

## RESPONSIBILITIES OF COMMUNITY SERVICE REPRESENTATIVES

Welcome to your important position as your Local Community Service Representative, of Indiana Retired Teachers Association. The **purpose** of your committee is to encourage your county's retired educators to identify community needs, and to develop individual and group projects that will provide needed services through volunteering. Encourage your members to become involved in community boards, councils, or other Local groups that either make policy or furnish services for all people in the community. Taking the lead from the National Retired Teachers Association, we recommend all Locals give serious consideration to projects that involve children's education, as well as those that target the needs of senior citizens. If you are a large group, you might consider developing a small committee to assist you in gathering the volunteer hours. Members provide those hours in December and January. Reporting volunteer hours is important for your county and the state.

Your responsibilities will include the following:

- Attending a training session in the fall. You will be notified of the date and time. If there is not a meeting, you will be mailed the packet of reporting forms in October. If you have any questions contact your Area chairperson(s). (Names, addresses and phone numbers are listed in the packet).
- Become an advocate for volunteerism. Keep your Local RTA informed about the need for volunteers in your community. Encourage members to give a few hours a month to a community project. Help your members realize how important it is to keep track of their volunteer hours, and to report them to you at the end of the year. Our state lobbying team uses these hours when it approaches the legislature representing retired teachers. Each volunteer hour represents \$28.54, a large sum donated to the state of Indiana. Our goal is to collect over one million volunteer hours. We can reach this if ten percent more of our members report their hours.
- Encourage your RTA to develop a group project for 2021 and 2022. Be sure to get publicity for your project so the community can see how active retired teachers are.
- By January 15<sup>th</sup> a report for your Local volunteer hours will be due. These hours are reported to the Area Chairperson. The form has two categories: volunteered hours for youth and volunteered hours for community. A total for each category needs to be reported.
- A nomination for an outstanding volunteer from your Local is reported on the Outstanding Volunteer Award (Form 2). Follow the guidelines. **Be sure the nominee is a member of the State Association as well as, your Local RTA.** This volunteer may qualify for the clock award. Understand a clock can be awarded only one time. A list of clock winners is within the packet. If no one from your county qualifies, state none.

- Your Local may have members who have made special volunteer contributions. This can be reported on the Honorable Mention Awards (Form 3). 1-3 volunteers may be submitted using this form. **Be sure to follow the guidelines as the same qualifications for membership (state and Local RTA) apply as in the Outstanding Volunteer nomination.** Honoring nominated volunteers at the Local meeting is important. This could include others in the group that have made a generous donation of their time and effort. The Local would provide the forms and rewards if the group chooses to do this.
- If your Local has a Group Project, complete the Group Project Award (Form 4). An older project may be resubmitted if the project has been improved. However, send in only one project.
- In conclusion, these completed forms should be submitted to your Community Service representative: Area volunteer hours, youth and community, Outstanding Volunteer Form, Honorable Mention Form, and Group Project Form.

Thank you for agreeing to serve as a Local Community Service Representative. You make an important contribution to all retired teachers and to the Indiana Retired Teachers Association by the work you do. You are deeply appreciated.

Jo Ann Manes, Co-chairman  
Ellen McKenzie, Co-chairman

\*Please note your Community Service Representative. A list in the packet identifies each Local or area and its representative. Contact your representative if you have any questions.