

NOAA BIG Standard Operational Procedures (DRAFT)

Background:

1. NOAA Chapter of Blacks In Government (NOAA BIG) is one of several active employee organizations of the Department of Commerce National Oceanic and Atmospheric Administration. In late 1993, a framework for a NOAA Chapter of BIG was developed and presented to the agency. On February 28, 1994, was extended official recognition by NOAA Administrator Dr. D. James Baker. In March of 1995, a formal Memorandum of Agreement (MOA) was signed by Deputy Under Secretary Diana Josephson, and NOAA BIG has been promoting opportunities and fairness affecting the rights of African American NOAA employees and fostering an environment where NOAA African American employees can thrive and excel while helping NOAA achieve its mission ever since.

Purpose:

The purpose of this document is to provide guidance to committee chairs and its members on procedures and reporting of activities undertaken by NOAA Blacks In Government. In addition, it is intended to improve communications between other committees and enhance the liaisons with the Executive Board, committees, and all members.

General:

2. All NOAA BIG activities that are undertaken by the chapter will be conducted IAW Article V, Sec.1, 3. B (2)-(4), (6); C(2), and (4) of NOAA BIG Bylaws.

Responsibilities:

3. The committee chairs are the principle resource for communicating and coordinating the activities of committee members. They serve as the link between the Executive Board's intent and the execution of committee and sub-committee members' activities. Committee Chairs are selected by the Chapter President and he/she must be a member of the NOAA BIG in good financial standing. The Chairs will serve their term in office concurrent with that of the appointing authority, and shall have the authority to establish subcommittees and make special appointments within their committee for the purpose of conducting committee business. The Chairs are expected to serve on the Executive Committee as a non-voting member and attend all of its meetings held on the second Thursday of each month to gain knowledge and to provide feedback and assistance. Under the direction of and guidance from the Executive Board, the committee Chairs shall:

- a. Communicate as well as disseminate policies and procedures for conducting chapter activities to committee and sub-committee members.
 - b. Coordinate with the Executive Board the acquisition of supplemental support for committees' activities from external sources, i.e., agency line offices, etc.
 - c. Develop and integrate outreach capabilities as part of the operational plans of committees' activities.
 - d. Prepare the appropriate forms and report on the status of committees' activities in a time frame consistent with the Executive Board's review.
 - e. Advise the Executive Board of any changes that would increase the effectiveness and efficiency of the activities conducted by the committees.
4. As the working hands of the organization, committee members are the backbone of the chapter and should be aware of the processes that lead to successful completion of any endeavor undertaken on behalf of the chapter. To accomplish this, each committee member should:
- a. Attend committee meetings on time, be prepared to receive and impart pertinent information.
 - b. Document the status of their respective tasks on the appropriate form for incorporation into the committee chair's report to the Executive Board.
 - c. Document "best practices" at the conclusion of assigned tasks.

Procedures

1. Each committee chair should provide documentation on the processes used to complete their responsibilities.

- a. Finance Committee

The Finance Committee Chair shall be appointed by the President and/or the Executive Committee. The Chair will be responsible for forming a committee from members interested in the finances of the organizations. The Finance Committee shall be responsible for the financial accountability of the Chapter. This committee will be responsible for, but not be limited to, determining the cost of the Chapter's programs and reporting to the Executive Board and General membership the feasibility of implementing these programs. The committee will be responsible for the budget and fund-raising activities.

- (1) Budget Subcommittee.

- (a) The Budget Subcommittee will consist of the Finance Committee Chair and other members of the Finance Committee that are interested in formulating the Chapter's budget. This subcommittee will prepare a proposed budget for the ensuing year beginning January 1 and submit to all members of the Finance Committee and the Executive Committee no later than October 15; disseminate copies of the approved budget to all members of the Chapter by the regular

Chapter meeting; monitor expenditures to ensure compliance with approved budget; report to the Chapter at regular monthly meeting; and collect budget requests from the Committee Chairpersons at the regular September meeting.

(2) Fund-raising Subcommittee.

- (a) The Fund-raising Subcommittee will consist of the Finance Committee Chair and other members of the Finance Committee that are interested in fund-raising activities. This subcommittee will recommend fund-raising projects to the Finance Committee and the Executive Committee for approval/interest, support of the organization for participation in the fund-raising events. After project approval, coordinates and implements all necessary actions to accomplish project. This subcommittee works closely with the Communication and Public Relations Committee coordinating dates and times of events to ensure adequate membership and general employee awareness of upcoming events, i.e. requesting flyers, etc. to ensure information is getting disseminated to the entire body.

