



NEW FRONTIERS FOR LIFELONG LEARNING

COUNCIL OPERATING MANUAL

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President

September 13, 2010

NEW FRONTIERS FOR LIFELONG LEARNING COUNCIL HANDBOOK

2010 - 2011

SECTION TABS

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YEARLY TIMELINE

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MEMBERSHIP COMMITTEE

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DOCUMENT SAMPLES AND USEFUL INFORMATION

Additions to this section as Council finds useful

Handbook and Samples followed by*are saved on the President's Information Drive

Guidelines for Ad-hoc Scholarship Committee*

Guidelines for Ad-hoc By-laws Committee*

Guideline for Ad-hoc Nominating Committee*

Open House Flyer Sample*

Facilitators' Handbook

Set-up Schedule for Spring Open House 2010 Sample

Traffic Flow for Red Mountain Open House Sample

Sample Supply List for Membership Committee Activities

Sample Open House Seating Arrangement

Alphagraphics Reorder Information*

Reference for NF Refund Policy*

IKON Office Solutions Electronic Submittals*

Copy of 2010 Annual Report*

Sample letters*

Catering guidelines for Chartwell *

(www.dineonecampus.com/maricopa/mcc/)

New Frontiers for Lifelong Learning Timeline Guidelines - July 2010 through June 2011

MONTH/DATE/ACTION	COMMITTEE	DETAILS
July 2010		
1 Deadline for Class Proposals	Curriculum	Compiled by committee
5 Observe Independence Day	N/A	Centers and Colleges closed
10 Deadline input for publications	Communication	
19 Schedule information	Curriculum	Schedule information to Sharon and Community Ed
Planning for Annual Meeting	Council	Reports from By-laws committee, scholarship and nominating committee, confirm plan details
Contract signed for Holiday Party	Social	
No Committee Meetings	All Committees	Meetings not held by any committee
New Budget takes effect	Council	Committees plan accordingly
August		
2 First Monday Committee Meeting	Social	9:30 Downtown Center
2 Guest Facilitator List to Sharon	Curriculum	Added to schedule/proofreading final
6 First Thursday Committee Meeting	Membership	9:30 Dobson Campus Maricopa Room
No Curriculum Committee Meeting	Curriculum	Check not on website calendar
9 Second Monday Council Meeting	Council	9:30 Downtown Center
10 Deadline input for publications	Communication	
10 Order Supplies for Open House & New Members Coffee	Membership	Give voucher to Ann Cox and printed materials to copy center
Plan Fall classes	Curriculum	Scheduling, grid, schedule, etc.
20 Request articles for newsletter	Communication	
20 Articles for Newsletter	All Committees	Submitted to Newsletter Editor, Editor notifies Webmaster of publication
Calendaring for Spring Semester	Curriculum	Attempt to avoid conflicts as much as possible
September		
1 Seating Plan for Open House	Curriculum	Completed, distributed to Community Ed
2 First Thursday Committee	Membership	9:30 Dobson, Maricopa Room

Meeting	Curriculum	Detail meeting for Open House Team Leaders, flyers confirmed for mailing, order refreshments, and room layout to MCC
6 Observe Labor Day	N/A	Centers and Colleges closed
Mailing during first week	Membership	Schedule, Open House Invitation, newsletter, committee flyers, notify Webmaster of information
7 Committee Meeting	Social	9:30 Downtown Center
Menu selections made for Holiday Party	Social	Initial planning takes place
9 Second Thursday Curriculum Meet.	Curriculum	9:30 Dobson Campus (Include Spring Calendar 2011)
9 Curriculum Meeting Attendance	Membership	To prepare for Open House
10 Out to Lunch Bunch	Social	11:30 Place to be announced
10 Deadline input for publications	Communication	
13 Second Monday Council Meeting	Council	9:30 Downtown Center
13 Prepare Supplies to be shipped to Open House location	Membership	MCC will ship, indicate where supplies are located
14 Class Grid Printed	Curriculum	Use Open House and partner organizations
17 Open House	Curriculum Membership	9:30 Membership Chairs – confirm room set up and distribute supplies 10:00 Set-Up Hosts to assemble folders and prepare table 12:30 Volunteers receive instructions from team leaders and ready stations
22 Data base information collected	Membership	Details in Council Handbook
24 Prepare and mail invitations to New Members Coffee	Membership	Telephone Team Leader take reservations with follow-up calls, deadline attendance, room layout, order food
24 Collect addition information for data base	Membership	Details in Council Handbook
? Communication Committee Meeting	Communication	
October		
Debase information for Annual Meeting prepared	Membership	Details on responsibility sheet

6 First Monday Committee Meeting	Social	9:30 Downtown Center
Holiday Party information sent for newsletter	Social	Include donation to United Food Bank
7 Membership Committee Meeting	Membership Curriculum	9:30 Dobson, Maricopa room Open House review
Week Before New Members Coffee	Membership	Binders and supplies prepared, nametags prepared
8 New Members Coffee	Membership Attendance of Committee Chairs	Preparation before actually morning 9:30 MCC Dobson Campus-Kiva Room Committee reports, bios of committees and guests
8 Deadline for invitation to Annual meeting	Council President	Procedure for election, voting on officers and approval of By-laws should be explained
8 Out to Lunch Bunch	Social	11:30 Place to be announced
11 Second Monday Council Meeting	Council	9:30 Downtown Center
12 Nametags to New Members	Membership	Mail nametags, directory, by-laws, committee information to absentee members from coffee
14 Second Thursday Curriculum Meet.	Curriculum	9:30 Dobson Campus
20 Articles for newsletter	All Committees	Submitted to Newsletter Editor, Editor notifies Webmaster of publication
29 Annual Meeting	Council All Committees	1:00-3:00 MCC Dobson Campus, Navaho room Committee Reports, Ad hoc committee reports, election of officers, slate of nominees present
November		
Mailing newsletter	Membership	Add inserts from other committees, notify Webmaster of information
1 First Monday Committee Meeting	Social	9:30 Downtown Center
1 Deadline for Class Proposals	Curriculum	Submitted to Committee Chairs
4 Membership Committee Meeting	Membership	9:30 Dobson Center, Maricopa room
Submit request for petty cash	Social	Supplies for Holiday Party and final planning
Select park location for annual picnic	Social	Obtain permit
9 Second Monday Council Meeting	Council	9:30 Downtown Center
10 Deadline input for publications	Communication	

11 Observe Veterans Day	N/A	Centers and Colleges closed
11 Second Thursday Curriculum Meet.	Curriculum	9:30 Dobson Campus- College closed date changed
12 Out to Lunch Bunch	Social	11:30 Place to be announced
15 Schedule Information	Curriculum	Submitted to Sharon and Community Ed
25-28 Thanksgiving Holiday	N/A	Centers and Colleges closed
Order supplies for Open House & New Members Coffee	Membership	Give voucher listing supplies to MCC and printed materials to copy center
December		
N F Budget presented to Council	Treasurer	Discussion and approval process
Budget Committee formed	President	Will review proposals, make recommendations
1 Facilitator Luncheon Site Chosen	Curriculum	Site and date chosen
6 First Monday Committee Meeting	Social	9:30 Downtown Center
Holiday Party reminder on Infolist	Social	
8 Annual Holiday Party (Second Thursday usually)	Social	Location varies , committee hour early, Chair person Master of Ceremonies, bill to MCC
9 Holiday Party	Social	Windermere Hotel
10 Out to Lunch Bunch	Social	11:30 Place to be announced
10 Deadline input for Newsletter	All Committees	Submitted to Newsletter Editor, Editor notifies Webmaster of publication
13 Council Meeting	Council	9:30 Downtown Center
13 Guest Speaker Facilitator List	Curriculum	Sent to Sharon for schedule/proofread schedule
20 Schedule Sent to Printers	Curriculum	
Planning for All Members Meeting	Council Membership	Chair reports, directories, new name badges, entertainment
25 – January 1, 2011	N/A	College campuses closed
? Communication Meeting	Communication	
First week mailing newsletter	Membership	Schedule, newsletter, committee flyers, notify Webmaster of information
3 First Committee Meeting	Social	9:30 Downtown Center
5 Opening House Seating Plan	Curriculum	Completed and submitted to Community Ed
7 Schedule Completed and Printed	Curriculum	Ready for mailing
8 Membership Committee Meeting	Membership Curriculum	9:30 Dobson, Maricopa room Planning for Open House

Choose picnic caterer/menu/price	Social	Have caterer send invoice to MCC contact person. Get menu in writing from caterer
Location for Holiday Party chosen	Social	Sign letter of reservation, agree no deposit can be paid until July
10 Second Monday Council Meeting	Council	9:30 Downtown Center
13 Curriculum Meeting	Curriculum Membership	9:30 Dobson Campus Attends for information on Open House
14 Out to Lunch Bunch	Social	11:30 Place to be announced
17 Observe ML King Birthday	N/A	Centers and Colleges Closed
25 Grid Printed	Curriculum	Open House and partner organizations
28 Open House	Curriculum Membership	MCC Red Mt. Community Room & Conference Rms 9:30 Membership Chairs – confirm room set up and distribute supplies 10:00 Set-Up Hosts to assemble folders and prepare table 12:30 Volunteers receive instructions from team leaders and ready stations
February		
Debase information for All Members Meeting	Membership	Directories, check lists, signs, etc
1 First Monday Committee Meeting	Social	9:30 Downtown Center
Select committee member to take reservations/checks for picnic	Social	Include Committee member for advertising the picnic
4 Mail invitations to New Members Coffee	Membership	9:30 Dobson Kiva room
5 Membership Committee Meeting	Membership Curriculum	9:30 Dobson Maricopa room Review of Open House
8 Council Meeting	Council	9:30 Downtown Center
8 Budget requests due	Council	Submitted electronically in Excel spreadsheet
10 Deadline input for publications	Communication	Deadline input for publications
10 Curriculum Committee Meeting	Curriculum	9:30 Dobson Campus
11 Out to Lunch Bunch	Social	11:30 Place to be announced
11 Deadline for invitation to All Members Meeting	Council President	Reports, entertainment, explained

