

SERVICE ACTIVITIES^{06/24/02}
Kiwanis Club of Rochester Day Makers

Community Service Committee

Adopt a Family
American Cancer Society: daffodil sale
Assisi Community Center
Bear Creek Bike Path cleanup
Channel One
Christmas Anonymous – support
Community Food Response
English language tutoring
Family Service Rochester
- consumer credit classes
- Meals-on-Wheels
Habitat for Humanity
Heritage House/Eden Garden Club
Historical Society
Mayo Clinic Volunteers
Rochester Public Library hosts
Rochester Senior Center
- chili feed
- tax program
Salvation Army
- bell ringing
- tax program
Saturday noon meals

Contact

Rosalie Rusovick
Fred Hodges, Larry Krob
Al Southwick
Barry Woodle
Al Southwick
Ken Plummer
Dave Alexander, Ella VanLaningham
Chuck Butler

Ken Reding
Ella VanLaningham
Al Southwick
Hollis Feeser
Hollis Feeser
Bill Dunnette, Jim Morton
Dale Roy

Dick Hall
Ella VanLaningham

John Looft
Ella VanLaningham
David Alexander

Young Children Priority One Committee

Child Care Resource and Referral
- Events (Family Fun Night, Souper Bowl party)
- Support (Crisis Nursery, Head Start)
Justice and Social System's Volunteer Program
- \$ to car seats, other support
Rochesterfest Parenting Fair
United Way Allocation Panel

Contact

Larry Scilley
Larry Scilley

John Wade
Larry Scilley
Larry Scilley

Youth Services Committee

Bike Repair Project (Christmas Anonymous, etc)
Hockey Festival
Ironwood Springs Christian Ranch
Key Club: Century High School
Rochester Public Schools
• Century High School After-School Tutoring
• Pinewood Elementary Homework Club
• Riverside Elementary
- Popcorn Party
- Terrific Kids
Scholarship (to Century High School senior)
Summer of Service Scholarships
Y Mentors
YMCA Camp Olson

Contact

Jack Holmes
Bob Nowicki
Jack Holmes and Roger Hagen
Marv Anderson and Al Strom

Al Strom
Dave Arlander
Bob Nowicki
Bob Nowicki
Fred Buechler
Al Strom
Marv Anderson
Jerry Steinke
Hollis Feeser

ADMINISTRATIVE ACTIVITIES^{06/24/02}
Kiwanis Club of Rochester Day Makers

Human and Spiritual Values Committee

Invocations (club meetings)

Contact

Ken Bauman

Membership Committee

Birthday/anniversary recognition
Greeter (club meetings)
Meeting setup and take down
Member recruitment, orientation and induction
Social events

Contact

Larry Schmidt
John Looft
John Looft
Ella VanLaningham
Herb Erickson

Operations Committee

Finance
Fund Raising – Century High School Calendar
Fund Raising – Other
Inter-Club Visits
Newsletter
Records and Reports
Regional Representative

Contact

Richard Lundberg, Secretary-Treasurer
Herb Erickson
Herb Erickson
Carolyn Heyne
Bill Batchelor
Richard Lundberg, Secretary-Treasurer
Herb Erickson

Program Committee

Program arrangements

Contact

Carolyn Heyne

SERVICE ACTIVITIES^{06/11/02}
Kiwanis Day Makers of Rochester

Community Services Committee (Ken Plummer)

Activity: *Adopt a Family*

Description: Provide support to a family whose needs are not covered by public support.

Commitment: Remember and help celebrate birthdays and holidays, collect clothing and meet other needs as identified. Time as needed to do shopping and visiting.

Contact: Rosalie Rusovick (289-0814)

Activity: *American Cancer Society (Daffodil Sales)*

Description: Annual three day event selling daffodils at local grocery stores (Hy-Vee N). All monies raised go to the American Cancer Society.

Commitment: Each volunteer will work two hours on one of the days.

Contact: Alfred Hodges (282-2108); Larry Krob (289-1503)

Activity: *Assisi Community Center*

Description: Parking assistance at concerts and shuttle driving at concerts.

Commitment: 6 to 8 persons for each concert. Schedules to be announced.

Contact: Al Southwick (252-8320)

Activity: *Bear Creek Bike Path Clean-Up*

Description: Pick up papers and trash that may be left on Bear Creek bike path.

Commitment: About 1 to 2 hours for a team of 2.

Misc: Sign up as requested at various times. (Frequency ?)

Contact: Barry Woodle (289-2838)

Activity: *Channel One*

Description: Assist clients with food selection, pack boxes of food for MAC/NAPS programs, stock food shelves, check in clients, and distribute boxes to MAC/NAPS people.

Commitment: 2 to 3 hours a month.

Misc: MAC = Mothers and Children, NAP=Nutritional Assistance for Seniors.

