



Benefits for Members & Supporters

Members are:

- Individuals who commit to be actively involved in PGfPC for a full calendar year
- Have a Portage County business address
- Attend more than 50% of steering committee meetings
- Join at least one task force and attend more than 50% of the task force meetings
- Actively support the work of Planned Giving for Portage County

Benefits to Members:

- Professional growth through educational presentations at Steering Committee meetings.
- Opportunities to demonstrate expertise at Steering Committee meetings.
- After at least 1 year of active membership, may be included in non-profit or advisors directory for a discounted fee of 25% off a full listing.
- In addition to web-link through directory active members will receive a second web-link from the current year on-line steering committee list.
- Receive promotional materials created by PGfPC to promote your membership
- Build relationships and network, which could result in:
 - Strengthened professional relationships and respect
 - Increased visibility
 - Referrals for business or support
 - Notification of educational opportunities
- Voting rights at Steering Committee meetings.

Benefits exclusively for non-profit members:

- Organization display at PGfPC-sponsored seminars
- Educational opportunities to learn about financial giving opportunities to increase communications with potential donors.

Benefits exclusively for professional advisors:

- Marketing support when presenting a PGfPC-sponsored seminar*
*see Memorandum of Understanding for Estate Planning Seminars
- Continuing education credit for attending seminars and/or workshops (pending)
- Opportunity to write educational articles for columns in local newspapers

Supporters are:

- Businesses or non-profits who pay the fee to be in one of the PGfPC directories, but are not members as defined above
- Any other financial or in-kind contributor (* Contributions are subject to approval by the steering committee)

Benefits to Supporters:

- Included in applicable PGfPC directory, including a Web link (fee applies)
- Receive promotional materials created by PGfPC promoting your support

Benefits exclusively for professional advisors:

- Marketing support when presenting a PGfPC-sponsored seminar*
*see Memorandum of Understanding for Estate Planning Seminars
- Continuing education credit for attending seminars and/or workshops (pending)



MEMBERSHIP COMMITMENT

As a member of Planned Giving for Portage County (PGfPC), I will:

- Commit to be active for a full calendar year (January-December)
- Have a Portage County business address
- Attend more than 50% of Steering Committee meetings
- Join at least one Task Force and attend more than 50% of the Task Force meetings
- Actively support the work of Planned Giving for Portage County
- Abide by the PGfPC Principles of Professional Conduct

I understand my benefits as a member may include:

- Professional growth through educational presentations at Steering Committee meetings.
- Opportunities to demonstrate expertise at Steering Committee meetings.
- After at least 1 year of active membership, may be included in non-profit or advisors directory for a discounted fee of 25% off a full listing
- In addition to web-link through directory active members will receive a second web-link from the current year on-line steering committee list.
- Receive promotional materials created by PGfPC to promote your membership
- Build relationships and network, which could result in:
 - Strengthened professional relationships and respect
 - Increased visibility
 - Referrals for business or support
 - Notification of educational opportunities
- Voting rights at Steering Committee meetings.

Benefits exclusively for non-profit members:

- Organization display at PGfPC-sponsored seminars
- Educational opportunities to learn about financial giving opportunities to increase communications with potential donors.

Benefits exclusively for professional advisors:

- Marketing support when presenting a PGfPC-sponsored seminar*
- *see Memorandum of Understanding for Estate Planning Seminars
- Continuing education credit for attending seminars and/or workshops (pending)
- Opportunity to write educational articles for columns in local newspapers

I have read and agree to abide by the guidelines set forth above, and will contact the Chairperson if I am unable to fulfill my commitments.

Signature: _____ **Date:** _____

Printed Name: _____

Organization: _____

Please sign and return to Chairperson of the Membership Task Force

Approved 12/21/06



STEERING COMMITTEE MEMBER PROFILE

Name: _____

Work

Home

Organization: _____ Address: _____

Position: _____

Address: _____ Phone: _____

Phone: _____ Cell: _____

Email: _____ Alternate Email: _____

Fax: _____ Prefer to be contacted at home or work? _____

1. What expertise do you bring to Planned Giving for Portage County? *(Check all that apply.)*

- | | |
|---|---|
| <input type="checkbox"/> Leadership/Management | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Board Expertise | <input type="checkbox"/> Community Contacts |
| <input type="checkbox"/> Youth Development | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Aging Populations | <input type="checkbox"/> Pluralism |
| <input type="checkbox"/> Special Populations | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Technology | <input type="checkbox"/> Events and Programs |
| <input type="checkbox"/> Education | <input type="checkbox"/> Public Relations/Marketing |
| <input type="checkbox"/> Legislation/Legal Issues | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Grants | <input type="checkbox"/> Planned Giving |
| <input type="checkbox"/> Other (Please Describe): | |