(3) Outline for various fund raiser events

- (a) Vendor Event - In December begin scheduling all vending events for the following year. Once dates are picked, contact facilities to make sure NOAA SSMC 3 (Silver Spring Metro Center, Building 3) located at 1315 East West Highway, Silver Spring, MD 20910 Conference Room 4527 is available from 8:00 a.m. to 4:00 p.m. Try to schedule all events for Wednesday on a pay week.

Once dates and rooms have been scheduled, send out information to all vendors by January 1st of the coming year. Most vendors book their dates for the entire year by January. Put together a calendar to track what vendors are scheduled to come, how many tables are needed for each vendor, cost, date and amount vendor has paid. Vendors should pay fees in the month prior to the vending event, i.e. if an event is in April, the vendor should have paid fees and filled out contract by March 31st. Once all vendors have paid, final instructions are sent to each vendor outlining the procedure for entering into the NOAA facility, which includes where to park, when to arrive, identification needed to enter, time allowed for set up, when event will start and when it will end, their access to other parts of the building once they have entered, etc.

In addition to notifying vendors, the security staff also has to be notified. A list of all vendors is sent to security along with NOAA BIG contact information so that security will know who to call to escort the vendors into the building. NOAA BIG is responsible for entering the information into the access machine, i.e. name of vendor, photo identification, company, purpose of visit and who they are visiting. A photo is taken, which is their badge for entrance. Security will scan their merchandise and they are checked before entry.

NOAA BIG escorts the vendor to the conference room once they have been checked by security. NOAA BIG is responsible for all vendors until the event is over and they are escorted out of the building.

- i. Brochure type fundraisers, i.e. Joe Corbi's Pizza, Fruit, Yankee Candles, etc. Once committee decides what fundraisers the organization is going to be

involved in, i.e. bringing ideas and suggestions to Executive and General NOAA BIG meetings and someone is put in charge of handling fundraiser. Finance Chair will call company and get information on how fund raiser works if not known already. Request at least 50 brochures if there is not a cost involved. Once brochures arrive, give to committee member that will be responsible for getting information to members, collecting orders and money and turning everything in to the Finance Chair. The Finance Chair will submit all orders and set up delivery date, which is usually done at the same time that the brochures are ordered. Once merchandise is delivered the Finance Chair will make sure that the person in charge of the fundraiser is there for delivery. If usually works better if all members that turned in brochure orders are there to pick up their items so that they can deliver them to their customers. It is important that customers get their orders as soon as the items are delivered to NOAA BIG. The Finance Chair will notify the Treasurer/Assistant Treasurer and request a check, cashier check or money order, depending on the company's policy to be given to the driver once items are delivered. The Finance Chair gives the treasurer NOAA BIG's profit from the fundraiser.

- ii. St. Mary's Car Raffle – The Finance Chair notifies St. Mary's that they want to participate again in their car raffle fundraiser. St. Mary's will let NOAA BIG know how many tickets they can start with depending on how they did in the last car raffle fund raiser. The Finance Chair will pick up the tickets when St. Mary's notify them to do so. Once tickets are received, the member responsible for the car raffle fundraiser will be given the tickets along with a sign out sheet to hand out to the members and keep track of who has what ticket. This fund raiser is of no cost to NOAA BIG however, each ticket is valued at \$5 so any ticket unaccounted for will cost NOAA BIG \$5 per unaccounted ticket. The profit is 50/50. Any unsold tickets can be returned in tack. Each \$5 ticket gives the purchaser a chance to win any one of five vehicles and the seller of the winning ticket will receive \$1,000.

b. Program and Planning Committee

The 1st Vice President serves the Chair for the Program and Planning Committee, which includes oversights for the Black History, Barbara Tobe Scholarship, Send Your Child to Camp Programs, and the Thanksgiving and Christmas Toy/Clothes Drives.

(a) Black History Program

Begin program development NLT 3 months prior to initial program. Identify the venue and potential dates for the program(s). Determine the level of funding for all aspects of the program(s), to include, but not limited to:

- Presenter's fee
- Edutainment fee
- Transportation fee
- Rental fee, e.g. equipment, venue, etc.