Mail invitations All Members and inserts	Membership	Would it be too confusing to include both invitations in same envelope?
18 New Members Coffee	Membership	Preparation before and actually morning MCC Red Mt. Community Room
20 Request articles for newsletter	All Committees	Submit to Newsletter Editor, , Editor notifies Webmaster of publication
21 Observe Presidents Day	N/A	Centers and Colleges Closed
25 All Members Meeting	Council Membership	MCC Red Mt. Community Room 1:00-3:00 Committee Reports/ad hoc/ committees/ entertainment
March		
Future Planning	Council	Establish early registration, appoint ad hoc Scholarship and Nominating Committees
Plan summer schedule	Curriculum	Meeting with Center
First week mailing of the newsletter	Membership	Directories, newsletter, committee flyers, notify Webmaster of information
5 Membership Committee Meeting	Membership	9:30 Dobson Maricopa room
7 First Monday Committee Meeting	Social	9:30 Downtown Center
Final planning for Annual Picnic	Social	Games, door prizes and how to obtain
10 Deadline input for publications	Communication	
11 Out to Lunch Bunch	Social	11:30 Place to be announced
14-20 Spring Break	N/A	Colleges Closed
14 Second Monday Council Meeting	Council	9:30 Downtown Center College closed-Date Change
14 Budget submitted to Council	Treasurer	Review and approval
15 Facilitator Luncheon Invitations	Curriculum	Mailed and request RSVP
Plan summer classes with Center	Curriculum	Beginning preparation of schedule
April		
1 Deadline for Class Proposals	Curriculum	
4 First Monday Committee Meeting	Social	9:30 Downtown Center
Final plans for Annual Picnic	Social	Final count to cater, committee arrives early
8 Out to Lunch Bunch	Social	11:30 Place to be announced

10 Deadline input for publications	Communication	10 Deadline input for publications
14 Curriculum Committee Meeting	Curriculum	9:30 Dobson Campus Confirm calendar for potent event conflicts
15 Facilitator Luncheon Deadline	Curriculum	Confirm reservation
Send invitations Facilitators Lunch	Curriculum	All NF Facilitators invited Indicate previous planning time for obtaining location
18 Second Monday Council Meeting	Council	9:30 Downtown Center
20 Request articles for newsletter	All Committees	Submit to Newsletter Editor, Editor notifies Webmaster of publication
21 Annual Picnic (3 rd Thursday usually)	Social	Location varies
Finalize summer schedule	Curriculum	Calendar and classes confirmed
May		
2 First Monday Committee Meeting	Social	9:30 Downtown Center
First week mailing newsletter	Membership	Notify Webmaster of information
9 Second Monday Council Meeting	Council	9:30 Downtown Center
10 Deadline input for publications	Communication	
12 Tentative Date for Facilitators Luncheon	Curriculum	Location and dated confirmed previously
13 Out to Lunch Bunch	Social	11:30 Place to be announced
25 2011-2012 Meeting Room Requests	All Committees	Submit to Community Education
30 Observe Memorial Day	N/A	Centers and Colleges closed
Plan Fall classes	Curriculum	Scheduling, grid, schedule, etc.
Mail summer class schedule	Curriculum	Information a flyer type schedule
Begin planning Fall classes	Curriculum	On going process through summer
June		
1 Early Registration through month	Council	If previously accepted
6 First Monday Committee Meeting	Social	9:30 Downtown Center
MCC notified deposit due for Holiday Party July 1	Social	
9 Second Thursday Curriculum Meet.	Curriculum	9:30 Dobson Campus

10 Out to Lunch Bunch	Social	11:30 Place to be announced
10 Deadline input for publications	Communication	
13 Council Meeting	Council	9:30 Downtown Center Individual Committee yearly report due to Council President
Plan Fall classes	Curriculum	Scheduling, grid, schedule, etc.

MESA COMMUNITY COLLEGE

- I. Description
 - A. Provide assistance and cooperation through Community Education office staff
 - B. Assist in planning, organizing and operating NF courses and programs
- II. Financial Services

The Maricopa Community College District (MCCCD) is a publicly funded educational institution subject to public purchasing laws and regulations including State Statutes, Governing Board Policies, and institutional procedures. The MCC Fiscal & Cashiers Offices provide support and assistance to CE on behalf of New Frontiers.

- A. Collection and disbursement of all NF funds as authorized by NF and MCCCD's and MCC's established administrative rules and procedures.
- B. NF members are students of MCC
 - 1. Are covered under the Student Accident Insurance Plan
 - 2. MCC Liaison will provide monthly MCCCD financial reports to the NF treasurer.
- III. Appropriate information is completed including NF signatures
 - A. Fiscal procedures include opportunities for NF members to purchase materials: Petty Cash, Open Purchase Orders and other Vendor Purchase Orders
 - B. Purchased items may include: materials for class activities, instructional material, registration and enrollment items, marketing material, and contracts for special services.
 - C. All expenditures must be requested in advance of NF's Expenditure Form
 - 1. Submitted to Ann Cox at MCC Downtown Center
 - 2. Do not spend cash or charge NF supplies and materials before receiving approval
 - 3. MCC cannot reimburse for purchases without approval
 - 4. MCC's general petty cash limit is \$200
 - D. Petty cash provides ready cash for expenditures not available through a purchase order
 - 1. MCC's general petty cash limit is \$200
 - 2. For local purchases only
 - 3. Requests for petty cash must be emailed by the Chair or Co-Chair to Ann Cox
 - 4. Please allow up to two weeks for processing
 - 5. No reimbursement for purchase items out of pocket before an approved petty cash
 - 6. Receipt date of the purchase must be on or after the approved date on the *Petty Cash Form*.

7. Receipts and/or cash must be returned to Ann Cox within 10 days after the petty cash is received
 - a. Coincide with the purpose indicated on the *Petty Cash Form*
 - b. Clearly indicate the items purchased and the name of the vendor/store
 - c. Must be taped to one side of an 8 ½" x 11" sheet of white paper
Please use multiple sheets of paper if needed
 - d. Personal items should not be purchased and/or included on petty cash receipts
- E. Any event that provides food and decorations for an event must have a signed approval from the MCC President's office
 1. Requirement of our Campus and District offices
 2. Even if you just want \$50 in Petty Cash to buy refreshments, the form must be completed and approved
 3. This process has an expense in staff time that is more than the original \$50 expenditure
 4. Amounts below \$50, we ask that you anticipate future needs and "bundle" your expense on one Petty Cash request
- F. Catering Services
 1. An email with the appropriate information
 2. You may call Ann at 480 461-6223 for additional information
 3. Emails become the mechanism for tracking expenses for your committees, and will ensure that errors are few and timelines are clear
 4. See reference section for additional help
- G. Email information
 1. Ann Cox ann.cox@mcmail.maricopa.edu
 2. cc: Diana Piorkowski piorkowski@mesacc.edu
 3. cc: Barbara Thelander thelander@mesacc.edu
- H. Open Purchase Orders
 1. Community Education creates annually for the convenience of NF members
 2. Usual vendors
 - a. Office Depot provides supplies usually delivered within five days
 - * b. Alphagraphics #291 (Baseline & Extension)
 - c. AmeriCopy (856 E. Main, Mesa)
 - d. IKON Copy Center (Southern & Dobson)-See Committee Chair for Code
 - e. Identify the MCC department as New Frontiers when signing the receipt
 - f. May be sent electronically (See Reference Section)
 - g. Order may be picked up or delivered
 - h. CE Office must receive the delivery receipt
 - i. Convenience copiers, for limited, self-service copiers, are located in

- department offices at all MCC locations.
3. Other Vendor Purchase Orders
 - a. Goods and/or services not currently covered with open purchase orders contact Ann Cox
 - b. Food and/or decorations for events require an approved *Official Function Form* signed by the MCC President
 4. Some venues require a contract signed by MCCCCD's legal counsel, a deposit, and a purchase order to reserve banquet facilities
 - a. Documentation of approval for the expenditure by the NF Council should accompany the request.
 - b. Allow four weeks for processing with Ann Cox
- IV. Registration services NFLL membership and study groups
 - A. Study groups that are held in an MCC facility
 1. Listed on the NF "Grid" (Fall and Spring semesters by the Curriculum Chairs) will be entered into the Student Information System (SIS) and a class number assigned
 2. NF members may enroll in NF classes with the prerequisite of NF membership
 3. It may take up to two weeks to complete the SIS process for the class schedule
 - B. Space on the campuses for use by NF
 1. Use of classrooms by will not conflict with normal college operation
 2. Activity space for social and open house events
 3. Congregating and work space for members
 4. Computer access and use
 5. Request use of the College's audio-visual equipment subject to availability at MCC sites only
 6. CE staff will assign classrooms
 - V. Event space, Council, and Committee meeting rooms
 - A. One year in advance
 - B. Rooms are reserved quickly
 - VI. Use of College's printing and copying resources
 - A. Not the cost of paper or other materials
 - B. Please see instructions under Expenditures Procedures
 - VII. Provide publicity press releases, study group listings, invitations and outreach information through College publications
 - VIII. Provide use of College's mailing facilities but not the cost of the mailings
 - IX. Utilization of College's library subject to MCCCCD regulations
 - X. College bookstore services for materials required for NF study groups
 - XI. Contact information
 - Barbara Thelander, Director 480 461-6256, Downtown
thelander@mesacc.edu
 - Ann Cox, Adm. Asst. 480 461-6223 Downtown
ann.cox@mccmail.maricopa.edu

- Diane Piorkowski, Asst. 480 461-6254, Downtown
piorkowski@mesacc.edu
- Michelle Chambers, Asst. 480 461-7413, S&D
michelle.chambers@mcmmail.marico

COUNCIL

I. Description

- A.** Peer-led, self-directed organization
- B.** Strives to meet the needs of members providing learning, social, and volunteer opportunities
- C.** Elected members by Membership and Committee Representative

II. Council Members Responsibilities

A. Applicable to all Council members

- 1.** Representatives of a peer-lead organization
- 2.** Attendance at all scheduled Council meetings
- 3.** Prepares, presents material requested
 - a.** Follows the Roberts Rules of Order
 - b.** Presents suggestions for improvement of the organization
 - c.** Reviews, researches, comments on matters requiring a vote
 - d.** Votes in a manner representative of the membership
 - e.** Accepts the responsibilities assigned by the President/Vice President
 - f.** Submits article to newsletter as appropriate
 - g.** Maintains statistics required by MCC
- 4.** Assists and cooperates with other Committee activities
- 5.** Is familiar and abides by the NFLL Operating Procedures in the conduct of business
- 6.** Makes an effort to attend special meetings/events
- 7.** Listens to the problems and suggestions of the membership
- 8.** Furnish committee annual report to President
- 9.** Maintains the original copy of this manual