2. What is your age? *(Optional) (Check one.)*

- 18-29 30-39 40-49 50-59 Over 60

3. Race/Ethnic Background *(Optional) (Check all that apply.)*

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> White |
| <input type="checkbox"/> Black | <input type="checkbox"/> Multiracial |
| <input type="checkbox"/> Other | |

4. Gender (Optional) (Check one.)

Male Female

5. When did you join the Planned Giving for Portage County Steering Committee? _____

6. How many of the last 10 Steering Committee meetings have you attended? (Check all that apply.)

7-10 5-7 2-5 0-2

7. Planned Giving for Portage County Committee Participation (Check all that apply)

Marketing Membership Education Executive

8. How would you describe your affiliation?

Financial Planner
 Non Profit Agency Representative
 Other (Please describe):

9. Other than Planned Giving Portage County, what other organizations are you affiliated with?
(i.e. community, school, volunteer, church, civic, service)



**MEMORANDUM OF UNDERSTANDING
FOR
ESTATE PLANNING SEMINARS**

Description

Planned Giving for Portage County (PGfPC) is an alliance of non-profit organizations and professional advisors who are focused on educating our community on the value of planned giving.

Purpose

To help local professional advisors educate the general public on the benefits and rewards of proper estate planning and charitable giving.

Criteria

In order for PGfPC to assist in the marketing of your seminar, the following guidelines must be adhered to:

1. Your seminar must be educational about estate or financial planning and **may not be** sales-oriented (business may distribute promotional material);
2. You must be a local professional or business with a Portage County address;
3. Your seminar must be open to the public and free of charge;
4. Your seminar must include/endorse charitable giving options and planned giving as part of your presentation;
5. You may not endorse one non-profit organization over another;
6. You must allow PGfPC to be present at the seminar (see page 2, #8 under Benefits for You);
7. You must use the PGfPC logo in your invitations and promotional materials.

Please Note:

An 8-week notice of your seminar is appreciated (and necessary for some publications).

Benefits for You:

Planned Giving for Portage County Responsibilities

The member organizations involved in PGfPC will assist in the marketing of your seminar in the following ways:

1. Promote your seminar through their newsletters and other publications and on their marquees, when available;
2. Distribute your seminar fliers to their constituents via mail and/or email;
3. Provide a seminar evaluation form and tabulate results;
4. Write, send, and follow-up on news release and letter to the editor to two local newspapers;
5. Non-profit members assist in sponsorship of the event;
6. Send public service announcements to local community access channels (i.e. channels 3, 10, 99) and community calendars (channels 7, 9);
7. Send calendar of event notices to Convention and Visitors Bureau and Business Council;
8. Provide opening remarks at the seminar, display(s) on charitable giving, and camera-ready PGfPC logo for publications.

Benefits for Us:

Professional Advisors/Businesses Responsibilities

As the professional advisors providing the seminar, PGfPC understands your responsibilities to be:

1. Submit attached request form to: Stevens Point Area YMCA Foundation, Attn.: Kelly Caughlan, 1000 Division Street, Stevens Point, WI 54481, Phone: 715/342-2980 x320, Fax: 715/342-2987, Email: yfoundation@spymca.org;
2. Provide seminar presenters and support materials;
3. Create flier copy, design, and printing of large quantities (up to 5000);
4. Provide PDF format of flier for email distribution;
5. Reserve location and coordinate any logistics (such as equipment needs, refreshments);
6. Pay for any refreshments or facility expenses;
7. Pay for any purchased advertisements;
8. Handle registration of attendees;
9. Keep and compile attendance list to share with PGfPC.



SEMINAR SPONSORSHIP REQUEST

Contact Information

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Name of Any Additional Sponsors: _____

Seminar Information

Seminar Title: _____

Seminar Date: _____ Seminar Time: _____ am/pm

Seminar Location: _____

Seminar Purpose: _____

Seminar Topics: _____

Advertising Plans: _____

By submitting this request form, I, _____ representing
_____, do agree to adhere to the guidelines as stated in the
Planned Giving for Portage County Memorandum of Understanding.