- Marketing, e.g., fliers, posters, press release, programs, etc.

Identify the content standards to be met by the program. Establish venue and appropriate accessibility requirements are met, e.g., security clearance. Certify that all applicable regulations under the Americans with Disabilities Act are implemented. Identify methods to track attendance and develop evaluation criteria for determining best practices. Identify external resources and points of contacts. Create a project plan including time line or calendar.

(b) Barbara Tobe Scholarship Program

The chairman of the Committee contacts the committee (usually five persons) in late March or early April. The committee selects one or two schools in the metro area (that has not been selected) to be a candidate school. The chairman ultimately selects one of the schools suggested and advises the committee. The chair selects a date in May for the program and secures the conference room. The chairman updates all scholarship documents for the current year. The chairman provides the scholarship form to the website chair for inclusion on the website.

The chair displays posters in the lobbies of the buildings containing the scholarship applications and advertising the beginning of the scholarship application submission period. The chair and committee plan the program suggesting various participants. They secure the participants. The committee gets the dollar amount from the President and the members of the executive committee so they will know how many scholarships can be awarded for that year.

The chair prepares the administrator's/school participation letter and faxes or mails letters to the selected school(s). The chair contacts the guidance counselor for seniors at the selected schools and/or the principal, if counselors are not available and solicits their help with the scholarship applications. Ask them to identify three students who meet the criteria and provide their grade point averages on the recommendation form. The counselor does not have to select the students with the highest GPAs. The counselor has until the deadline to submit the student applications. But they must be in by the chair's selected deadline - usually a minimum of one week before the scholarship program. The chair may contact the counselor during the process to ensure that students will be submitting applications and to provide some logistical information as required.

At the deadline, when the scholarship committee receives the school-submitted applications and receives applications submitted by children of NOAA employees, the chair must review each application to ensure all data is present. For students of NOAA employees, the chair must contact their counselors at their schools and fax a verification form so that the student-supplied information can be verified by the counselor and principal. No student-supplied information is accepted without a signed verification from his/her guidance counselor or principal verifying GPA and other required info.

After receipt of all scholarship verifications etc. the chair calls a meeting of the scholarship committee during which each application is evaluated according to the criteria identified. The chair and committee make the final determination as to which

applicants meet the criteria. At this point some applications may be rejected for a number of reasons e.g. GPA unacceptable; not a child of a NOAA employee and not a child from one of the selected schools; not a high school graduate, too young, etc. Each committee member receives evaluation sheets and evaluates each application. The chair tallies up the evaluators' scores and averages them on the consolidated score sheet.

The highest scored applicants are the winners. The chair immediately sends congratulatory letters - usually within one day. The letters are faxed to the guidance counselor at the students' schools who in turn notifies each of the students. Letters should also be mailed to the homes of the students and the students contacted by phone and/or e-mail. The students' guidance counselor is copied on the letter.

Students are advised of the Program day and time and given directions to the building. The chair must get a list of student's guests and provide to the NOAA visitor access so the guards will allow entry. Scholarship program is held and students are awarded scholarships. The chair may write an article for a NOAA publication and otherwise publicize the event.

In late July or early August, the chair contacts the students to get social security numbers or student IDs so that the scholarship money can be sent to the respective colleges. A copy of each check is included in the copy-letters to the student. A copy of the letter and check sent to the college for each student is provided to NOAA BIG Treasurer and/or Asst. Treasurer for their records. The chair prepares an accomplishment report which is given to the President and Vice President of BIG (for inclusion in required submissions).

(c) Send Your Child to Camp

The main purpose of the SYCC Committee is to use funds to provide tuition assistance for NOAA employees to send one of their children to camp for one week. The main objective of this program is to provide the children of NOAA employees with exposure to the field of science and technology. The Chair is given a budget from the Executive Committee. The Executive Committee expects the Chair to allocate at least 90% to 95% of the budget for summer camp tuition. Any amount less than 95%, the Chair must seek approval from the Executive Committee prior to allocation.

