

National Child Welfare Committee (SOP) update 12/07/2011

Expectations and Requirements of a Directeur, Treasurer, Sous Directeur

NOTE: 99% of all communications will be by e-mail. Check your e-mail daily

Communications:

In all communications the following Nationale personnel will be either sent to or copied:
Directeur, Treasurer, Sous Directeurs, Please set up two e-mail groups.

Make sure that you set up an e-mail group "Child", use in the To: address (unless e-mail to Grande then enter in cc:) of the e-mail.

Make sure to set up an e-mail group " National", use in the cc: of the e-mail.

Child: (send TO:)

Directeur: Conrad "Bob" Hoffman - choffman@etczone.com

Treasurer: Bert Coon – bac1339@gmail.com

Sous Directeur (West): Joseph Donovan – jdonovan002@hotmail.com

Sous Directeur (Central): Gary L. Reno – greno001@kc.rr.com

Sous Directeur (South): Richard Spurgeon – mcvetrich@hotmail.com

Sous Directeur (East): David W. Webb – daveandkaren@core.com

(copy CC:)

Chef de Chemin de Fer: Robert Molina – bbmolinas@aol.com

Committee on Committee: Henry "Hank" Kwiatkowski – hankster4@bellsouth.net

Committee on Committee: Terry Sims – terrrys42390@earthlink.net

Committee on Committee: William Jamnick – wjamnick@comcast.net

Nationale Avocat: Wayne Schwartz – oldsarge21@comcast.net

Correspondant National: Bernie Sampson – bsampson@fortyandeight.org

Advisor: Robert Kaseman – bobkat6@hughes.net

Other possible personnel for use by Directeur and/or Treasurer include:

L'Editeur Nationale: Rene Vanmulem – mrv41@aol.com (articles)

Program Coordinator: Butch Miller – bmiller@fortyandeight.org (qtrly report & bank reconciliation)

Commissaire Intendant Nationale: Terry Lanning – t_lanning@charter.net (qtrly report & bank reconciliation, questions on audit)

Establish best means of communication with National Directeur and Grande Directeurs in your area of responsibility. E-mail and telephone are best followed by snail mail.

Acknowledge all e-mails and letters received from Nationale Directeur, just an "I got it!" is fine, but very important. Communication is the key here!

Directeur will be in communication with Sous Directeurs monthly or more.

Directeur is the sole source for CW pins.

All unsold pins are to be returned to the Directeur ONLY (Do NOT send to Bert Coon!!!) by no later than May 1st each year!

Directeur will issue all pins to the Grandes and report them to the Treasurer.

Directeur is to receive Grande Consolidated Reports from Grande Directeurs by no later than August 1st each year.

Directeur will provide Terry Bigham (Awards) with the winners of the following immediately after receipt of above Grande Consolidated Reports:

J T Diglio JR Chef de Chemin De Fer Award (Grande Voiture with membership of less than 1-499 which performed the greatest service to La Societe in Child Welfare)

Carl Neilson Award (Grande Voiture of 500-3,000 which performed the greatest services to La Societe in Child Welfare)

Charles W Ardery Jr Award – Honorary Chef de Chemin de Fer (Grande Voiture which performed the greatest service to La Societe in Child Welfare)

Directeur will maintain ongoing contact with Treasurer to interface status and business needs.

Directeur will write and provide program articles for Fall 2011 (deadline 10/8/11),

Winter 2011 (deadline 2/11/11), Spring 2012 (deadline 5/6/12), Summer 2012 (deadline 8/5/12).

Report contributions to program by February, 2012 and August, 2012.

Treasurer will be responsible for all monies and record all transactions as required by Nationale and report payments to Directeur monthly. ONLY "ORIGINAL DOCUMENTS SHOULD BE SUBMITTED.

Treasurer shall be sent MONIES ONLY, NOT CW pins! Bert likes money only!!!!

Deadline for sold CW pin monies is May 1st each year.

Use CW Remittance form along with your check and a description in the "memo" line of check to accurately describe your check amount.

Do NOT wait to send in monies. Do it as you receive it!

Reporting Quarters are as follows:

1st Quarter July through September

2nd Quarter is October through December

3rd Quarter is January through March

4th Quarter is April through June

Child Welfare reporting cycle is quarterly.

All identified, necessary and required reporting materials, documents, records, receipts, etc. will be sent to:

Voiture Nationale

% Program Reporting

777 North Meridian Street

Indianapolis, IN 46204

NO LATER THAN the 10th working day of each reporting calendar month/quarter.

