated mentoring programming during PRISM events
- Administer electronic information sharing resources
- Provide feedback regarding learning and knowledge gaps

IV. RESEARCH AND RESOURCES

TG9 – RESEARCH & DEVELOPMENT – Provide better and more substantial technology-related industry data through special research and development projects.

- Provide membership information and board information regarding data encryption of tape backups
- Create member resources from research regarding RFID technology applications
- Conduct research and provide results to members regarding crisis communication technologies and real-world experience regarding these technologies

TG10 – PUBLICATIONS – Provide a steady flow of industry information through periodicals and new and revised publications.

- Complete a new booklet on Standard Operating Procedures for Records Centers
- Complete a revision of the Media Vault Guideline
- Broaden the distribution of the “Why Records Management” book

V. PROFESSIONAL DEVELOPMENT

TG11 – COMPETENCIES & CERTIFICATION – Explore and develop programming to certify personal competencies of individuals working in the industry.

- Create or identify human resources classifications of industry employees as defined in the Dictionary of Occupational Titles and as defined for the purposes of Worker's Compensation Insurance

TG12 – ETHICS & STANDARDS – Develop, review and promote industry ethics and guidelines that may become global de facto standards.

- Review the current code of ethics to determine whether it needs to be revised
- Promote the PRISM International code of ethics and invest in educational materials which deal with possible ethical lapses and how to prevent them
- Study the possibility of forming an ethical complaint screening body

TG13 – STRATEGIC PLANNING – Develop and review Bylaws changes recommendations

BOARD SERVICE

Service on the PRISM International Board of Directors represents the highest level of volunteer service to the organization. The PRISM International Board is the governing body of the organization. It sets all policies and procedures, provides financial oversight regarding association operations, and helps provide leadership to all task groups.

The time commitment for board service is greater than task group service. Each board member is assigned as liaison to one of the task groups. In addition to that time requirement, the board meets at least twice each year for face-to-face meetings. This usually occurs at the Annual Conference and in December. The board must also be available for conference calls on issues that arise between board meetings. There is no way to predict the frequency of these calls, since they are issue specific. And, there are interim ballots and reports that are reviewed by the Board. The board also requires a financial commitment. Even though there is a stipend provided for travel costs to attend board meetings, sometimes this stipend does not cover all costs incurred by directors.

Board members are elected by the Company Members of the organization. PRISM International Company or Affiliate members who wish to be considered for Board service are asked to fill out a questionnaire. Face-to-face interviews are held at the Annual Conference between potential candidates and the Nominating Committee of the association. These interviews can also be held via conference call if necessary. The Board approves an official slate of candidates which are then provided to the membership on the official ballot, which may also include write-in candidates. For more information about the Board of Directors and their responsibility see the PRISM International Bylaws, which are available on the members only section of the PRISM website or by e-mail attachment through the PRISM International headquarters office.

If you have any questions about serving as a PRISM International volunteer, please contact Jim Booth at PRISM International headquarters. If you are interested in volunteering, please fill out the form below, or e-mail your personal contact information and where you would like to serve to jim@prismintl.org.



NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

I would like to volunteer for the following:

- | | |
|---|--|
| <input type="checkbox"/> Membership Recruitment | <input type="checkbox"/> Exhibitor/Sponsor Recruitment |
| <input type="checkbox"/> Articles for InFocus | <input type="checkbox"/> Publication/Resource Development |
| <input type="checkbox"/> TG1 – Annual Conference | <input type="checkbox"/> TG2 AS Asian Conference Planning |
| <input type="checkbox"/> TG2 EU – Europe Conf. Planning | <input type="checkbox"/> TG3 US Regulatory Affairs |
| <input type="checkbox"/> TG4 PR/Web Page | <input type="checkbox"/> TG5 EU Regulatory Affairs |
| <input type="checkbox"/> TG6 Nominating | <input type="checkbox"/> TG7 Membership |
| <input type="checkbox"/> TG8 Mentoring | <input type="checkbox"/> TG9 Research & Development |
| <input type="checkbox"/> TG10 Publications | <input type="checkbox"/> TG11 Competencies & Certification |
| <input type="checkbox"/> TG12 Ethics & Standards | <input type="checkbox"/> TG13 Strategic Planning |

I would like to serve as a mentor

I would like to be considered for Board service

PRISM INTERNATIONAL HEADQUARTERS: PRISM International 131 US 70 West Garner, NC 27529 USA
 TEL: +1 800 336 9793 (NORTH AMERICA)/+1 919 771 0657 FAX: +1 919 771 0457 EM: STAFF@PRISMINTL.ORG HTTP://WWW.PRISMINTL.ORG

PRISM INTERNATIONAL EUROPEAN SECRETARIAT: KELLEN EUROPE AVENUE MARCEL THIRTY 204 B-1200 BRUSSELS, BELGIUM
 TEL: +32 2 774 96 49 FAX: +32 2 774 96 90 EM: PRISM.EU@KELLENEUROPE.COM