The Chair of the SYCC Committee will seek volunteers (usually 4 to 6 people) to serve on the committee from January to August. The majority of the time will be used during the months of April, May and June for notifying, selecting, verifying, notifying, and awarding checks to recipients. In April, the committee will work on the schedule of events and the criteria for eligible NOAA employees' children. A timeline of events for this committee can be viewed in Appendix A. The Chair will need to contact Website Committee to create an online registration form and to post an online webpage containing information about the SYCC program. The Chair will also need to contact the Program and Planning Committee chair to obtain posters and flyers. The posters are to be displayed in the lobbies of the buildings on the NOAA Campus in Silver Spring, MD and if possible in Suitland, MD.

During the beginning of May, the information about the SYCC program is to be posted on the NOAA BIG website and announced at the General Meeting. An email notice is to be given to the Director of the Civil Rights Office for a NOAA wide distribution and to the NOAA BIG Secretary for a NOAA BIG distribution. (See Appendix B)

Near the end of May, the online registration is made available to everyone. Registration normally last for 1 to 2 weeks. The timeframe of registration is determined back in April during the SYCC committee meetings. The online registration form should request the name and address of the camp, a point of contact along with their phone number. The form should also request such information as the child's name, age, and parental guardian's name and phone number. (See Appendix C)

During the beginning of June, the SYCC Committee will meet to verify if all information contained in each of the applications are actually correct. The committee must review each application to ensure all data is accurate and validated. The committee must contact the camp and verify the age of the child and that the child is currently enrolled in the camp.

After all applications are validated, the chair calls a meeting of the SYCC committee during which each application is reviewed according to the criteria identified. The chair and committee make the final determination as to which applicants meet the criteria. At this point, some applications may be rejected for a number of reasons e.g. not a child of a NOAA employee; child not currently enrolled in camp; unable to validate information on the application; too young or too old, etc. The committee members determine the number of children to receive financial assistance.

The committee immediately sends congratulatory and rejection letters on NOAA BIG letterhead - usually within one week. (See Appendix D and E) The congratulatory letters contain a NOAA BIG check payable to the name of the camp. The chair contacts the NOAA BIG Treasurer and/or Asst Treasurer and provides documentation for the number of checks needed and to whom the checks are to be made payable to. For Chapter accountability, a check cannot be made payable to an individual or a babysitting facility. All letters should hand delivered to the child's parent. In the past, letters have been lost in the mail and never recovered. The chair will keep a record of all checks. In July or early August, the chair will contact the NOAA BIG Treasurer and/or Asst Treasurer to verify that all checks have been cashed.

In August, a Close-Out Meeting is held to record such things as lessons learned; were there any deviations in the plan; and to identify the successes of the project. The chair then prepares an Accomplishment Report which is given to the President and Vice President of BIG for inclusion in required submissions. (See Appendix F)

(d) Thanksgiving Food Drive

The purpose of the Thanksgiving Food Drive is to provide assistance to families in need.

The committee chair begins program development no later than the last week in August. Establish a sub-committee to discuss all logistics of the program; the committee will identify tasks to be completed to include, but not limited to:

- Dates for distribution of letters to businesses (30 days prior to event), official NOAA/BIG food drive memo and collection boxes to be put in place, reserve location to be used as assembly area for the food baskets.
- Volunteers to oversee placement of collection boxes and storage of food, update/placement of posters and flyers in SSMC I, II, III IV, Metro Center Building and Camps Springs, sorting/packaging of baskets and collecting and compiling list of recipients.
- Project number of potential recipients.
- Identify storage facilities for turkeys.

The committee chair keeps the Executive Board and sub-committee updated on the status of completed, ongoing and outstanding tasks.

Once the deadline for collection of food has ended, usually the beginning of the week of Thanksgiving, the committee assembles bringing collected food items and boxes to be used as baskets to the reserved location. In preparation for packing the food baskets, food items are sorted into categories. This enables the committee to gain a perspective on any additional items needed to ensure that all baskets are equally stocked. The families are contacted with information for pick-up.

On the day of distribution of food baskets, usually two days prior to Thanksgiving Day, the committee purchases any additional items needed, and distributes baskets accordingly.

(e) Christmas Toy/Clothes Drive (*This Section is Under Development*)

c. Communication and Public Relations Committee (*This Section is Under Development*)

d. NOAA BIG Membership Committee

The 2nd Vice President serves as the Membership Chair, and as such has oversight of all Membership Committee activities. The membership committee is responsible for multiple functions dedicated to the continued growth and success of the Chapter.