B. President

- 1.** Prepares Council meeting agenda
- 2.** Conducts meetings according to Robert Rules of Order
- 3.** Keeps Vice President informed/up to date on all activities
- 4.** Keeps MCC Liaison informed of problem areas and/or changes
- 5.** Coordinates the Annual Meeting
 - a.** Sends invitation to all members
 - b.** Reservation of room
 - c.** Election of new officers
 - d.** Assures Operating Procedures update is presented
 - e.** Committee reports
 - f.** Refreshments a speaker/entertainment if desired
- 6.** Coordinates the All Members Meeting

- a. Sends invitation to all members
- b. Reservation of room
- c. Committee reports
- d. Entertainment for the event
- e. Refreshments
- 7. Assures rooms reserved for Council and Committee meetings
- 8. Appoints ad hoc committees as needed
 - a. Yearly By-laws Committee
 - b. Yearly Nominating Committee
 - c. Yearly Scholarship Committee
 - d. Available sample guidelines for the three yearly committees
- 9. Submits an article for every newsletter
- 10. Prepares Annual Report to MCC
 - a. Based on input from Community Chairs and Treasurer
 - b. Presents completed report to MCC Liaison for necessary actions
 - c. Distributes copies of final report to Council members
- 11. Maintains the electronic copy of Council Operating Manual
- 12. Attends committee meetings as necessity requires
- 13. Assures that all New Frontier meetings are open meetings
- C. Vice President
 - 1. Conducts meetings in the absence of the President
 - 2. Assists the President with Council related issues
 - 3. Represents the President at meetings as requested
 - 4. Submits an article for every newsletter
- D. Treasurer
 - 1. Prepares a monthly financial report based on the Maricopa Financial System
 - 2. Advises the Council on budgetary matters
 - 3. Prepares a timeline and process for the development and approval of the annual budget
 - 4. Conducts the yearly budget planning meetings
- E. Secretary
 - 1. Records the minutes of every meeting
 - 2. Distributes the minutes to the attendees
 - 3. Maintains a copy of all minutes
 - 4. Maintains copies of documents requiring future reference
- F. Two Members at Large
 - 1. Representatives of the Membership to the Council
 - 2. Open to presenting problem areas of Membership to the Council
- G. Committee Chairs
 - 1. Curriculum
 - a. Prepares schedule of classes twice a year
 - b. Publishes class schedule book twice a year

- c. Schedules classes at MCC campuses and other available locations
 - d. Conducts Curriculum Committee meetings
 - e. Refer to detailed section for the committee
2. Membership
 - a. Brings new lifeblood into the organization
 - b. Hosts and publicizes two Open Houses each year
 - c. Responsible for distributing brochures to senior centers, libraries, and activity centers where mature adults congregate
 - d. Responsible for supervising all mailings
 - e. Contacting individual members when necessary
 - f. Conducts Membership meetings
 - g. Refer to detailed section for the committee
 3. Social
 - a. Develop and coordinate social activities
 - b. Notify members of upcoming social events
 - c. Strives to foster new friendships as an important part of our purpose
 - d. Conducts Social meetings
 - e. Refer to detailed section for the committee
 4. Communication
 - a. Coordinates the dissemination of information about activities and events at New Frontiers and MCC
 - b. Coordinates the Speakers Bureau
 - c. Maintains website <http://www.newfrontiers-mesa.org>
 - d. Publishes a Newsletter five times a year
 - e. Maintains Infolist email distribution to all members
 - f. Conducts Communication meetings
 - g. Refer to detailed section for the committee
 5. Volunteer
 - a. Responsible for all components of the MCC/NFLL volunteer activities
 - b. Coordinates requests for New Frontiers help at college services/events
 - c. Conducts Volunteer meetings
 - d. Refer to detailed section for the committee
 6. Mesa Community College Liaison Representative
 - a. Represents the needs and requests of the college to the Council
 - b. Makes recommendations as appropriate
 - c. Assists the Council as requested
 - d. Attends monthly Council meetings

CURRICULUM COMMITTEE

- I. Liaison Responsibility
 - A. MCC and NF Council
 - B. Off Campus Managers and Committee Officers
- II. Chair Responsibilities
 - A. Develop the Curriculum for the organization
 - B. Conduct meetings
 - 1. Ask for any input previous to meeting
 - 2. Agendas go out with the meeting reminder
 - 3. Refreshments provide at two before Open Houses
 - C. Recruit and train Facilitators
 - D. Process class proposals for Fall, Spring and Summer
 - 1. June 1 for the fall term with deadline July 1
 - 2. October 15 for the spring term with deadline November 15
 - 3. April 1 for the summer term for deadline May 1
 - E. Preparation of Class Grid
 - 1. Sample available in the Reference Section of this manual
 - 2. List of key class data to guide distribution over the weekdays
 - 3. Distribution to individuals working on scheduling
 - 4. The final Grid is made available to all members at Open House
 - a. An "easy read" reference to plan their attendance at classes
 - b. Also can alert members to any potential changes to classes
 - F. Maintain/revise Facilitators Handbook
 - 1. Contains detailed information for various actions
 - 2. Forms to be used
 - 3. Copy in Reference Section of this manual
 - G. Input for Newsletter
 - H. Prepare required reports
 - I. Coordinate with the Membership Committee to plan Open Houses
 - 1. Joint marketing and enrollment activity
 - 2. September and January (None for summer session)
 - 3. Prepare a seating layout for facilitators
 - 4. Assist with the planning arrangements
 - 5. Attend the Membership Open House planning meeting
 - 6. Provide early and Open House assistance
 - J. Resolve Member/committee Problems
- III. Co-Chair Responsibilities
 - A. Conduct Meeting in the Absence of the Chair
 - B. Maintain/distribute minutes of meetings

- C. Maintain Committee History Book
 - 1. Collect any items
 - 2. Forward them to NF historian
- D. Maintain and process forms
 - 1. Parking Permit copies available for facilitators
 - 2. Risk Forms explained in the Facilitators' Handbook
 - a. Collect these requiring them
 - b. Maintains a check list of this category
 - c. Submits completed packets/check lists to Community Education office
 - 3. Volunteer Form required once
 - a. Curriculum Committee compiled list
 - b. Submits completed packets/check lists to Community Education office
 - 4. Photo Permission Form available at Open House
 - a. Required only once
 - b. New members sign at Open House
- E. Maintain Curriculum Committee inventory
 - 1. Currently kept in Room 201 at the MCC Downtown Center.
 - 2. Verify purchased items are listed (DVDs, CDs, voice amplifier, etc.)
- F. Select and order gifts for nonmember presenters
- G. Plan and execute May luncheon
 - 1. Select and make arrangements for a restaurant
 - 2. Send invitations in mid-March
 - 3. Make arrangements with MCC for payment
 - 4. Replaces May Curriculum Committee meeting
- H. Assist Chair and Membership Committee with Open House planning
- IV. Computer Officer
 - A. Design and publish the Class Schedule from the Class Proposals
 - B. Design and publish class signs for the facilitators at Open House
 - C. Designs and update New Frontiers' Website which includes the NFLL Calendar of Activities, Picture Gallery and *Facilitators Handbook*
- V. General Calendar Planning Officer
 - A. Conduct a major date calendar meeting with Facilitators
 - B. Distribution of the calendar
- VI. Guest Speaker Facilitator Coordination Officer
 - A. Recruit Facilitators for Non-member Presenters
- VII. Statistics Officer
 - A. Collect Statistics requested by MCC
 - B. Prepare a report on results
- VIII. Facilitators
 - A. Conduct class and/or NF representative at class
 - B. Attend Open Houses to answer class questions
 - C. Provide training for new facilitators
 - D. Follow directions for registering (® classes)
 - E. Follow the requirements of the *Facilitators' Handbook*
- IX. Facilitate the development of the courses offered

CURRICULUM COMMITTEE

- I. Liaison Responsibility
 - A. MCC and NF Council
 - B. Off Campus Managers and Committee Officers
- II. Chair Responsibilities
 - A. Develop the Curriculum for the organization
 - B. Conduct meetings
 - 1. Ask for any input previous to meeting
 - 2. Agendas go out with the meeting reminder
 - 3. Refreshments provide at two before Open Houses
 - C. Recruit and train Facilitators
 - D. Process class proposals for Fall, Spring and Summer
 - 1. June 1 for the fall term with deadline July 1
 - 2. October 15 for the spring term with deadline November 15
 - 3. April 1 for the summer term for deadline May 1
 - E. Preparation of Class Grid
 - 1. Sample available in the Reference Section of this manual
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 - 4. The final Grid is made available to all members at Open House
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 - H. Prepare required reports
 - I. Coordinate with the Membership Committee to plan Open Houses
 - 1. Joint marketing and enrollment activity
 - 2. September and January (None for summer session)
 - 3. Prepare a seating layout for facilitators
 - 4. Assist with the planning arrangements
 - 5. Attend the Membership Open House planning meeting
 - 6. Provide early and Open House assistance
 - J. Resolve Member/committee Problems
- III. Co-Chair Responsibilities
 - A. Conduct Meeting in the Absence of the Chair
 - B. Maintain/distribute minutes of meetings

- C. Maintain Committee History Book
 - 1. Collect any items
 - 2. Forward them to NF historian
- D. Maintain and process forms
 - 1. Parking Permit copies available for facilitators
 - 2. Risk Forms explained in the Facilitators' Handbook
 - a. Collect these requiring them
 - b. Maintains a check list of this category
 - c. Submits completed packets/check lists to Community Education office
 - 3. Volunteer Form required once
 - a. Curriculum Committee compiled list
 - b. Submits completed packets/check lists to Community Education office
 - 4. Photo Permission Form available at Open House
 - a. Required only once
 - b. New members sign at Open House
- E. Maintain Curriculum Committee inventory
 - 1. Currently kept in Room 201 at the MCC Downtown Center.
 - 2. Verify purchased items are listed (DVDs, CDs, voice amplifier, etc.)
- F. Select and order gifts for nonmember presenters
- G. Plan and execute May luncheon
 - 1. Select and make arrangements for a restaurant
 - 2. Send invitations in mid-March
 - 3. Make arrangements with MCC for payment
 - 4. Replaces May Curriculum Committee meeting
- H. Assist Chair and Membership Committee with Open House planning
- IV. Computer Officer
 - A. Design and publish the Class Schedule from the Class Proposals
 - B. Design and publish class signs for the facilitators at Open House
 - C. Works with the Curriculum Chairs to update The Facilitators Handbook on the website
- V. General Calendar Planning Officer
 - A. Conduct a major date calendar meeting with Facilitators
 - B. Distribution of the calendar
- VI. Guest Speaker Facilitator Coordination Officer
 - A. Recruit Facilitators for Non-member Presenters
- VII. Statistics Officer
 - A. Collect Statistics requested by MCC
 - B. Prepare a report on results
- VIII. Grid Master Officer processes the class grid as information is received from the Chairs
- IX. Facilitators
 - A. Conduct class and/or NF representative at class
 - B. Attend Open Houses to answer class questions
 - C. Provide training for new facilitators
 - D. Follow directions for registering (® classes)
 - E. Follow the requirements of the *Facilitators' Handbook*