COMMITTEES



Opportunities to Be Involved

The Chamber is made up of numerous committees, some of which are responsible for helping to organize and host local events. Please indicate the committees you might like to join (i.e. be an advisor, assist in planning, & running actual event):

- | | |
|--|--|
| <input type="checkbox"/> Agri-Business | <input type="checkbox"/> Homebuilders |
| <input type="checkbox"/> Annual Banquet | <input type="checkbox"/> Industrial Safety Council |
| <input type="checkbox"/> Annual Chamber Auction | <input type="checkbox"/> Keep Waxahachie Beautiful |
| <input type="checkbox"/> Bethlehem Revisited | <input type="checkbox"/> Leadership Waxahachie |
| <input type="checkbox"/> Business Expo | <input type="checkbox"/> Legislation |
| <input type="checkbox"/> Candlelight Home Tour | <input type="checkbox"/> Network Luncheons/ Mixers |
| <input type="checkbox"/> Chamber Ambassadors | <input type="checkbox"/> Partners in Education |
| <input type="checkbox"/> Christmas Parade | <input type="checkbox"/> Shop Waxahachie |
| <input type="checkbox"/> Crape Myrtle Fest & July 4 Parade | <input type="checkbox"/> TX Country Reporter Fest |
| <input type="checkbox"/> Crime Stoppers | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Gingerbread Golf Classic | <input type="checkbox"/> Workforce Development |

Please indicate the areas or events in which you are interested in participating (i.e. be a vendor; host; sponsor; volunteer for ticket taking, running Chamber booth, set-up, or clean-up; or participant at actual event):

- Annual Banquet- Volunteer or Sponsor
- Annual Chamber Auction- Donor, Sponsor, or Volunteer
- Bethlehem Revisited- Actor, Sponsor, or Volunteer
- Business Expo- Booth Participant or Volunteer
- Candlelight Home Tour- Participant or Volunteer
- Chamber Ambassadors Ribbon Cuttings- Representative
- Christmas Parade- Volunteer or Participant
- Crape Myrtle Festival & July 4 Parade- Volunteer or Participant
- Crime Stoppers- Volunteer
- Gingerbread Golf Classic- Sponsor or Player
- Keep Waxahachie Beautiful- Volunteer
- Network Luncheons & Mixers- Sponsor or Host
- Partners in Education- Job Shadowing Participant
- Shop Waxahachie- Participant or Volunteer
- Texas Country Reporter Festival- Vendor or Volunteer

For questions on Chamber Committees, please call (972) 937-2390.



The Coastal Society
P.O. Box 3590
Williamsburg, VA 23187-3590
Phone: 757-565-0999
Fax: 757-565-0299
coastalsoc@aol.com
www.coastalsociety.org

The Coastal Society is an organization of private sector, academic, and government professionals and students dedicated to actively addressing emerging coastal issues by fostering dialogue, forging partnerships, and promoting communication and education.

COMMITTEE PARTICIPATION FORM

Please help The Coastal Society accomplish its mission of promoting knowledge, understanding, and sustainable use of coastal environments by participating on a committee. Below is a brief description of each committee. If you would like to be contacted about serving on a committee, please check the committee(s) which interest you, and fill in your name, address and telephone number. Please return this form by mail or fax to the address on the left. Thank you.

___ **Education Committee** - ensures that the Society's principal purpose is coordinated with all Society activities. Could plan regional meetings.

___ **Membership Committee** - develops organized efforts to Expand the Society's membership.

___ **Special Programs** - pursues special opportunities such as environmental celebrations or projects in partnership with other organizations.

___ **Development** - Researches and implements opportunities for sponsorship, grants and donations.

NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

NAME _____

ADDRESS _____

CLEAR LAKE AREA CHAMBER OF COMMERCE
1201 NASA PARKWAY
HOUSTON TEXAS 77058

HOW CAN YOU HELP?

HOW CAN YOU HELP, you ask??? Get involved in YOUR community by joining one of the committees noted below. It's a great way of keeping abreast of what's happening in the Clear Lake Area and a chance to make others aware of you and your business. Sign up NOW! In order to maximize your efforts, we recommend you volunteer for one committee.

DIVISION COMMITTEE OPPORTUNITIES

Area Promotions Division:

- Ballunar Liffoff Festival - ____
- Bowling Tournament - ____
- Christmas Boat Parade - ____
- Epicurean Evening - ____
- "Spring Fever" Golf Tournament - ____
- Fourth of July Fireworks - ____
- (Clear Lake Crawfish Festival, FUNRUN, Crawl & Festa)

Business Development Division - ____

- Business Expo - ____
- Toastmasters - ____

Tourism Division - ____

- Education Division - ____
- New Teacher's Luncheon - ____

Legislative & Public Affairs Division - ____

Marine Division - ____

Member Services Division:

