

CCF Youth Service Work Group

3/8/05

3:30 - 5:00

Members Present: Heather Kellams, Schaele Wood, Gretchen Ellis, Melanie Snyder, Madison Cummings, Elizabeth Bass, Alia Stewart-Silver, Mary Stewart-Silver, Susan Pleiss

Members Absent: Lee Davis, June Smith, Mary Sullivan

Notes: DRAFT

1. Update on Youth Service - Tool Kit

Tool Kit proofs should be ready in the next few days for review. Work Group decided the tool kits should be available by April 18th for distribution to Press.

Work group members asked for a PDF copy of the tool kit to e-mail to schools, volunteer roundtable, etc. Melanie will work on this.

2. New membership lists, Notes - did everyone receive them?

Work Group members received copies of the membership lists.

3. Review of last meetings discussion - changes?

No Changes to notes suggested.

4. Discussion and Planning of Youth Service Celebration April 28th 4:00 - 5:30

Issues:

1. Press Release - Melanie - who to send to?

Melanie and Mary will be in charge of distribution of press releases. CCF will take care of a broadcast fax. Press packets with tool kits should go out to media within about 10 days of function. Targeted date: April 18th

2. Invitation Draft - Elizabeth - time frame of invitation

Elizabeth presented several examples of the invitation to the Youth Service Celebration. Work Group selected one copy. Work Group also added a sentence to further define the impact of the celebration.

3. List of people to send invitation to - review current list, Gretchen (data base for addresses)

Work Group revised and added to the original invitation list that Heather started for the celebration. Work group members were assigned people to send the invitations to and follow up with. Heather will send work group members the revised list, press release and a description of the committee so we will all have the same information to use in our follow up discussions.

4. Writing of the Youth Service Proclamation

Gretchen will draft the youth service proclamation and review with work group.

5. Reading of the proclamation

Gretchen will ask chair of CCF; Kathy Ralston to read the proclamation.

6. Food costs - Hot Cakes, CA Tech, Others - approximate costs, food choices

Based on June's feedback, CA Tech catering is out due to time frame. Although Hotcakes does a very nice job, may appear to expensive for this function and set the wrong image of CCF. Work Group decided to look into SAMS. Heather will be the lead on the food. City Parks and Recreation, Teens GIVE is willing to make a donation to cover the food costs. Susan Pleiss is looking into donations from Kiwanis. Area grocery stores should be asked to contribute the drinks and paper products.

7. Center Pieces for tables - Teens GIVE can work on something made by youth for the center pieces

8. Tablecloths - donations from area restaurants?

9. Youth Service Celebration Program

10. Lexus thank you - Discuss what to give

11. Do we want area schools, programs to highlight programs with service -learning pictures etc??

Although a great idea. Work Group felt this may be too hard to coordinate within the timeframe of the function

12. Testimonials - who, diverse group, how many - sites, kids, teachers

Maximum of 5 - 10 to 15 minutes total

Susan Pleiss - Service Site Liaison

Student:

Madison House

Teens GIVE

County School ?? MHS - SL

Teacher: - Hannah Bailey, Josh Walton, others?????

13. Set next mtg and review of assignments:

3:30 March 22nd @ CCF