

OMGA JOB DESCRIPTION  
**Send-A-Friend Chair (SAF)**

DESCRIPTION: This position is appointed by the Mini-College Chair(s) on a yearly basis. The chair of SAF chooses his/her committee to review the applications. Two of the members are required to be on the OMGA Board of Directors (OMGA Rep or Alt or from the Executive committee (per Bylaws). Read references at end.

IMPLEMENTATION

January - March

1. Contact OMGA Treasurer to find out how much funding is available
2. Determine how much can be dispersed to each Chapter. Typically, it has been \$200/Chapter
3. Form the SAF committee. See below for requirements
4. Revise application packet forms and prepare to send out via hard copy/email to each Chapter President. These forms are time sensitive and need to be revised each year. The packet is sent out/distributed at/by the March quarterly meeting
5. Remind Chapter Presidents/OMGA Reps and Alternates to *Publicize* the Send-A-Friend Scholarship program in their respective Chapters at the meeting. This is very important!

April

1. Start thinking about a theme for the Raffle Item(s). It should springboard off of the Mini-College theme
2. Start to gather items for the Raffle. Ideally, these items can be donations from individuals, retail establishments, MG Chapters, etc. There is limited funding to purchase items, too. Total value of Raffle should be approximately \$250 or more and should follow the chosen Theme. Don't forget a ticket depository container
3. Send out email mid- month reminding Chapter Presidents that deadline is approaching
4. Make sure a line is added to Registration Packet allowing for Send-A-Friend donation while registering for conference.

May

1. Send out email reminding Chapter Presidents that deadline is approaching
2. Review the received applications with committee and make the determination of which Chapters are to receive scholarship funding. Due date is usually 3rd week of May
3. Decide what type of tickets you will be using for the Raffle and either make or purchase them. Need approximately 550+ tickets
4. Decide who will help you man the display at Mini-College. In the past, SAF Scholarship recipients have been asked to do this. Or you can ask other MG"s. Be sure it is covered during all hours of active Mini-College events except at banquets.

## June –July

1. Make announcement of the Chapters who will receive scholarship funding at the June quarterly meeting along with the chosen Theme
2. Send out award letters to recipient Chapters with specific instructions. See typical application packet forms
3. Finish gathering item(s) needed for the Raffle and think about how to display at Mini-College. Don't forget Ticket container/depository. It can be one of the raffle items
4. Ask OMGA Treasurer to prepare a cash box with start-up change (usually \$50 or so) for Mini-College. He/she will give you at Mini-College
5. Drawing is held during final banquet. Be sure to make sure it is in the Master of Ceremonies script
6. Also, make sure master of ceremonies has it in his script to make announcements every day for the SAF Raffle so MGs know when and where to buy tickets.

## At Mini-College

1. Set up display at Registration Desk by the OMGA Treasurer (more eyes on the cash box). That way as MGs check in, they can see right away the Raffle Display
2. Co-ordinate your volunteers so that all hours of active Mini-College time (not banquets) are covered
3. Take cash box with you when not selling tickets
4. End of Raffle is Friday at 1:00 PM. Count all cash and give to OMGA Treasurer
5. Drawing is held at Friday Banquet. Be sure to make sure it is in the Master of Ceremonies script. Announce how much money was made that year
6. You are now done for the year!

## OTHER POSSIBLE DUTIES

- Update information to be included in the registration packet – See previous year sample
- Most people only give a dollar or two to this fund. If they ask for a receipt then the treasurer will give them a letter of donation. For larger sums of money the treasurer sends them a letter indicating it was a donation, how much and our tax number which serves as their receipt for tax purposes. The treasurer has to report all of this stuff to IRS with names of people and the amount
- Set a deadline date for the application to be received
- Award scholarships early so they can come in with the recipient's registration if possible
- The check will be sent directly to the chapter. The person receiving the „scholarship“ must pay the entire registration fee following the criteria for early registration discount even if they have not received the scholarship check at the time of registration
- Recruit additional committee members as needed
- If raffle is used to secure additional funds for Send-A-Friend, they must not be sold in the classrooms because it is disruptive to the speaker.

From OMGA Bylaws:

**Section 4. Other Committees. The Board of Directors may establish such other committees as it deems necessary and desirable. Such committees may exercise functions of the Board of Directors or may be advisory committees.**

**Section 5. Composition of Committees Exercising Board Functions. Any committee that exercises any function of the Board of Directors shall include two or more board members.**

From OMGA Policies and Procedures:

Ad hoc committees and their functions include the following (6/7/03):

Send-a-Friend: Coordinates and publicizes program for awarding Mini-College scholarships. Chair is appointed.

#### MINI-COLLEGE

11. OMGA will offer one scholarship per chapter for Mini-College 2001. This scholarship program will be replaced thereafter by a "Send-a-Friend" scholarship fund established for future Mini-Colleges. This fund will be financed by donations solicited from Mini-College attendees through the Registration form. County Chapters will then apply for these scholarships. (Motion 6/2/01)
12. The "Send-a-Friend" fund money will be used until registration completed by end of fiscal year. Amended to amount of previous fiscal year. (3/2/02) Clarification: Scholarships are awarded from the fund monies that have been collected in previous years. SAF monies collected during registration for the current year are used in subsequent years. (3/2/05)