- Chairman's Club - ____

Diplomats Division - ____

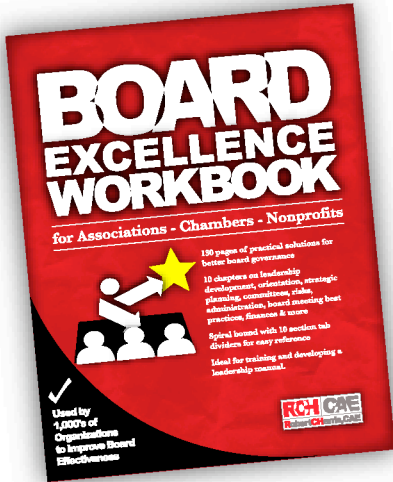
* NAME _____
 * FIRM _____
 * TITLE _____ PHONE _____
 * ADDRESS _____ CITY _____ ZIP _____
 * EMAIL _____

PLEASE RETURN FORM TO CLACC: 1201 NASA ROAD 1 HOUSTON TX 77058 281-488-7676

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RCH1-07



BOARD EXCELLENCE WORKBOOK

- 130 pages of practical solutions for better board governance
- 10 Chapters on leadership development, orientation, strategic planning, committees, risks, administration, board meeting best practices, finances & more
- Spiral bound with 10 section tab dividers for easy reference

Ideal for training and developing a leadership manual

\$89

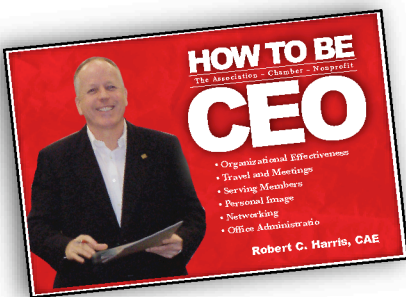
BOARD RESPONSIBILITIES GUIDE

- Top 10 responsibilities of leaders; color, two sided
- Governance vs management, exempt-status, trends, legal duties, rules of order, terminology, insurance, risks, planning and more
- Laminated long-lasting reference for board members

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Just \$9 each for two or more



HOW TO BE THE ASSOC./CHAMBER CEO

- 53 pages of success tips for association, chamber and non-profit staff
- Includes advice for travel, networking, member service excellence, teamwork and organizational effectiveness
- Tips you wish you'd told your staff or *had known for yourself!*

Excellent for staff orientation and staff meetings

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NEW

- Identify the critical documents and systems for a healthy association.
- Describes the purpose of 40 essential association-chamber items.
- A 16 page system for grading association operations.

\$20

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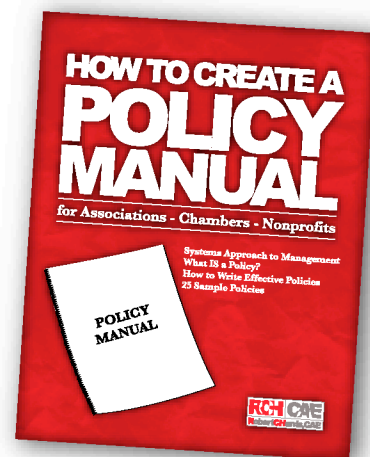
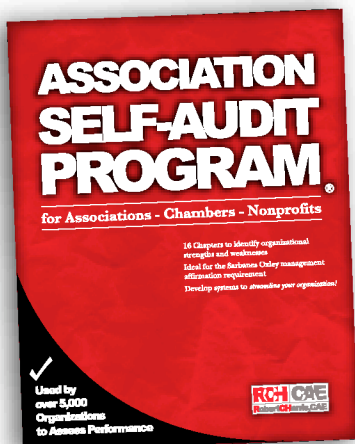
EMAIL bob@rchcae.com for more info on strategic planning, board seminars and staff training
See next page for additional tools and order form

POLICY MANUAL FOR ASSOCIATIONS

- Guide to drafting your organization's policy manual (with 25 most common policies)
- Samples on antitrust, computer usage, credit card use, record retention, apparent authority, consent agendas, confidentiality, conflicts of interest, auditors and more
- Clarifications of policies, procedures, practices and precedents

50 pages of tips and templates to get you started

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RCH1-07

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Item	Quantity	Shipping & Handling	Totals
Board Excellence Workbook [\$89]		+ \$10 s/h	\$
Board Responsibilities Guide [\$12; 2 or more \$9 each]		+ \$3 s/h any quantity	\$
Inventory, Assess, Improve [\$20; 2 or more \$17 each]		+ \$6 s/h any quantity	\$
Antitrust Avoidance Guide [\$12; 2 or more \$9 each]		+ \$3 s/h any quantity	\$
How to be the CEO [\$29]		+ \$6 s/h	\$
Policy Manual for Associations [\$39]		+ \$6 s/h	\$
Association Self-Audit Program [\$39]		+ \$6 s/h	\$
President's Committee Planning - 30 pages [\$24]		+ \$6 s/h	\$
Building an Association Mgmt Co. - 178 pages [\$39]		+ \$6 s/h	\$
"Psychic Board Pen" - free with \$100 order [\$8]		+ \$3 s/h	\$
Association Coaching - 5 hour block of time [\$900]		+ \$0	\$
<input type="checkbox"/> Bill Me	<input type="checkbox"/> Mailing Check (sorry, no credit cards)		Total

Name _____

Organization _____

Street Address _____

City _____ State _____ Zip _____