

## **Chapter 16: Development Committee**

### **I. Purpose**

The Development Committee shall be responsible, in conjunction with other GODORT entities, for creating and implementing a Development Plan, with functions to include: identifying and soliciting funds from external sources of support; developing a list of potential individual and corporate donors and private foundations; researching and developing various fundraising projects for the purpose of support to the scholarship endowment and subsidizing group events, speakers and programs; planning and implementing fundraisers for GODORT activities; aiding the Chair with solicitations and

before the GODORT Membership Meeting. If this deadline is missed, Committee Chair is responsible for making print (50) copies to bring to GODORT Membership Meeting.

A. Secretary

While not an official position, it is helpful to the Committee Chair to ask for a committee member to serve as secretary for either a single meeting or the term of their appointment to the committee.

1. Secretary takes the minutes of the meeting as described in *PPM Chapter I: Conference, Article III, Section D*.
2. Secretary submits the draft minutes to the committee Chair at the end of the committee's meeting.

B. Intern

ALA allows interns to be appointed as one-year, non-voting member of a committee. This introduces them to the workings of the committee and Round Table.

#### IV. Meetings and Communication

- A. According to the GODORT *Bylaws (Article V, Section 2)*, this committee will meet as necessary.
- B. It is recommended that all committee members use ALA Connect for GODORT business.
- C. All committee information to be shared with GODORT members should be submitted to the Technology Committee for inclusion on the GODORT website.

#### V. Activities and Projects

A. Rozkuszka Scholarship Fundraiser

The Rozkuszka Scholarship Fundraiser is sponsored by Readex and is a silent auction featuring two properties, one in Naples, Florida and the other in Chester, Vermont.

1. The auction is publicized via ALA Connect, the GODORT website, *DttP*, GOVDOC-L, and other suitable forums.
2. Results are communicated by the Committee directly with winner and publicized via appropriate channels.
3. *Thank you* is sent to Readex individual acknowledging their support.

B. Annual GODORT Appeal

1. The appeal is conducted annually. It may be conducted via email, mail or a combination of the two. This is coordinated with the ALA.
2. Part of this appeal is that handwritten *Thank you* notes are produced for each benefactor. Other gifts to benefactors may be given with Steering approval.

- C. Other fundraising activities as deemed appropriate by the Committee and coordinated with Steering.
- D. Regular communications through various channels on fundraising activities as appropriate.

## **VI. Guidelines for Managing Solicitations from Vendors**

*Purpose.* GODORT may solicit monetary and/or in-kind donations from vendors for programs, pre-conferences, receptions, scholarships and/or awards.

*Who Can Solicit?* The GODORT Chair, the Program Committee, Conference Committee, Development Committee, and Awards Committee may solicit donations for the purposes outlined above.

*Procedures.* All requests for solicitation will be submitted to the Chair of the Development Committee for review and approval by the Development Committee. Upon approval, the appropriate committee chair, using the sample letter (see *Appendix: Letters*), will communicate with the vendors. Copies of the request and all replies and/or donations will be sent to the GODORT Chair, GODORT Treasurer, and GODORT Development Committee Chair.

In order to monitor the vendors solicited and donations received, the GODORT Treasurer will maintain a record of all vendor solicitations and donations. As an internal control measure, funds remaining after reception expenses will be saved for next reception. Acknowledge to vendors that residual funds will be applied to a future event.

The appropriate Chair will send acknowledgment and thank you to vendors with a copy to the GODORT Treasurer.

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