- A. Coordinate facilitators, guest presenters, and partner organizations on course descriptions
 - B. Coordinate course grid and the class schedule for fall, summer and spring
 - C. Avoid scheduling classes on the same day as major NF events
 - D. *Facilitators Handbook* is located on the NFLL web site at www.newfrontiers-mesa.org.
 - E. Maintain relationship with Mesa Active Adult Center, Red Mountain Active Adult Center, Gilbert Community Center GCC, and Salvation Army Center
- X. Curriculum Committee and MCC Coordination
- A. Related expenditures, classroom space, registration and enrollment items
 - B. MCC collects all membership monies involved in classes
 - C. Classes scheduled at the Southern and Dobson Campus, the Downtown Center Campus or the Red Mountain Campus
 - D. Community Education Staff
 1. Registration of members
 2. Listing of classes in MCC system per assigned number
 3. Provide class rosters and waiting lists
 4. Assignment of classrooms for MCC campuses

MEMBERSHIP COMMITTEE

I. EXISTING TEAMS

A. Membership Chair and Co-Chair

1. Coordinate teams
2. Coordinate functions with other Committee Chairs
3. Arrange with MCC contact person for food for Open House and New Member Coffee
4. Furnish room layout to MCC contact person or delegate task
5. Print Open House invitations for members and prospects
6. Coordinate Open House activities
7. Assist with Annual Meeting and All Members meetings
8. Attend Council meetings and give monthly reports
9. Furnish annual report to Council
10. Give Membership report at Annual and All Members meetings
11. Furnish write ups for Newsletter editor and Info List

B. New Member Coffee Team

1. Print invitations and mail to new members and Council members
2. Coordinate RSVPs with telephone team
3. Prepare notebooks with cover and inserts (by-laws, policies/procedures, contact list)
4. Be sure Nametag rep and greeter will be on hand to sign in people
5. Contact MCC regarding room, food, equipment, etc.

C. Benefits of Membership Team Leader

1. Compiles a list of Membership Benefits
2. Distributed to members and used for marketing purposes.

D. Correspondence Team Leader

1. Obtains names of prospective members from Community Education office, or given to team and sends letter and appropriate material
2. Leave name/address in folder for database operator
3. Send material as appropriate to interim members
4. Follow-up on incorrect/insufficient addresses of members when material is returned
5. Sample of duties assigned

E. Database Coordinator

1. One team leader who maintains database of members, prospective members, past members, and relative college staff

2. Collects green sheets and registration forms after Open House for entering into database.
 3. Prints labels for mailings
 4. Prints nametags and labels for nametag team
 5. Prints list of new members for telephone team leader.
 6. Provides Communication Committee with email addresses
 7. Prints sign-in sheets for Annual Meeting, All-Members, and New Member Coffees.
 8. Prints alphabetical sign-in sheet for Annual Meeting and All Members meeting and New Member Coffee
 9. Mark attendance in database after meetings and furnish to Chair and MCC contact person
 10. Provides member directory (Fall and Spring) to Copy Center
 11. Provides interim new member names, and information to Correspondence Leader
 12. Sample of database timeline
- F. Mailing Team Leader(s)**
1. Voucher approved for necessary supplies
 2. Reserve a room with MCC contact
 3. Recruit team for mailing
 4. Coordinate mailing packets and bring to MCC Copy Center for mailing
 5. Samples of mailing job descriptions
- G. Nametag Team Leader**
1. Database Coordinator will provide nametags
 2. Cut and assemble nametags
 3. Distribute nametags at New Members Coffee and Annual/All Members meetings
 4. Mail nametags not picked up (Include note to pick up lanyards at Community Education office)
- H. Sunshine Lady**
1. Obtains voucher for cards and stamps
 2. Mails cards to members who are ill, hospitalized or if a family member deceases.
 3. Website address www.sunshinelady@newfrontiers-mesa.org
- I. Supplies Team Leaders**
1. Two team leaders maintain inventory and correspond with MCC contact person to or order supplies with voucher
 2. Have supplies shipped or bring to Open House location, New Members Coffee, etc.
- J. Telephone Team Leader**
1. Recruit telephone committee

2. Take RSVPs for New Member Coffees, Annual and All Members Meeting
 3. Meeting and occasional miscellaneous calling requests possible
 4. Database Operator will provide list of new members to calling committee and extra directory for marking RSVPs
- K. Open House and New Member Coffee Team Leaders**
1. Door Escorts
 - a. One team leader recruits door escorts and provides instructions
 - b. Work with Orientation Team Leader to assure smooth flow of traffic
 2. Greeters
 - a. Two team leaders recruit greeters and give them instructions
For Open House:
 - b. "Welcome" person
 - c. Greeters for members' tables
 - d. Greeters for guest tables
 - e. Provide greeter for New Member Coffee
 - f. At Red Mountain, two recruits needed at bottom of stairs to direct people to elevator
 - g. For Annual Meeting and All Members Meeting four greeters for member sign in and to hand out directories/handbooks
 - h. Sample of responsibilities
- L. Orientation Team Leader**
1. Recruits orientation hosts and provides instructions
 2. Two extra recruits for back up in case of illness, to relieve first shift
 3. Ensure that a table is still active at three o'clock
 4. Sample of responsibilities
- M. Refreshments Team Leader**
1. One team leader keeps refreshments and supplies available
 2. There will be a contact person to inform when supplies are getting low
- N. Registration Team Leader**
1. One team leader recruits registrars and provides instruction
 2. Set up registration tables
 3. Sample of registration crew responsibilities available
- O. Open House Set Up and Table Host Leaders**
1. Attend Open House Meetings held by Membership Committee
 2. Recruit two members per table to be hosts (10-12 tables) to answer guest questions and assist with registration forms
 3. A list of previous hosts exists, but newer members are encouraged to volunteer.

4. Arrive early to assist with unloading boxes, and placement of items for registration.
5. Setup each table with supplies: pencils in cups, holders with campus maps in plastic covers, registration forms, registration worksheets, table copy of Course Schedule, table copy of class grid and room assignments, sample registration form.
6. Stuff 100 blue folders for 5 Orientation Tables (20 per table) with campus maps, registration forms, registration worksheets, course schedule, newsletter, social calendars, and updated class grid.
7. Welcome table hosts, give them Ask Me badges to wear, assign or have them choose a table to host. Explain what their duties are and make them aware of the items on the table and in the folders. Suggest they tell their guests to fill out their choices on the registration worksheets before the final form, to walk around and see the class titles and speak with presenters or facilitators at their stations.
8. Relieve table hosts as needed. Act as a floater. Consider two shifts (12:30-2:00 and 2:00-3:15)
9. After Open House (not until 3:15) clear tables and help with packing supplies.

P. Signs Team Leader

1. At Open House mount signs for Greeter, Registration (Refreshments, Restrooms at Red Mountain) Annual Meeting and All Members Meeting signs for Sign In and Nametags
2. Erect banner for Open House, Annual Meeting, All Members Meeting

P. SAMPLES OF OPEN HOUSE ACTIVITIES AVAILABLE

1. Set- up schedule – Spring 2010 Open House
2. Traffic flow for Red Mountain - January 2010 Open House
3. Supply list for Membership activities

Traffic Flow for Open House @ Southern & Dobson

Greeters:

Guests are to be welcomed at the first table and members at the table around the corner near the door to the Navajo Room.

As a guest/member arrives, he/she is met by a greeter.

1. Person stands with a "Welcome" sheet in hand; directs guests to "Guest" table, members to "Member" table. OR
2. Guest/member goes directly to respective table; welcome sheets are on table.
 - a. Members receive a grid with class location and Welcome sheet. Red nametags available.
 - b. Guests receive a Welcome sheet and fill out a blue nametag.
 - c. **Important:** Count how many blue nametags you start with. Count how many used so we will know how many guests came. Guests receive a class grid at Orientation, so they will not need one from the member's table.

Have at least one greeter available at 3:00 pm.

Door Escorts:

Watch for the blue nametags. When guests come through the door, escort them to the furthest from the door Orientation table.

Important: Orientation hosts should begin their talk no later than **five** minutes after the first guest sits at the table. Use your discretion; if two guests are together but there's room for only one at a table, escort both of them to the next table.

If we're getting a line of guests and the tables are full, you want to encourage the Orientation hosts to speed things up.

Sometimes guests feel a bit lost after they have completed Orientation. You could assist in directing them to the facilitator tables.

Orientation:

It is important to keep the flow moving while still getting in the salient points about New Frontiers.

Be sure to remind them that the registration forms are on the Pre-Registration tables and it's a good idea to have their Worksheet (in blue folder) on hand to fill out as they visit the Facilitator's tables. Remind them that table hosts are at the Pre-Registration tables to help them with their questions.

Important: Orientation hosts should begin their talk no later than **five** minutes after the first guest sits at the table.

Note: Orientation slows down about the same time we need more seating space, so it would be helpful if you filled the furthest table first, then the next, etc. At least one table is to be manned until 3:00pm.

Pre-Registration Tables:

We will have ten tables designated for table hosts and possibly one more for just seating space. (depending on how many tables we will need for facilitators). Table hosts are primarily responsible for answering questions and helping guests fill out their registration forms.

Note: You will need a floater to keep Orientation tables stocked with blue folders and to be sure all tables have the supplies they need.

Registration Table:

No risk waiver forms will be required at Open House. The facilitators needing risk waivers will acquire them at the beginning of their first class.

Traffic flow for Open House @ MCC Red Mountain Campus

Greeters:

As a guest/member arrives, he/she is met by a Welcomer.

Welcomer stands near the elevator with a "Welcome" flyer in hand for members.

Members are to be directed to the table facing the elevator and guests directed to the table around the corner.

- a. At the Greeters table, Members receive a class-location grid. Red nametags available if needed.
- b. Guests receive a Welcome flyer and fill out a blue nametag. **Important:** Count how many blue nametags you start with. Count how many used so we will know how many guests attended. Guests receive a class grid at Orientation, so they will not need one from the member's table.

Have at least one greeter available at 3:00 pm.

Door Escorts:

Watch for the blue nametags. Direct guests to the large Orientation room first. Then the second room and thirdly, the Orientation table in the main room. If needed, guests can wait at the tables near the refreshments.

