



# Community Service

## October, 2023

Dear Local Community Service Chairmen, Local Presidents, and Area Directors,

Included in this packet of materials is information regarding the guidelines and forms for the local community service chairman or for the local president, if there is no local community service chairman. The information has been updated. It is being sent now to provide you time to review the guidelines and forms which you will complete at the end of this year.

The volunteer hours form, and the other three nominating forms include a form number. In some cases, additional lines have been provided on the back. The names of your area contact are listed in two places within the packet.

The timeline is the same:

- **January 15<sup>th</sup>** – deadline for members to turn in their volunteer hours
- **January 31<sup>st</sup>** – Deadline to send Forms 1-4 to your Area Contact.
  - If you are not turning in all forms/nominations, please let the Area Contact know.
  - Please check each individual nominated for an award to ensure they are a member of IRTA.

Interactive feature: All the forms will be interactive if you download onto your computer. You can type all the information directly onto the form. But...you must save your completed form to your computer files before you can attach the forms to the Area Contact person. **If you would like to use this new feature—save on printing and postage—you may find the interactive forms on the IRTA website:** <https://www.retiredteachers.org/>

Remember there are only four forms to complete. The other material included are responsibilities, guidelines as well as reference material for you.

Thank you so very much for taking on this volunteer position for your local group. We appreciate you and your commitment to your local and IRTA.

Sincerely,  
Jo Ann Manes  
Ellen McKenzie  
IRTA Community Service Chairmen

## Collection of Volunteer Hours

Due to phone calls and emails regarding those who could submit volunteer hours, the Community Service committee discussed the procedure and created a statement. The statement was presented to the IRTA president and executive board.



**Volunteer hours will be accepted from all retired Educators. Volunteer hours will also be accepted from retired Associate members.**

**Only Regular members of IRTA (Regular membership is for a retired educator who receives a pension from INPRS) will receive awards or recognition.**



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