Operational details follow:

The NOAA BIG Membership Committee shall assist with developing and implementing membership drives at Chapter events, such as vendor sales, Combined Federal

Campaign (CFC) special events (i.e., CFC Kick-Off), installation ceremonies of newly elected officers, open house, and training seminars; receiving and screening applications¹; preparing and presenting orientation sessions for new members; recruiting new members; submitting Membership Committee reports for the monthly Executive Board and General meetings, as requested on behalf of the Executive Committee representative; preparing a yearly budget for Membership Committee expenditures and submitting it through the Finance Committee for final approval by the NOAA BIG Executive Board; and conducting other functions necessary to achieve the committee and Chapter objectives.

(a) Membership Tracking

The Chapter's membership list will be reviewed each quarter upon receipt from the National Membership Department, and the information will be compared to the membership list from the previous quarter and internal Chapter membership files to ensure that the information is current and correct. All discrepancies must be reported to National by their requested due date and prior to the next quarterly list update. When discrepancies are found, the Membership Chair will contact the National Membership Department telephonically, in person, or in writing, to determine the reason for the changes on the membership list (i.e, change in the member's membership expiration/anniversary date or member's name was dropped from the list), when it will be corrected, and determine when a corrected membership list will be provided to the Chapter.

The Membership Chair will notify the Treasurer/Assistant Treasurer when errors are found on membership lists received from National, i.e., names of members in good standing are not on National's membership list. If the errors were determined to be related to membership dues payments, the Membership Chair will refer the matter to the Chapter Treasurer/Assistant Treasurer to determine the source of the error(s), i.e., checks for the membership dues that were sent to National were not received or not cleared through the Credit Union. Once the discrepancies have been corrected, the Treasurer/Assistant Treasurer will notify the Membership Chair of the corrections, providing copies of documentation that was sent to National that initiated the corrective actions.

Notifications will be sent to members whose memberships are due to expire within the 30-60-90-day windows, in the event notices are not sent out, the Membership Chair will notify the Treasurer or Assistant Treasurer that membership(s) are due to expire (See Appendix G.1). Along with the notification, the Membership Chair will provide a list of the members whose memberships are due to expire, as shown on the most current membership list from National.

(b) Membership Recruitment Drives

¹ This is not being done; Chapter By-Laws should be changed to reflect that the Treasurer and/or Assistant Treasurer receive the applications and provide a copy to the Membership Chair.

The Committee shall conduct membership recruitment drive contests, as a means to increase membership and help provide additional funding for Chapter activities and outreach programs. The Chapter recruitment drives may also be conducted in conjunction with the Combined Federal Campaign (CFC) events and BIG National level recruitment contests. (See Appendices G.2 and G.3)

Once a date, time, and location for the drive are made, a request will be submitted to the National Office via fax, for 25 membership packets. Upon their receipt, Chapter specific information will be incorporated into the packets and made ready for distribution one week prior to the event. (See Appendix G.4) Ensure such items as sign-in sheets, give-a-ways, table runner; informational posters, CFC number, etc. are available for display on the table.

To ensure sufficient assistance is on hand for the drives, current members in good standing will be contacted and asked to assist with monitoring tables and other activities to ensure adequate coverage for the drive. Once a sufficient number of volunteers have been identified, an e-mail informing each member of the date, time, and location of the drive will be developed and distributed one week prior to the drive. A tracking list of volunteers will be maintained to ensure that no volunteers will assist more than twice in a calendar year. (See Appendix G.5)

At the conclusion of the drive all supplies, handouts, and sign-in sheets will be placed in appropriate containers and returned to the Membership Chair. The sign-in sheets will be reviewed for potential new BIG members and those individuals will be contacted within one week of the drive. (See Appendix G.6)

(c) New Member Orientation Meet and Greet

The Committee shall conduct Orientation Meet and Greet Sessions on a quarterly basis, or as necessary by setting up a date, time, and location for each quarterly orientation meet and greet session. The Membership Chair is responsible for conducting the session, but may secure an alternate presenter.

All necessary equipment for the presentation will be on hand two days prior to the actual presentation. Requests for volunteers shall be issued three weeks prior to the session along with details for various functions required for setting up the session, i.e., conference room reservation, room set-up, clean up, purchasing paper goods, eating utensils, and ordering and setting up the food, etc.