Use your discretion; if two guests are together but there's room for only one at a table, escort both of them to the next table.

If we're getting a line of guests and the tables are full, you want to encourage the Orientation hosts to speed things up.

Sometimes guests feel a bit lost after they have completed Orientation. You could assist in directing them to the facilitator tables or the refreshment area.

Orientation:

Important: Orientation hosts should begin their talk no later than **five** minutes after the first guest sits at the table.

It is important to keep the flow moving while still getting in the salient points about New Frontiers.

Be sure to remind them that the registration forms are on the Pre-Registration tables and it's a good idea to have their Worksheet (in blue folder) on hand to fill out as they visit the Facilitator's tables. Remind them that table hosts are at the Pre-Registration tables to help them with their questions.

Prep Orientation hosts about the \$5 fee for each computer *course* and the enrollment changes.

At least one table is to be manned until 3:00pm.

Pre-Registration Tables:

We will have ten tables designated for Pre-Registration. Table hosts are primarily responsible for answering questions and helping members/guests fill out their registration/enrollment forms.

Note: You will need a floater to keep Orientation tables stocked with blue folders and to be sure all tables have the supplies they need.

Registration/Enrollment Table:

No risk waiver forms will be required at Open House. The facilitators needing risk waivers will acquire them at the beginning of their first class.

Each computer *course* requires a \$5 fee. Community Ed will not enroll them in any other course until the fee is paid. It can be paid by check or credit card (they prefer not to have cash).

A check should be stapled to the Registration form. Do we need a separate form for credit cards?

Membership Open House Supply List

Supply	No. Needed	Origination
Blue Folders (per Open House)	100	Ordered by Ann Cox
Blue Notebooks (For new members)	25 on hand	Ann Cox or Membership w/voucher
Catalogs	100 for Blue Folders 20 for Regis. Tables 450 Community Ed	Curriculum Committee
Class Grids	100 for Blue Folders 150 for open house 50 Community Ed	Curriculum Committee
Directories	Where & When needed	Peggy Randolph/Membership
Green Sheets	100	Membership Committee
Nametags	Where & When needed	Sharen Kellogg/Membership
Newsletter	100 for Blue Folders Extras to Community Ed	Communications Committee (Newsletter Editor)
Pencils	100	Ordered by Ann Cox
Registration Banner	1 at Open Houses	Kinkos
Registration Forms	500	Ordered by Ann Cox
Welcome flyer (current members)	50	Membership Committee Colored paper
Welcome flyer (guests)	100	Membership Committee Bordered paper
Worksheets	500	Membership Committee

COMMUNICATION COMMITTEE

- I. Chair Responsibilities**
 - A. Provides support to the Communication Committee
 - B. Attends Council meetings
- II. Co-Chair Responsibilities**
 - A. Provides support to the Communication Committee
 - B. Attends Council meetings
- III. Website**
 - A. The website, newfrontiers-mesa.org , is a showcase for the organization
 - B. Keeps members informed of current events and provides information to prospective members and the browsing public
 - C. Endeavors to protect the privacy of members by not publishing their personal contact information
- IV. Web Master**
 1. General responsibilities
 - a. Maintain site in manner that next webmaster can support it using conventional standards
 - b. Install requests in a timely manner
 - c. Keep Council aware of any issues that might arise
 2. Quarterly
 - a. Install newsletter on website
 - b. Send notice of availability of Newsletter on web for Infolist
 3. January, May, and September
 - a. Move PDF copy of the new NFLL Course Schedule to Web
 - b. Move classroom grid PDF to Web
 - c. Summer class schedule placed on website
 4. Recurring as Information is received
 - a. Update calendar with NFLL coming events
 - b. Update the Council Members page when new people join
 - c. Add pictures to the Photo Gallery
 - d. Change/maintain the e-mail forwarding for Web mail
 - e. Keep copies of online registrations for trouble shooting
 5. Special requests per guidelines
 - a. Any member of the NFLL Council
 - b. Any person who has been designated as qualified by the Council via e-mail to the Webmaster
 - c. Any active member may submit a photograph for the Photo Gallery
- V. Web Site Designer**

1. Data submitted may be an e-mail may be typed or an attachment
2. Data time sensitive material must include start and end date
3. Data may be reformatted to comply with web standards
4. Specify tab or page data should be installed

VI. New Frontiers Email Distribution List - Infolist

A. Goal: Send information about items relevant to New Frontiers to current and previous NFLL members who have e-mail.

B. Procedures:

1. Create an email distribution list of current and past members who would like to be included.
2. Email addresses to be provided by the Membership Committee. (List kept up to date by Caroline Cline)
3. Appoint a List Administrator/Gatekeeper to manage the list and messages. (Rose Frankfort, back-up Bob O'Brien)
4. Administrator strives to send information messages to listees in a timely manner.
5. Message content to be restricted to New Frontiers, or MCC events, activities and announcements relevant to our program.
6. Any member who wishes to post a message has to include their name.
7. Information limited to activities open to all members of New Frontiers;
8. Articles submitted may be edited.
9. Advise recipients to refrain from using "reply-to-all" button. They need to contact the person who posted the message or their designate.
10. Phone numbers and email addresses of members can be included.
11. Replies to be sent/redirected to communications@newfrontiers-mesa.org
12. Recipients can ask to be removed from Infolist.

C. For information not directly concerning New Frontiers:

1. In order to share useful information of general interest to members, please use a link to an Internet site you wish to recommend.
2. Indicate the nature of the information in a brief sentence.
3. Include your full name
4. Please use your own distribution list if the message is not for all members.

D. Infolist Moderator, Gatekeeper

1. Oversees the guidelines mentioned be met
2. If in doubt about the appropriateness of a message confers with Chairman or Vice Chairman of Committee; if necessary brings issue to Council.
3. Notifies requestor of reason if message not posted

E. Infolist Contact List Manager

1. Current list of individuals e-mail addresses
2. Infolist List Manager's responsibilities
3. Obtains email addresses from Database Manager

- a. Enters new members' address and makes requested changes to current one
 - b. After each message delivery checks for potential failed deliveries
 - c. Contacts failed deliveries to identify potential problem
 - d. Resolves the problems that have been identified
 - e. Database Manager (Membership Committee) provides input to Infolist Contact List Manager
- F. Newsletter Editor**
- 1. Publishes the newsletter five times a year
 - 2. Establishes deadlines for receiving articles
 - 3. Establishes mailing schedule
 - 4. Obtains input for articles through notification of deadline entry date
 - 5. May request someone to submit an article on a topic
 - 6. Preparation time varies
 - 7. Requests from Committees
 - a. Membership - mailing labels, number of mail copies required, and establish mailing date
 - b. Contact Webmaster of mailing date and send PDF formatted copy
 - 6. Alpha Graphics for printing
 - a. E-mail information for newsletter printed copies and flyers
 - b. Contact MCC Liaison of delivery date of completed copies
 - 7. Between newsletters
 - a. Obtain pictures of classes and functions
 - b. Make any changes/requests received
 - 8. Budget requests of ink and paper
- D. Publicity Chairperson**
- 1. Be alert of ways to promote organization
 - 2. Distribute business cards as appropriate
 - 3. Seek publications to print promotion articles
 - a. Two months before both Open Houses
 - b. Information usually requested the 10th or 15th of month
 - c. Weekly request two weeks before printing
 - d. Monthly article submitted by the 10th to the Active Adult Resources Newspaper
 - 4. Prepare flyers with class information for Open House
 - a. Distribute to Housing and Mobile Home Communities
 - b. Distribute to other locations as appropriate
- E. Speakers Bureau Chairperson**
- 1. Notification to organizations of speakers about NFLL with short explanation
 - 2. Obtain list of organizations from Chamber of Commerce
 - 3. Arrange for speakers from willing members list
 - a. Make arrangement for the speaker
 - b. Provide handouts and business cards

F. Historian

*****Position description to be developed**

COMMUNICATION COMMITTEE

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 - c. Keep Council aware of any issues that might arise
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 - c. Add pictures to the Photo Gallery
 - d. Change/maintain the e-mail forwarding for Web mail
 - e. Keep copies of online registrations for trouble shooting
 5. Special requests per guidelines
 - a. Any member of the NFLL Council
 - b. Any person who has been designated as qualified by the Council via e-mail to the Webmaster
 - c. Any active member may submit a photograph for the Photo Gallery
- V. Web Site Designer

1. Data submitted may be an e-mail may be typed or an attachment
2. Data time sensitive material must include start and end date
3. Data may be reformatted to comply with web standards
4. Specify tab or page data should be installed

VI. New Frontiers Infolist

- A. Electronic message system to send information to current and former members
- B. Copy of guidelines available
- C. Infolist Guidelines to be approved by the Council
 1. Share useful information of general interest with members
 2. Use a link to an internet site you wish to recommend
 3. Indicate the nature of the information in a brief sentence
 4. Include your full name
 5. Use your own distribution methods if message is not for all members
- D. Infolist replying process
 1. Do not use Reply or Reply All
 2. Information will automatically be sent to trash bin by the server
 3. No one will view the information
 4. Respond to the name listed in the message
- E. Infolist Moderator, Gatekeeper
 1. Oversees the guidelines mentioned be met
 2. If in doubt about the appropriateness of a message confers with Chairman or Vice Chairman of Committee; if necessary brings issue to Council.
 3. Notifies requestor of reason if message not posted
- F. Infolist Contact List Manager
 1. Current list of individuals e-mail addresses
 2. Infolist List Manager's responsibilities
 3. Obtains email addresses from Database Manager
 - a. Enters new members' address and makes requested changes to current one
 - b. After each message delivery checks for potential failed deliveries
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 2. Establishes deadlines for receiving articles
 3. Establishes mailing schedule
 4. Obtains input for articles through notification of deadline entry date
 5. May request someone to submit an article on a topic
 6. Preparation time varies
 7. Requests from Committees

- a. Membership - mailing labels, number of mail copies required, and establish mailing date
 - b. Contact Webmaster of mailing date and send PDF formatted copy
- 6. Alpha Graphics for printing
 - a. E-mail information for newsletter printed copies and flyers
 - b. Contact MCC Liaison of delivery date of completed copies
- 7. Between newsletters
 - a. Obtain pictures of classes and functions
 - b. Make any changes/requests received
- 8. Budget requests of ink and paper
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 - 1. Be alert of ways to promote organization
 - 2. Distribute business cards as appropriate
 - 3. Seek publications to print promotion articles
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 - 2. Obtain list of organizations from Chamber of Commerce
 - 3. Arrange for speakers from willing members list
 - a. Make arrangement for the speaker
 - b. Provide handouts and business cards
- F. Historian
 - ***Position description to be developed

Guidelines for the New Frontiers for Life Long Learning Web Site

Purpose of the Website:

The website "newfrontiers-mesa.org" is a showcase for the New Frontiers for Life Long Learning organization. It is used to keep members informed of current events and to provide NFLL information to prospective members and the browsing public

The New Frontiers web site will endeavor to protect the privacy of its members by not publishing their personal contact information on the web site. The web site will remind members to consult their membership roster for personal contact information.