Contact: Marlys McCoy (289-2927)

Activity: *Christmas Anonymous*

Description: Furnish all transportation required by Christmas Anonymous for moving food, toys, clothing and bikes.

Commitment: 9 major days in December. Requires from 4 to 6 hours per day.

Misc: Detailed schedules and daily descriptions available mid-October.

Contact: Ken Plummer (285-9890)

Activity: *Community Food Response (CFR)*

Description: Collect food from identified hospitals, schools, stores and restaurants for people in need. Sort and distribute food.

Commitment: Drivers 1 or 2 days a month, about 2 hours a day.

Sort and distribute food 1 or 2 days a month, about 4 hours a month.

Misc: May require a 2-person team. Also can sign up as a substitute.

Contact: David Alexander (289-2180); Ella VanLaningham (289-2668)

SERVICE ACTIVITIES^{06/11/02}
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Community Services Committee (Ken Plummer)

Activity: *English Language Tutoring*

Description: Help a group of Mexican men with English language skills.

Commitment: Sundays, 4:30-5:30 pm.

Contact: Chuck Butler (280-9682)

Activity: *Family Service Rochester – Meals on Wheels*

Description: Deliver noon meals to homebound (pick up at Olmsted Community Hospital).

Commitment: 1 day a month, about 1 hour over noon hour (6-10 meals); sign up per time.

Misc: May require picking up Key Clubbers at Century High. Day Makers do first full week of each month. Also can sign up as a substitute.

Contact: Ella VanLaningham (289-2668)

Activity: *Habitat for Humanity*

Description: Building affordable housing for people in need.

Commitment: Help on sites during building process (sign up as desired) or on committees (monthly commitment).

Contact: Russ Hanson (289-0052)

Activity: *Heritage House/Eden Garden Club*

Description: Provide physical assistance to the ladies of these groups in maintaining the house and gardens in Central Park.

Commitment: As required by the groups, avg. 2 to 3 days per year.

Contact: Hollis Feeser (282-3175)

Activity: *Historical Society*

Description: Assist where needed with building (cabin roof, steps, display).

Commitment: Volunteer for a one-time project or ongoing, 2-4 hours per month

Contact: Hollis Feeser (282-3175)

Activity: *Mayo Clinic Volunteers*

Description: Assist patients, staff and visitors at RMH, SMH, and Mayo Clinic.

Commitment: Usually about 3 hours a day one day a week.

Misc: Wide range of work assignments available.

Contact: Bill Dunnette (281-8263); Jim Morton (280-8604)

Activity: *Rochester Public Library Host*

Description: Assist library staff and security in daily operations of the library.

Commitment: 3 people on second Tuesday from 6:00pm to 9:00pm.

Contact: Dale Roy (289-7180)

Activity: *Rochester Senior Center Chili Feed*

Description: Work at annual chili feed as servers, dining room help, etc.

Commitment: 2 hours on the day of the feed.

Misc: Work with members of five other clubs.

Contact: Dick Hall (282-7085)

SERVICE ACTIVITIES^{06/11/02}
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Community Services Committee (Ken Plummer)

Activity: *Rochester Senior Center Tax Program*
Salvation Army Tax Program

Description: Assist seniors and low-to-middle income families with their tax returns.

Commitment: February 1 through April 15 plus pre-season training. Tax counselor: 40 hours during tax season (4-hour sessions); receptionists: 4-hour sessions, sign up one week at a time.

Misc: Side benefit - learn some more about your taxes.

Contact: Ella VanLaningham (289-2668)

Activity: *Salvation Army Bell Ringers*

Description: Ring bells for Christmas contributions.

Commitment: 2 hour time periods in December at a local department store.

Misc: Shopko North entryway.

Contact: John Looft (288-6213)

Activity: *Saturday Noon Meals*

Description: Prepare and serve a sit-down meal for 70 to 80 needy people.

Commitment: 1-2 Saturdays a year. Cooking starts at 9:00 am, cleanup finished by 1:30.

Misc: Meal at Christ United Methodist Church. Schedules to be announced.

Contact: David Alexander (289-2180)

SERVICE ACTIVITIES^{06/11/02}
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Young Children Priority One Committee (Larry Scilley)

Activity: *Child Care Resources and Referral*

Description: Provide support for special events such as Family Fun Night, Souper Bowl, etc. Respond to special request as they arise, such as office moves or office painting, Child Car Seat Safety Program and attaining funds to support the Crisis Nursery and Head Start Programs.

Commitment: Usually involves transporting items such as bowls and supplies or tables and chairs, and may include setup and cleanup activities on days of events.

Misc: Sign up requested when required.

Contact: Larry Scilley (288-2131)

Activity: *Justice and Social System's Volunteer Program*

Description: Provide new and used children's car seats, beds, etc. to those in need.