Signature

Date

Please mail, fax, or email completed form to:

Stevens Point Area YMCA Foundation, Attn.: Kelly Caughlan

1000 Division Street, Stevens Point, WI 54481

Phone: 715/342-2980 x320 Fax: 715/342-2987 Email: yfoundation@spymca.org.



COMMITTEE STRUCTURE

All members of Planned Giving for Portage County (PGfPC) attend Steering Committee meetings, held 10 months per year. Each member also selects a Task Force best suited for their interests and talents, and works as an active participant of that Task Force to further the mission of PGfPC. Task Forces are the working units of Planned Giving for Portage County.

Each Task Force is charged with developing a multi-year plan of action that supports the overall strategic plans of PGfPC. Minutes and attendance records of each Task Force meeting are kept and shared with the general membership on a regular basis.

The Steering Committee (attended by all members)

- Member profiles/sharing at each meeting
- Conduct an annual evaluation of PGfPC
- Develop the strategic plan
- Advisor presentations/education
- Coordinate work of Task Forces
- Approve reimbursements for expenses
- Facilitate communication with our regional partners

Marketing Task Force

- Maintain/update Websites
- Manage and coordinate media releases
- Maintain stock of Resource Guides
- Develop promotional materials
- Identify key messages
- Create/maintain brand identity
- Identify spokespersons for PGfPC
- Oversee changes to Resource Guide

Education Task Force

- Educate the public, non-profits, and professional advisors about PGfPC
- Develop the Advisors Guide
- Create educational opportunities for non-profits
- Schedule professional advisor presentations for each Steering Committee meeting
- Facilitate events for the public, non-profits, and professional advisors about PGfPC
- Provide technical support for marketing pieces

Membership Task Force

- Establish criteria for membership
- Develop a code of ethics for members
- Develop membership profiles
- Define the roles of officers
- Ensure a mix of non-profit representatives and professional advisors amongst the officers
- Define the role of the Steering Committee
- Attend seminars and other events
- Establish expectations of members
- Develop orientation materials for new members
- Maintain the membership database
- Conduct an annual contact/survey of members
- Recruit new members



EXECUTIVE COMMITTEE POSITION DESCRIPTIONS

The **Officers** of Planned Giving for Portage County (PGfPC) are the Chairperson, Co-Chairperson, Treasurer, Secretary, and Co-Secretary. Officers shall serve a term of 1 (one) calendar year (January – December).

The **Executive Committee** is composed of the Officers and Task Force Chairpersons. This committee has responsibility for and authority to:

- a. Review and coordinate the work of the Task Forces.
- b. Report interim business to the Steering Committee.
- c. Meet at the call of the Chairperson.
- d. Recommend annual, measurable goals for PGfPC and oversee long-range planning of PGfPC.
- e. Set the agenda for Steering Committee meetings.
- f. Recommend annual budget (income and expenditures).
- g. Present at the November Steering Committee meeting the nominations for Officers for the following year. This shall not preclude additional nominations being made from the floor.

The **Chairperson** is responsible for and has authority to:

- a. Call and preside at all meetings of the Steering Committee and Executive Committee.
- b. Prepare agenda for Steering Committee meetings and distribute no less than one-week prior to meetings.
- c. Assure that policies, procedures, and decisions of the Steering Committee are carried out.
- d. Oversee the regular annual strategic planning and evaluations of PGfPC.
- e. Participate as an ex-officio member of Task Forces as necessary.
- f. Direct nomination and election of officers.
- g. Act as or designate spokesperson for PGfPC.
- h. In the event of vacancy of the Treasurer position, perform said duties until a new Treasurer can be elected by the Steering Committee.

The **Co-Chairperson** has responsibility for and authority to:

- a. Serve as a member of the Executive Committee.
- b. Understand the responsibilities of the Chairperson and perform those duties in the Chairperson's absence.
- c. Move into the Chairperson position in the following year.
- d. Perform other duties as may be assigned by Chairperson.
- e. Coordinate the efforts of the Task Forces.

The ***Treasurer*** has responsibility for and authority to:

- a. Serve as a member of the Executive Committee.
- b. Understand financial accounting for nonprofit organizations.
- c. Work with the Community Foundation of Portage County to see that all financial operations are fulfilled in a timely manner.
- d. Authorize payments to be made on behalf of PGfPC by the Community Foundation.
- e. Review and report to Steering Committee status of account at each Steering Committee meeting.

The ***Secretary*** is responsible for and has authority to:

- a. Serve as a member of the Executive Committee.
- b. Record and maintain the minutes and other official records of PGfPC.
- c. Perform other duties, which may be assigned by the Chairperson.