Who can submit requests for change to the Webmaster?

- 1 Any member of the NFLL Council may submit requests
- 2 Any person who has been designated as qualified by Council (via email to the Webmaster) may submit requests
- 3 Any active NFLL member may submit a photograph for the web site photo gallery

How are requests submitted to the Webmaster?

- 1 All requests should be submitted by email to the following:

To: Sharonsnow@cox.net

Subject: NFLL Web Request

Guidelines for submitted data:

- 2 Data submitted may be an email attachment or typed into the body of the email
- 3 If data is time sensitive, specify the start date and end date. Unless the request is "sudden", Webmaster will endeavor to install in this time frame.
- 4 Your request may be reformatted from your original to comply with web standards. However, Webmaster will not re-write the content. Make sure that everything is worded exactly as you want it to appear.
- 5 Specify which tab or page that you want the data installed on. (example: newsletter tab (new), join/update new members tab, home page, photo gallery, etc)
- 6 Be careful when including contact information. Limit email addresses to the generic ones used by the web site.

Webmaster's responsibility:

- 1 Maintain the existing site in such a way that the next webmaster can support it using conventional standards
- 2 Install requests in a timely manner, aiming for a 5 day turn around on new text articles and photographs, and one week turn around on new pages.
- 3 Keep Council informed of any issues that may arise regarding the web site.
- 4 Assure that the site remains "family oriented", refusing material that may not comply.

APPROVED BY COUNCIL 2007

New Frontiers May/June 2008 Newsletter

Good News! We now have our own private email list to send messages to New Frontiers members. This new feature is called the INFOLIST. Currently, members receive information about New Frontiers activities and events via the bi-monthly Newsletter (now available online), the occasional hardcopy "snail mail" mailings, and the current, limited email distribution from Listbot. With our new INFOLIST, you can expect to receive the most current, up-to-date information on your computer as often as needed. Every member who has given their email address (or addresses) to Membership is automatically included in the INFOLIST. You do NOT have to do anything further. No special signup is required. And to ensure your privacy, personal contact information about you, or any of our members will NOT be included in any of the email messages. No, you won't be able to sell your used car via our INFOLIST. Nor will you receive any solicitations for garage sales, or donation requests. This new INFOLIST will be strictly for information of interest to New Frontiers members, about New Frontiers and MCC activities and events. To be sure you receive these new emails, be sure and set your email server to allow messages from communications@newfrontiersraz.org. By Bob O'Brien,

NEWFRONTIERSAZ.org

April 8, 2008: **New Frontiers "Infolist"**

Subject: New Frontiers "Infolist"

Background: On March 10, 2008, the New Frontiers for Lifelong Learning (NF) Council approved the concept of creating a separate electronic message system to send information to all current and former members of New Frontiers. This system to be established and administered by the Communications Committee.

Policy: New Frontiers "Infolist"

1. Create an email distribution list of current and past members.
2. Contact information to be provided by the Membership Committee.
3. List Administrator in the Communications Committee to maintain the names & email addresses on the list.
4. Message Gatekeeper in the Communications Committee to manage and moderate the messages.
5. Any NF member or MCC staff who has information of interest to NF members may submit messages to list Gatekeeper.
6. Gatekeeper sends information messages to listees.
7. Message content to be restricted to New Frontiers, or MCC events, activities and announcements.
8. No personal contact information is to be included in the messages – i.e. personal addresses, phone numbers, email addresses.
9. Only the List Administrator may add, delete or edit the listees, information.
10. Only the Gatekeeper may send messages to members on the list.
11. Individual recipients will not see names and email addresses of other recipients.
12. Recipients will not be able to reply-to-all

Procedures: New Frontiers "Infolist"

Any member of New Frontiers or MCC staff can email a message via the Infolist.

1. Types of messages:
 - Messages from members of NF that pertain specifically to NF classes, meetings, social activities, travel, volunteer opportunities that are open to all members.
 - Messages from MCC staff that pertain either to senior learning or to special privileges provided to NF members.
2. Indicate the subject of your posting in the subject line of your email.
3. Do NOT include graphics or attachments as some members may not be able to view them.
4. Include your full name with your message. But DO NOT include your phone number or email address. (Individuals who want to respond to your message can look you up in their Telephone Directory.)
5. Send your message email to communications@newfrontiersaz.org

NEWFRONTIERSAZ.org

Guidelines: New Frontiers "Infolist"

1. To share useful information of a general interest with other members, use a link to an internet site you wish to recommend.
 - Indicate the nature of the information in a brief sentence
 - Include a link to an internet site
 - Include your full name
 - For example, "For information regarding other senior learning programs,"
Member: Rose Frankfort recommends the following link address
"www.elderhostel.org/ein/030108_newsletter.asp."
2. Please continue to use your own distribution methods if the message is only for some people (a class, a committee,) but not for everyone.
3. DO NOT "reply" or "reply-to-all". Your reply will be automatically sent to the trash bin by the server. No one will see it.
4. If you wish to respond to a message that has been posted, phone or write a separate email to the person who posted the information. Their name will be included in the email. And you can find their phone numbers and email addresses in your New Frontiers Telephone Directory.
5. The NEW FRONTIERS INFOLIST is overseen by a moderator. All messages must meet these guidelines. The moderator will contact you if your message cannot be posted due to the guidelines.
6. The following will be added to all messages sent to listees as posted by the GATEKEEPER:

"You have received this message as a member, or former member, of the New Frontiers for Life Long Learning organization at Mesa Community College in Mesa, AZ. If you do not wish to receive further emails, send a message to communications@newfrontiersaz.org requesting your name and address be removed from the list."

Subject: New Frontiers Email Distribution List - INFOLIST

Goal: Send information about items relevant to New Frontiers to current and previous NFLL members who have email. *

Procedures:

1. Create an email distribution list of current and past members who would like to be included.
2. Email addresses to be provided by the Membership Committee. [List kept up to date by Carolyn Cline.]
3. Appoint a List Administrator/ Gatekeeper to manage the list and messages. [Rose Frankfort, back-up Bob O'Brien.]
4. Administrator strives to send information messages to listees in a timely manner.
5. Message content to be restricted to New Frontiers, or MCC events, activities and announcements relevant to our program.
6. Any member who wishes to post a message has to include their name.
7. Information limited to activities open to all members of New Frontiers.
8. Articles submitted may be edited.
9. Advise recipients to refrain from using "reply-to-all" button—they need to contact the person who posted the message or their designate.
10. Phone numbers and email addresses of members can be included.

Replies to be sent/ re-directed to coomunications@newfrontiers-mesa.org

* Recipients can ask to be removed from INFOLIST.

Revised: 8/20/2009

SOCIAL COMMITTEE

I. NEWSLETTER SUBMITTAL

- A. One month prior to each publication Chairperson will appoint person to submit activity flyers to newsletter publisher's deadline
- B. The appointed person will assure planned activity information has been collected, typed and formatted to MS Word, one week before deadline transmitted to Chairperson for final review and approval.
- C. The Chairperson will notify preparer if any changes are required. Responsible person contacts publisher the number of copies required. Copies are requested from the MCC Copy Center either electronically or in person.
- D. The Copy Center will deliver the copies to the Mailing location requested. Mailing is normally the first week of the newsletter stated publication month.
- E. Note only MS Office documents are acceptable to the MCC Copy Center.

II. OUT TO LUNCH BUNCH

- A. Scheduled 2nd Friday of each month except April, July, August and December
- B. Restaurants are chosen by committee members, advertisements, and suggestions of other members.
- C. Advance planning to assure restaurant can accommodate number attending and accept separate checks
- D. Reservations confirmed by the month's planner by noon on the day preceding the luncheon. Late reservations can not be accepted as the restaurant needs a final count to insure seating and adequate staff.
- E. Advertise in flyers sent with newsletter. The Info List may be used as a reminder, if desired.

III. ANNUAL PICNIC

- A. Usually third Thursday in April
- B. Monthly planning
 - 1. November select park location and obtain permit January choose caterer, menu, price
 - 2. January request the Council to supplement cost to individual members.(Considered in Budget planning)
 - a. Obtain menu in writing from caterer.
 - b. Caterer send invoice to MCC contact person
 - 3. February Committee member appointed to receive checks and take reservations. Committee members submits article to March newsletter
 - 4. March activities such as games, door prizes, book exchange planned
 - 5. April Report final count to caterer on predetermined date. Picnic day committee arrives early for setup

IV. DECEMBER HOLIDAY LUNCHEON

- A. Usually second Thursday of December, 12:00 – 3:00 pm**
- B. Monthly planning**
 - 1. January committee chooses location, and Chairperson signs letter of reservation.**
 - a. May request the Council to supplement cost to individual members (Considered in Budget planning).**
 - b. Caterer must agree that no deposit can be paid until after July 1 to comply with MCC fiscal year.**
 - 2. June notify MCC contact person that deposit will be needed for event after July 1.**
 - 3. July contract is signed.**
 - 4. September committee visits location and makes menu selections. Discuss entertainment. Plan door prizes, name tags, donations to United Food Bank, etc. Appoint person to take reservations and receive checks**
 - 5. October send information to newsletter about luncheon and donations to United Food Bank.**
 - 6. November submit petty cash form for buying supplies for luncheon. Reservations and menu choices recorded, and forward to name cards maker. (Meal choice is colored coded for the cater.) Finalize entertainment.**
 - 7. December put reminder of deadline on Info List. Day of luncheon committee arrives one hour early. Tables set up to check in guests and distribute name cards, and for United Food Bank donations. Chairperson acts as Master of Ceremonies. Submit bill to MCC contact person for payment.**