Commitment: Rochester Kiwanis Clubs will provide funds or needed item as required.

Contact: John Wade (288-0424)

Activity: *Rochesterfest Parenting Fair*

Description: Plan, develop, and implement the Parent/Child Fair and assist on the Wednesday evening of Rochesterfest.

Commitment: Attend planning meetings. Arrange for rides and other events and activities; provide staffing for each, and do setup and cleanup.

Contact: Larry Scilley (288-2131)

Activity: *United Way Allocation Panel*

Description: The Panel is responsible for assessing the requests for funding from United Way agencies and recommending United Way allocations accordingly.

Commitment: Attend planning meetings, read/analyze and submit requests, attend agency visits and Panel meetings to make final request.

Contact: Larry Scilley (288-2131)

SERVICE ACTIVITIES^{06/11/02}
Kiwanis Day Makers of Rochester

Youth Services Committee (Marv Anderson, David Arlander, Fred Buechler)

Activity: *Bike Repair Project*

Description: Collect donated new and used bicycles and repair the used bicycles. These are given to Christmas Anonymous for distribution. Some are also donated to other service groups that may require bikes.

Commitment: Every Tuesday during warm weather. About 3 hours a day, 2 or 3 skilled repair people. All others need not be skilled, just willing to get hands dirty.

Misc: Operated by Rochester Day Makers and Rochester Golden K Kiwanis Clubs.

Contact: Jack Holmes (289-6279)

Activity: *Hockey Festival*

Description: Annual Rochester Kiwanis Clubs Fund Raiser.

Commitment: 1) Planning Committee, 1 hour a month. 2) Ads and Sponsorship. 3) Event work, 2 to 4 hours.

Misc: Portion of funds returned to Kiwanis clubs.

Contact: Bob Nowicki (285-0295)

Activity: *Ironwood Springs Christian Ranch*

Description: A variety of volunteer work required to keep a ranch, that services 20,000 children and adults a year, operational.

Commitment: Willingness to help where and when needed.

Misc: Can be scheduled through Kiwanis contact.

Contact: Roger Hagen (289-4334); Jack Holmes (289-6779)

Activity: *Key Club – Century High School*

Description: Kiwanis Club for Century High School. Meets every other Tuesday at 7:15 am. Kiwanis member should be present. Sign-ups for projects, etc. accomplished.

Commitment: Attend meetings to help with transportation and other needs as required.

Misc: Day Makers and Golden K clubs each provide a \$500.00 scholarship; service is one of the criteria for student selection. Funds are also provided for students to attend Key Club conferences.

Contact: Marv Anderson (288-4718); Al Strom (282-9005)

Activity: *Rochester Public Schools – Century High School Tutoring*

Description: Kiwanis members work with students (mainly English as a second language students) to complete their homework assignments in a wide range of subjects.

Commitment: Tuesdays, 3:15pm to 4:30pm; meet in the media center.

Misc: Commitment is by weekly sign up.

Contact: Al Strom (282-9005)

Activity: *Rochester Public Schools – Pinewood Elementary Homework Club*

Description: Meet every Tuesday from 3:30pm to 4:35 pm. Work with 1 or 2 students in lower elementary grades with reading, math, spelling, writing, etc.

Commitment: Work with 1 or 2 students for an hour. Weekly sign ups.

Misc: Can show up even if you did not sign up

Contact: David Arlander (289-8231)

SERVICE ACTIVITIES^{06/11/02}
Kiwanis Day Makers of Rochester

Youth Services Committee (Marv Anderson, David Arlander, Fred Buechler)

Activity: *Rochester Public Schools – Riverside Elementary Popcorn Party*
Description: Class recognition
Commitment: 1 day a month. About 1 hour. Need at least 3 Kiwanis members to make popcorn and distribute to the class receiving monthly recognition.
Misc: Volunteers should like popcorn – not required but is a plus.
Contact: Bob Nowicki (285-0295)

Activity: *Rochester Public Schools – Riverside Elementary Terrific Kids*
Description: Student awards program
Commitment: 1.5 hours monthly
Misc: Need 3 Kiwanis members to participate in handing out awards.
Contact: Fred Buechler (289-1071)

Activity: *Scholarship (to Century High School Senior)*
Description: Annual \$500 scholarship awarded to graduating Century High School senior
Commitment: Assist in reviewing criteria, advertising scholarship and selecting winner.
Misc: Criteria include Key Club membership, academics, community service, need.
Contact: Al Strom (282-9005)

Activity: *Summer of Service Scholarships*
Description: Annual scholarships awarded for attendance at Summer of Service program
Commitment: Assist annually in drafting recommendations to Board for annual scholarships.
Misc: Program focuses on volunteer projects, fun; helps develop leadership skills.
Contact: Marv Anderson (288-4718)