A year-end Quarterly and Final report covering the years activity is due by July 15th.

Any questions contact Terry Lanning Commissaire Intendant Nationale t_lanning@charter.net or phone 1-314-839-2032.

Sous Directeurs must copy/include on all communications, those Voyageur members listed under the e-mail Groups (Child and National) above. That is why you must set up groups. It's easier to enter Child and National than it is to type each e-mail address for each and every e-mail you must send.

Sous Directeurs must communicate with Directeur (groups: Child and National) on a monthly basis, updating status of contacts with Grandes and progress. This is important as it keeps everyone informed of any and all issues/updates/progress and we can feed off of eachothers ideas.

Sous Directeurs must communicate with Grande Directeurs immediately after you return home, then on a monthly basis.

If there is no Grande Directeur assigned then contact the Grande Correspondant and/or Grande Chef to fill the position or satisfy the need.

To find the Grande Directeurs, contact Terri Taylor Executive Secretary at Nationale ttaylor@fortyandeight.org . The accounting code for Grande Child Welfare Directeur is "GCW".

The accounting code for Grande Chef de Gare is "GCDG".

The accounting code for Grande Correspondant is "GCO".

Sous Directeur must introduce yourself to the Grande Directeur and let them know you are there to answer any questions. If they do not have pins on loan ask them to order, this is our main source of income. This is to be followed up with a letter or e-mail to all your Grandes within a month.

Maintain Grande Directeur communication monthly (Grande letters sent and pins received by them just prior to the end of the month so the Grande Chef and Directeur have them prior to any function that month).

Explain timetables such as sending money in as it is collected. Make sure that Grandes use the Remittance Form.

Deadline for CW pins sold payment in full is no later than May 1st each year to be received by Treasurer.

Grande Consolidated Reports are to be received by Directeur no later than August 1st each year. Available on www.fortyandeight.org , Resources, Petite Communique/Forms and print out to Snail mail in after the Grande Directeur CW consolidates all of their Locale reports into the Grande Consolidated Report.

Remember that "we are too old and we don't do anything" are not valid excuses or responses to your request to promote Child Welfare. Do NOT accept them, sell them!

Promote sale of pins, donations, "Change is fine" fining everyone the change in their pockets for Child Welfare. Grandes promote "boot drives" at the local Wal-Mart or grocery store (get permission first). Get on your Grande uniforms/chapeaus on, have hand outs about what the 40ET8 organization is. Instill in the Grande Directeurs that they need many Voyageurs selling the pins on loan. We don't want just one or two Voyageurs selling when they can get two dozen to get it done.

Sous Directeurs attend as many functions as you are able to including Locale Promenades, Wrecks and other gatherings of Voyageurs. Explain our program!

Remember our mission is to Replenish the Ardery Trust Fund. We cannot disburse any money to anyone, have suggestions on how to raise money locally or refer them to someone that can help. Do NOT pass them by!

See the Ardery Trust Fund requirements.

To find Ardery Trust Fund information:

www.fortyandeight.org

click on Download Forms

click on (either)

Ardery Application Guidelines for Locale

or

Click on Charles W Ardery Child Welfare Application

Both contain a wealth of information.

Familiarize yourself with how the Ardery Trust works and be prepared to answer any questions that will come up. Have a form handy as it has all instructions on it. If unable to satisfy the question know who to refer it to.

Program Coordinator Butch Miller – bmiller@fortyandeight.org . phone 1-317-634-1804.

Have suggestions for the Grandes on how to raise money at the Locale level or refer them to someone that can help. Do NOT pass them by!

HAVE FUN, it is all for a great cause!!!

Remember to acknowledge when you get an e-mail or letter, this is very important so the sender knows you are getting all info you need to complete your assignment.

Maintain communication with Grandes and your Directeur (once per month) letting everyone know we are here to assist them in any way. Be sure to ask them what they are doing (and how) they are promoting the Child Welfare program. That way you won't be surprised when you have to report your progress.

Remember to communicate, befriend, empathize, motivate and have FUN!

See if you can get Voyager Militars, Locales, Grandes, Femmes to "adopt us"!

Yes, ask them to adopt us as their own so that together we can replenish the Charles W Ardery Jr Child Welfare Trust Fund!

Let them know we are a TEAM working hard to accomplish a very gratifying service and it takes all of us working hard to meet this goal for "Our Children".