VOLUNTEER COMMITTEE

- I. Initial organization
 - A. Chair
 - B. Co-Chair
 1. Will focus on tutoring
 2. Met with Anita Peterson concerning tutoring
 - C. Provide a team
 - D. Provide a system for members to volunteer
 1. Working with MCC liaison for college contacts
 2. Identifying key roles where volunteering is needed
 - a. Meeting with Greg Reents of Student Affairs
 - 1) Requested single individual that he could contact
 - 2) Agreed to provide effective training
 - 3) Clarifying volunteers responsibilities
 - b. MCC Registration at Dobson and Red Mountain campuses major event
 - 1) Three seeks of activity (Approximately 500 volunteer hours)
 - 2) Organized under the direction of Joni Grover
 3. Took an active part at Empty Bowls on both campuses
 4. Began teaching of MCC GED students in July
 5. Participated in the Special Olympics
 6. Met with Kevin Dressler of Theatre Outback
 - a. Provide a list of potential opportunities
 - b. Will be at NF Open House to explain and answer questions
 7. Use of MCC Infolist
 - a. Resolve existing problems for listing
 - b. Develop and maintain a list of volunteer opportunities
 - c. Requested members to be added to a database of volunteers
 - E. Use established relationships to identify opportunities
 1. Volunteerism can only progress at a rate we can support
 2. If volunteerism does not grow, requests will have to receive a "no"
 - F. Assure volunteer growth increases at a substantial rate
 1. Establish a method of contacting members other than Infolist
 2. Will encourage volunteerism at Open Houses with a sign up table
 - G. Determine how we handle outside requests
 1. Declined request for Earth Day in Casa Grande
 2. Used Infolist for opportunity with Train Club's restoral
 - H. Provide a method to record and report volunteer hours
 1. Direct hours in support of MCC
 2. Hours spent on outside projects

3. Facilitator hours spent in class
 - I. Develop a system for obtaining resumes of interested volunteers
 - J. Determine organization of committee

	WHO	WHEN	RESULTS / STATUS
<p>GOAL</p> <p>PROVIDE A SYSTEM IN WHICH NFLL MEMBERS MAY PROUDLY AND ENTHUSIASTICALLY VOLUNTEER THEIR SERVICES.</p> <p>1) PROVIDE A TEAM AND A CO CHAIR</p>	BRUCE	5/1/10	<p>TEAM STILL FORMING. JIM ZIMERDAHL IS CO CHAIR AND PAT DE BLAKE IS A CONSULTANT TO THE TEAM.</p>
<p>2) DEVELOP AND MAINTAIN A LIST OF VOLUNTEER OPPORTUNITIES</p>	TEAM	ONGOING	<p>SO FAR WE HAVE REGISTRATION, EMPTY BOWLS, HOMECOMING, OPEN HOUSE, THEATER OUTBACK, GED TUTORING AND MENTORING PLUS AN OUTSIDE MENTORING OPPORTUNITY.</p>
<p>3) USE RELATIONSHIPS CURRENTLY ESTABLISHED TO IDENTIFY VOLUNTEER OPPORTUNITIES</p>	TEAM	ONGOING	<p>STILL IN PROGRESS. WE MOSTLY WORK THROUGH BARBARA THELANDER BUT OTHERS ARE BEGINNING TO APPEAR. FOR EXAMPLE WE WORK WITH LYSA COHAN FOR OUR GED STUDENTS.</p>

11 April 2010 **updated 8/7/10**

GOAL / ACTION	WHO	WHEN	RESULTS / STATUS
<p>4) ASSURE THAT THE GROWTH OF VOLUNTEERISM INCREASES AT A SUSTAINABLE RATE</p>			<p>STILL A CONCERN</p>
<p>5) EXPLORE THE POSSIBILITY OF TUTORING MCC STUDENTS AND POTENTIAL STUDENTS. HEARD DR PAN SAY THAT IMPROVING THE GRADUATION RATE IS A PRIORITY. CLIP GRANT</p>	<p>TEAM</p>	<p>ONGOING</p>	<p>BEGUN. SO FAR WE HAVE TWO STUDENTS AND ARE IN THE PROCESS OF ADDING 3 MORE.</p>
	<p>BRUCE</p>	<p>ONGOING</p>	

GOAL / ACTION	WHO	WHEN	RESULTS / STATUS
<p>6) DETERMINE HOW WE HANDLE OUTSIDE REQUESTS</p>	TEAM	ONGOING	<p>OUR NEXT CONSIDERATION IS THE YMCA'S MENTORING PROGRAM. IF WE PARTICIPATE IT WILL BE IN ASSOCIATION WITH THE ALUMNI ASSOCIATION.</p>
<p>7) PROVIDE A METHOD TO RECORD AND REPORT VOLUNTEER HOURS. HOURS ARE IN 3 CATEGORIES.</p> <ol style="list-style-type: none"> 1. DIRECT HOURS IN SUPPORT OF MCC 2. HOURS SPENT ON OUTSIDE PROJECTS 3. FACILITATOR HOURS SPENT IN CLASS PREPARATION 	TEAM	ONGOING	<p>IT IS BEING DONE BUT CRUDELY. WE ARE PLANNING ON USING THE WEBSITE TO MAINTAIN THIS INFORMATION.</p>
<p>8) DETERMINE HOW THE VOLUNTEER COMMITTEE BE ORGANIZED.</p>	TEAM		<p>MAKING PLEA NOW FOR COMMITTEE MEMBERS.</p>
<p>9) ESTABLISH A DATABASE OF PEOPLE WHO WANT TO VOLUNTEER WITH CONTACT AND BACKGROUND INFORMATION.</p>	TEAM		<p>FIRST PASS IS COMPLETE.</p>

DOCUMENT SAMPLES AND USEFUL INFORMATION

Additions to this section can be made as the Council finds documents useful.

Handbook and Samples followed by* in the index of this handbook are saved on the President's Information Drive and can be requested by any Council Member

Guidelines for the Scholarship Committee

- I.** Council approves the funds available for the scholarships
- II.** Ad-hoc Scholarship Committee appointed by NF President
- III.** Committee works closely with Deb Devore of MCC Development office
 - A.** Initial action by MCC Development office
 - 1.** Announces the availability of the scholarship
 - 2.** Lists scholarship criteria and application information with deadline
 - 3.** Criteria established by MCC and NF is followed
 - 4.** Screens the applications and forwards them to NF committee
 - B.** Applications reviewed by the Committee and ranks them
 - 1.** Committee agrees on top three (number determined by funds)
 - 2.** Development office notifies students and makes arrangements for payment
 - C.** Development office monitors registration and checks
 - D.** Development office monitors grades to verify qualification for renewal
- IV.** Established tradition of New Frontiers
 - A.** Invite recipients to speak at a gathering of the NF Membership
 - B.** Consider the applicant for a renewal of the scholarship

AD-HOC BY-LAWS COMMITTEE GUIDELINES

- I. President appoints a Committee Chair
- II. Committee Chair
 - A. Establish a dedicated team
 - B. Request any comments from the Council
 - C. Schedule meeting dates for reviewing the by-laws
 - D. Planning process
 1. Latest copy of by-laws (Assured by approval date)
 2. Appoint individual to record changes
 3. Prepare a computer copy with recommended changes identified boldly
 - E. Revisions presented to the Council for review
 1. If detailed review needed send in advance via e-mail
 2. If minor changes, present at Council meeting
 - F. After Council's approval
 1. Submitted to MCC liaison for MCC's approval
 2. Not necessary to represent to Council unless major changes
 - G. Request cover letter be written by the President
 - H. Letter and copies mailed to the Members six weeks in advance of the Annual Meeting
 1. Membership requested to submit questions prior to the meeting
 2. President and/or Council resolve Membership questions prior to annual Meeting
 - I. Membership votes to accept the by-laws* at the Annual Meeting

*With the 2010 review by the MCC legal department they changed the name of the By-laws to Operating Procedures.

Alphagraphics Reorders

1. New Frontiers Thank You Cards

Reorder Thank You cards # 2984100 – Alphagraphics

P.O. # 381123 - \$81.52 for 100 without envelopes

**IKON Office Solutions
Management Services
Mesa Community College**

Acceptable documents that can be submitted for copying to the Copy Center online:

- Requests for Black & White and Color Copies.
- Only MS Office Documents (i.e. Word, Excel, and PowerPoint)"

Attach completed ticket with document and e-mail to:
Copycenter@mcmail.maricopa.edu

*Please be sure to complete all areas in RED
Submitted digital documents will be deleted once copies are made.*

Requestor's Name: _____ EXT: _____ Building _____

Today's Date: _____ Date Job Needed: _____ Time Job Needed: _____ Call

Will Pick-up

Confidential: YES / NO Part-time: _____ Full-time: _____ Deliver _____

Copy Account #: _____ Department Name: _____

Special Instructions:

Number of Originals: _____ Number of Copies: _____ Total Copies: _____

<u>SIZE</u>	<u>PAPER</u>	<u>PRINT</u>	<u>FINISHING</u>
8 1/2 X 11	3 HP _____		GBC BIND _____
8 1/2 X 14	WHITE _____	ONE-SIDED _____	TAPE BIND _____
11 X 17	BLUE _____	TWO-SIDED _____	LAMINATE _____
	GREEN _____		SHRINK WRAP _____
	YELLOW _____	COLOR COPIES _____	CUT _____
	PINK _____		FOLD _____
	ASTROBRIGHT _____		PAD _____
	CARDSTOCK _____		
	TRANSPARENCIES _____		COLLATED _____
	OTHER _____		UNCOLLATED _____
			STAPLE _____
			CLIP _____



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

2411 West 14th Street, Tempe, AZ 85281-6942

OFFICIAL FUNCTION FORM

This form allows MCCCDC employees to properly document expense decisions for activities or items that are subject to the MCCCDC Administrative Regulation on Official Functions. See www.dist.maricopa.edu/gvpolicy/adminregs/fiscal/1_16.htm. Expenses covered by this form are those for activities or items that do not appear to be, without the explanation, ordinary and necessary expenses of MCCCDC as a public educational institution. Note that the documentation requirement applies regardless of the fund from which the expense will be made. If the expense is for an institutional or individual membership, use the "Membership Payment Worksheet" located at www.dist.maricopa.edu/legal/blc.

You'll find helpful instructions on Page 2 of this form, and at the following web address: www.dist.maricopa.edu/legal/blc Higher dollar expenses require answers with greater specificity.

COMPLETE THE ITEMS LISTED BELOW

- 1. Describe the activity or item: (Provide the full name of organization or program instead of an acronym, if applicable, and include in the description how the organization or program relates to MCCCDC.)
2. Date(s), time(s), and location, if applicable:
3. Identify the type and number of attendees (such as employees, students, general public):
4. Describe the direct link of the activity or item to MCCCDC educational mission: (See Instructions, Paragraph A.)
5. Document and describe both the following: (See Instructions, Paragraph B.)
- The tangible and specific benefits of the activity or item to MCCCDC and its educational mission, with attachments if necessary;
- How the benefit received by MCCCDC through the activity or item is equal to or greater than the expense.