Activity: *Y Mentors*
Description: One-to-one mentoring relationship between caring adult and youth, age 5-18
Commitment: 2+ hours per week for minimum of a year
Misc: Rochester Family Y put together the matches and provides help and support. Temporary mentors (6-week commitment) also needed for youth on waiting list.
Contact: Jerry Steinke (367-4943)

Activity: *YMCA Camp Olson*
Description: Provide summer camping experiences for young persons.
Commitment: Actively participate in fund-raising activities for “camperships”.
Misc: Camperships help young people in need with the camp fee.
Contact: Hollis Feeser (282-3175)

ADMINISTRATIVE ACTIVITIES
Kiwanis Day Makers of Rochester

Human and Spiritual Values Committee (Ken Bauman)

Activity: **Invocations for Meetings**
Description: Give invocation at the beginning of the meeting.
Commitment: By the time, as often as you choose to sign up.
Misc: Contact person circulates sign-up sheet and posts on bulletin board.
Contact: Ken Bauman (288-2124)

Membership Committee (Ella VanLaningham)

Activity: ***Birthday/Anniversary Recognitions***
Description: Announce birthdays and anniversaries for the week to promote feeling of fellowship and contribute to member retention.
Commitment: Weekly; arrange for substitute when unavailable.
Misc: Assigned to member of committee.
Contact: Larry Schmidt (843-6331)

Activity: ***Greeter at Meeting***
Description: Greet members and guests; list guests for recognition at beginning of meeting.
Commitment: Sign up by the time. If greeter, arrive 30 minutes before meeting starts.
Misc: Member of committee assigned to circulate sign-up sheet/post on bulletin board.
Contact: John Looft (288-6213)

Activity: ***Meeting Set-Up and Take-Down***
Description: Hang banners; set up flag, loud speaker, picture board, etc.
Commitment: Sign up by the time. If signed up, arrive 45 minutes before the meeting; stay 10-15 minutes after to clean up.
Misc: Member of committee assigned to circulate sign-up sheet/post on bulletin board. Additional information posted on bulletin board.
Contact: John Looft (288-6213)

Activity: ***Recruitment, Orientation and Induction***
Description: Encourage members to invite visitors/recruit new members, oversee orientation for new members prior to induction and arrange for induction.
Commitment: Ongoing as needed.
Misc: Responsibility of committee members.
Contact: Ella VanLaningham (289-2668)

Activity: ***Social Events***
Description: Organize events to promote fellowship and contribute to member retention.
Commitment: Periodic.
Misc: Assigned to committee member.
Contact: Herb Erickson (282-6870)

ADMINISTRATIVE ACTIVITIES
Kiwanis Day Makers of Rochester

Operations Committee (Herb Erickson)

Activity: ***Finance***

Description: Oversee income and disbursements, maintain financial records, and prepare budgets and financial reports.

Commitment: Ongoing, spend time as needed; responsibility of Secretary-Treasurer.

Contact: Richard Lundberg (282-7589)

Activity: ***Fund Raising – Century High School Calendar***

Description: Sell ads to local merchants for the calendar; prepare calendar; mail calendar.

Commitment: Contact merchants you know and sell ads, one time per year.
One time per year, prepare data in calendar or help assemble and label calendars for mailing to Century High School families.

Misc: Committee oversees, but all interested club members asked to help.

Contact: Hollis Feeser (282-3175)

Activity: ***Fund Raising - Other***

Description: Generate any fund raising activities the club wants to be involved in.

Commitment: Ensure club has enough money to fulfill obligations as a service organization.
Club must have money for both service and administrative funds.

Misc: Events as requested through the Board.

Contact: Herb Erickson (282-6870)

Activity: ***Inter-Club Visits***

Description: Attend other Kiwanis Club meetings.

Commitment: Drive time to meetings and meeting time. Sign up per time.

Misc: Carpool as appropriate. Committee member assigned to organize sign-ups.

Contact: Carolyn Heyne (288-2723)

Activity: ***Newsletter***

Description: Assemble articles from officers and committee chairs for monthly newsletter.

Commitment: Monthly.

Misc: Any member welcome to submit an item; deadline, 18th of month preceding.

Contact: Bill Batchelor (288-8896)

Activity: ***Records and Reports***

Description: Maintain all necessary records and prepare all required reports.

Commitment: Ongoing, spend time as needed. Responsibility of Secretary-Treasurer.

Contact: Richard Lundberg (282-7589)

Program Committee (Carolyn Heyne)

Activity: ***Weekly Program***

Description: Confirm and make arrangements for weekly program (speaker or activity).

Commitment: Weekly.

Misc: Oversight is responsibility of President-Elect (Program Chair).

Contact: Carolyn Heyne (288-2723)