The ***Co-Secretary*** is responsible for and has authority to:

- a. Understand the responsibilities of the Secretary and perform those duties in the Secretary's absence.
- b. Move into the Secretary position in the following year.
- c. Perform other duties as may be assigned by the Chairperson.

Task Forces are each overseen by a ***Task Force Chairperson***, or co-chairpersons, who serve as members of the Executive Committee. General responsibilities of the Task Force Chairpersons:

- a. Determine Task Force meeting agendas
- b. Call Task Force meetings
- c. Take minutes at Task Force meetings and distribute to all members.
- d. Present reports and proposals from the Task Force to the Steering Committee.
- e. Oversee all Task Force activities and functions.
- f. Determine and report to the Steering Committee designation of the Task Force chairperson by February of each year.



FINANCIAL POLICIES & PROCEDURES

In accordance with the Spendable Charter, the fiscal agent for PGfPC is the Community Foundation of Portage County (CFPC). A financial report will be provided by CFPC and presented to the Steering Committee by the PGfPC Treasurer at least semi-annually.

Income

Income will be reported to the Steering Committee at the next meeting of members.

Acknowledgements of donations (including all legally-required documents) will be provided by the CFPC. The PGfPC Treasurer, however, is also encouraged to provide a “thank you” note on behalf of PGfPC members.

Cash donations:

Cash donations will be forwarded to the CFPC as soon as possible and deposited into the PGfPC account. CFPC will track all fiscal activity and provide semi-annual statements to the Treasurer to report financial status to the Steering Committee.

Non-cash donations:

Acceptance of non-cash donations over \$500.00 will be determined by the Community Foundation on behalf of PGfPC. Generally, “If value of non-cash property is over \$500, donor must file IRS Form 8283; a qualified appraisal may also be required before the gift is made i.e. real estate, art, non-publicly traded stock, etc.).”

Expenditures

Checks for expenses will be written by the Executive Director of the Community Foundation where the account is held.

The Task Force Chairperson should request payment of expenditures using the Check Request Form. Prior to payment, that Chairperson should submit the form to the Steering Committee for approval. Expenditures may be requested as reimbursement to a member or directly to a vendor. It is highly recommended that anticipated expenditures be approved in advance to assure the full reimbursement is received, as decisions by the Steering Committee to approve or deny will be honored.



Annual Evaluation

There are 3 sections to this evaluation, please take the time to complete each section thoughtfully. Your feedback will help our organization grow.

Section 1: Group Strengths

Please rate the group's strengths and weaknesses according to the following scale:

1 = An area of strength

2 = Some improvement needed

3 = Considerable improvement needed

X = Not a priority for us at this time

1. The Steering Committee has sufficient diversity of talents, skills and experience, and is balanced according to varying abilities.

1 2 3 X

Comments:

2. Before a member joins, s/he is well-oriented to the work of PGfPC and what is required.

1 2 3 X

Comments:

3. Attendance at Steering Committee meetings is satisfactory.

1 2 3 X

Comments:

4. Agendas, minutes, and other pertinent information are received prior to the meetings.

1 2 3 X

Comments:

5. Members come to meetings prepared to discuss and make decisions on issues raised.

1 2 3 X

Comments:

6. Meetings run smoothly and efficiently, and are easy to follow.

1 2 3 X

Comments:

7. Issues are dealt with on an appropriate level (Task Force vs. Steering Committee).

1 2 3 X

Comments:

8. Duties are divided appropriately among members.

1 2 3 X

Comments:

9. There is adequate communication among members.

1 2 3 X

Comments:

10. What strengths can you identify in the performance of the Steering Committee?

11. What weaknesses can you identify?

Section 3: Individual Involvement:

As an individual member, please rate your performance in the following areas:

	Very Good	Adequate	Needs Work
1. Communication with other members			
2. Your attendance at Steering Committee and Task Force meetings			
3. Input in policy, procedures, and decision-making			
4. Task Force participation			
5. Familiarity with PGfPC			
6. Amount of time required to participate			
7. Promotion of PGfPC overall			
8. Promotion of PGfPC in your organization/business			

9. What factors contributed to your performance (or lack of) in the above areas?

10. What would you need from PGfPC to increase your level of commitment?

11. How do you see your role as a member (in terms of time commitment, expectations, motivation, etc.)?

12. What do you feel you gain by serving on the Steering Committee?