Table with 3 columns: Total Estimated Expense of Activity or Item, Charge Account, Req/LPO

REQUISITIONER:
Signature:
Printed Name:
Title:
Date:

APPROVED BY:
Signature:
Printed Name:
Title:
Date:

Note: The official function object code should be used for this expense. Requisitioner must be a full-time MCCCDC employee and must be someone other than the person approving this form. Only the Chancellor, President, Vice Chancellor or, if specifically delegated from one of them, appropriate vice president or administrative director at the District Office may sign in the "Approved by" space. All approvals must be made before the expense is incurred, including approval of the requisition by the appropriate Fiscal Office.

TO BE COMPLETED BY MCC STAFF

INSTRUCTIONS FOR COMPLETING THE OFFICIAL FUNCTION FORM
TO BE COMPLETED BY MCC STAFF

MCCCD is required to spend its resources only for things that tangibly and directly benefit its educational mission and objectives. Some expenses by their nature aren't appropriate. Others require an explanation to meet that requirement.

Examples of expenses that are *not* official functions are charges for alcoholic beverages, memberships in non-school related civic organizations, and gifts and decorations for parties for births, deaths or weddings. Examples of expenses that *may* be official functions are employee retreats and conference banquet or hotel contracts.

Here are the procedures and guidelines for filling out the Official Functions Form. They apply regardless of the source of funds being used for the expense.

- A. The description in Item 4 must be specific. Vague or overly subjective descriptions won't satisfy the documentation requirement.

Examples of descriptions that are *insufficient* are:

- Scheduling this particular employee-only event at "X" location will significantly increase attendance.
- Participation as a sponsor in the specified event will provide the college with visibility in the community.

Examples of descriptions that may be adequate are:

- The day-long employee training to be provided at the specific event will directly address the development of some of the core skills that are identified in the employee manual as essential to the performance of the MCCCD employees who attend.
- The persons attending the event for which MCCCD intends to be a sponsor are those that MCCCD has targeted for outreach as potential students, specifically high school seniors. Attendance is expected to be 25. MCCCD's participation will provide advertising and marketing opportunities within that population. The expense is within the range for other MCCCD marketing or advertising efforts.

- B. Likewise, the description provided in Item 5 must be precise and identify specific activities or objectives of MCCCD. Vague descriptors are insufficient as are statements showing a benefit to the public generally. The benefit also needs to equate to or exceed the expense that MCCCD is incurring. So, while the benefit doesn't have to be described in dollars, it must be identified specifically in terms that "paint" a clear picture that the values exchanged are about the same. Higher-dollar expenses require answers with greater specificity.

Examples of descriptions that are insufficient are:

- Participation in the event will provide prestige to MCCCD.
- The particular event will boost employee morale.

Examples of descriptions that may, depending on the expense, be sufficient are:

- The agenda for the MAT employee retreat consists of sessions on essential management skills. The cost per employee trained at the retreat is \$40, which is significantly less than market training fees for the same management training.
- MCCCD's sponsorship of the event will provide advertising and marketing opportunities among targeted high school seniors. The expense of \$X is within the range for other MCCCD marketing or advertising efforts.

- C. If the expense is under a grant or similar restricted fund, the person initiating it must make sure that it is allowable.

- D. A separate form must be completed for each activity, even if the expenses are recurring in nature, or are encumbered under the umbrella of a blanket purchase order.

Reference for NF Refund Policy

What is the refund policy? *If a class is cancelled by the College, you will be notified and entitled to a full refund of the registration charge. Contact the Cashier's Office at (480) 461-7400 to process your refund.*

If you choose to withdraw from a class, please notify us two full business days prior to the first course session so that other waiting students may be enrolled in your place. If you withdraw from a class less than two full business days before your class begins, a \$15 processing fee will be assessed. Refund requests due to extenuating circumstances may be submitted in writing within seven calendar days after the course start date to the Center for Community Education.



MCC Mentoring Program

Members of the MCC Alumni Association, Commission on Excellence in Education, and New Frontiers for Lifelong Learning are invited to mentor currently enrolled MCC students. There are two tracks available depending on the amount of time mentors/mentees are able to commit and their interests. Mentors and mentees can participate in one or both tracks.

Career Advisor Track

- Mentees – Students completing career interest inventories/profiles through MCC's Career and Re-Entry Services department.
- Mentor's role – Provide contact and profile information that will be shared with students through the MCC alumni website. If contacted by a student, allow the student to conduct an informational interview regarding the mentor's career and educational path.
- Meeting format – Phone, email, or in person
- Matching Mentors/Mentees and Duration of Commitment – MCC does not formally match mentors/mentees. Since contact is based on student interest and initiative, some mentors may not be contacted in a given academic year and some may be contacted frequently. If contacted, the duration would be the length of a single interview and possibly a few questions in a follow-up interview.
- Note: Mentors who have been contacted multiple times during a semester may temporarily disable their profile.

Leadership Development Track

- Mentees – Pilot program will be advertised to:
 - Phi Theta Kappa, the international honor society for two-year colleges
 - Associated Students of MCC (student government, senate, and clubs)
 - Psi Beta, the national honor society in Psychology for community and junior colleges
 - Honors Program** Students outside of these programs may apply.
- Mentor's role –
 - Attend an orientation session
 - Encourage student to stay motivated and focused on their education
 - Assist with enhancing and sharpening student's interpersonal skills by meeting in a variety of formats (face-to-face, phone, and email) – Assist student in improving communication and networking techniques
 - Assist student in developing and implementing career and educational goals
 - Pass on knowledge and guide student as he/she explores potential career fields by sharing personal career experiences, providing access to job-related networks, sharing knowledge of trends and options within a job field or industry
 - In collaboration with the mentee, identify 2 items from the **Activities for Mentors/Mentees** section below that both parties agree will be beneficial for the mentee to complete. The pair may participate in the activity together or the mentee may participate and his/her reflections will be discussed with the mentor.
- Matching Process – Mentees will submit an online application; Mentors will complete an online profile. The Mentor Program Advisory Committee will match mentors and mentees based on interests and compatibility.

- Duration of Commitment – Meet with student a minimum of six times during the school year. The college will host two meetings:
 - Kick off for initial mentor/mentee meeting
 - Closing reception
 Each pair is welcome to communicate and get together as often as they like, and are free to create the mentoring relationship that works best for them.
- Student Participation Criteria
 - Full time student (12 credit hours or more)
 - Minimum 3.0 GPA
 - Must be 18 years of age or older
- Additional Student Requirements
 - Complete AZ Career Information Systems – Interests inventory through MCC's Career Services department (additional inventories available for Values and Skills)
 - Thank you letter for mentor
 - End of the semester reflection and summary of experiences
- Student Recognition Upon Program Completion
 - Letter of recommendation and acknowledgement from mentor
 - Certificate of Completion
 - Recognition at Student Awards Banquet
- Activities for Mentors/Mentees – Collaborate to identify 2 items that both mentor and mentee agree will be beneficial for the mentee to complete. The activity should culminate with a discussion of results and reflections.
 - Observe community meetings such as MCCCCD Governing Board, School Board, City Council
 - Attend Rotary, Kiwanis, or other community oriented meeting together
 - Student Opportunities for Success (SOS) workshops offered through Counseling.
 - Leadership workshops offered through MCC Student Life and Leadership or Phi Theta Kappa
 - Honors Lecture Series offered through the Honors Program
 - Psychology Evening Lecture Series offered through Psi Beta
 - Career Exploration workshops offered through Career Services
 - Human Metrics Personality profile (short version of the Myers-Briggs Type Indicator) offered through Career Services
 - Shadow mentor or other professional for the day
 - Leadership oriented reading material – Lists of suggested titles to be requested from Student Life and Leadership and The Chair Academy.
 - Complete StrengthsQuest – StrengthsQuest gives students the opportunity to develop strengths by building on their greatest talents.
 - Other activities can be selected provided they meet program philosophy and are agreed upon by the mentor and mentee.

Contact Information for Committee Representatives

- Alumni and New Frontiers – Marcy Snitzer, 461-7792, marcy.snitzer@mccmail.maricopa.edu
- Commission – Jared Langkilde, 461-7396, jared.langkilde@mccmail.maricopa.edu
- Honors Program – Scott Russell, 461-7369, scott.russell@mccmail.maricopa.edu
- ASMCC and Student Life – Greg Reents, 461-7285, greg.reents@mccmail.maricopa.edu
- Phi Theta Kappa – Duane Oakes, 461-7214, duane.oakes@mccmail.maricopa.edu
- Career Services – Jackie Gill, 461-7429, jackie.gill@mccmail.maricopa.edu
- Institutional Advancement – Sonia Filan, 480-461-7446, sonia.filan@mccmail.maricopa.edu

Notes:

- Future populations for mentoring could include students involved with the CLIP grant, CPD 150, or referred through EARS. One caveat with moving forward with these populations is the limited knowledge alumni and community volunteers may have of the college resources that will best serve at risk or new to college students.
- Due to time constraints, 2010-11 will launch with an abbreviated schedule. Rather than a school year, it will be one semester with 3 meetings during semester and the selection of one item from the **Activities for Mentors/Mentees** list.
- In the future, Mentors for the Leadership Development Track can be expanded to include faculty and cabinet members.
- Forms to be completed by participants (awaiting final approval from Legal/Risk Management):
 - Photo Release – Mentor and Mentee
 - Behavior Agreement – Mentee
 - Assumption of Risk – Mentor and Mentee
 - Volunteer Service Agreement – Mentor

**New Frontiers for Lifelong Learning
2010-2011 Council Election**

OFFICE	NOMINEE	TERMS SERVED	FLOOR NOMINATIONS
President	Bill Still	1 st	
Vice President	Pat Odgren	1 st	
Secretary	Susan Arandjelovic	1 st	
Treasurer	Gary Kleemann	2 nd	
Member-at-Large	Molly Krmpotich	2 nd	
Member-at-Large	Sharen Kellogg	1 st	

PROCEDURE FOR VOTING

In accordance with the provisions of our Operating Procedures we will accept nominations from the floor. In order to be nominated from the floor the nominee must be:

- 1) current in their dues
- 2) agree to be a nominee.

Nominations from the floor:

Place that name after the appropriate office when nominated. When voting **Circle** the name of a floor nomination if you are voting for that person. The ballots will be collected after the nominations are closed and the results will be announced at the end of the meeting.

If there are no nominees from the floor the nominations will be closed and a voice vote will be taken.