The newest NOAA BIG members will be identified and contacted two weeks prior to the session and invited to participate in the orientation meet and greet. E-mails will be utilized to notify and invite the newest Chapter members to attend the orientation. The notification will include the date, time, location, and any other pertinent information. (See Appendices G.7, 8, and G.9 for sample documents).

Volunteer(s) may be recruited in the same manner as the Membership Drive, to create or update orientation meet and greet packet materials, and distribute them to the orientation participants during the session.

Once the costs have been determined for conducting the meet and greet session, i.e., food, paper plates, table napkins, plastic eating utensils, water, soft drinks, or juice, the Membership Chair will determine whether costs are within the budget limit and are cost-effective. After authorized purchases are made, all receipts will be presented to the Treasurer/Assistant Treasurer for tracking and reimbursements for out-of-pocket expenses. Funds should be requested prior to purchasing the items for the orientation session to negate out-of-pocket expenses.

(d) Membership Supplies/Memorabilia Acquisition

Verification of funds allocated to the Membership Committee, based on the annually proposed budget and authorized operating budget, is required prior to the purchase of each supply/memorabilia item. (See Appendix G.10) At least four (4) cost comparisons per item will be required to ensure items are obtained in a cost-effective manner. (See Appendix G.11) Prepare a summary table with a list of all the memorabilia items by vendor and price for the approval process to the Membership Committee Chair (See Appendix G.12). The Membership Committee will meet and determine the types and purpose of the supplies needed. Prior to any expenditure of funds, the purchase request for membership memorabilia will be presented to the Executive Board for review/approval. Any logos or color determinations will also go through the Membership Committee and/or the Executive Board before placing any order for supplies. Once the request for supplies, to include logos, color options, and inscriptions, has been approved by the Executive Board, the designated purchaser of the supplies will submit the supply order to the vendor, using the authorized payment procedures IAW Chapter By-Laws (Article V, Sec. 2. and Article XII, Sec. 1).

e. Affirmative Employment/Equal Employment Opportunity Committee

The NOAA Chapter of BIG AE/EEO Committee chair in conjunction with the Executive Board shall ensure that members of the AE/EEO Committee are familiar with: NOAA's complaint procedures, DOC and NOAA's Administrative Orders concerning Human Resources Management and Equal Employment Opportunity, NOAA Alternative Dispute Resolution process, MD 715, and generating annual reports of accomplishments, issues, and barriers.

The AE/EEO Committee shall monitor and develop programs to address areas of concern of NOAA Chapter of Blacks in Government employees including rates of hiring and firing; promotions; training; details; distribution of authority and responsibility; adverse actions; awards; merit pay; disciplinary actions. In addition, The AE/EEO Committee monitors all Affirmative Action/Employment issues/matters and works with the Chapter President, and the Executive Committee to develop NOAA BIG's position and its impact on all issues that disparately affects the advancement and employment opportunities for African Americans in NOAA. The Committee will request and analyze the NOAA MD-715 annually. The committee will provide AE/EEO training to inform and assist members annually. The Committee shall prepare an annual report

expressing the accomplishments, issues, barriers, and recommendations for next steps by the committee.

- f. Special Projects Committee (*This Section is Under Development*)
- g. Audit Committee (*This Section is Under Development*)
- h. Nominating Committee (*This Section is Under Development*)
- i. Election Committee (*This Section is Under Development*)e
- j. By-Laws Committee (*This Section is Under Development*)

Reports/Tables:

1. Each committee and standing committee will be required to complete reports that will be submitted to the Executive Board for review and appropriate action(s), if required. Procedures for conducting the business of the chapter by the committees and sub-committees are outlined below as well as the appropriate reporting forms.

APPENDIX A

Sample SYCC Timeline

SYCC Calendar Activities			
Task	Event	Guidelines	Due date
1.	Seeking funding outside of NOAA BIG		June/November (Prior Year)
2.	Establish Committee		March
3.	Identify funding amount (Chapter's Budget)		March
4.	Meeting Kick-Off		April
5.	Email Notice Disseminated		May
6.	Online registration opens		May
7.	Deadline for online registration		June
8.	Verifies application information		June
9.	Issues checks to parents payable to Camps		June
10.	Verify all checks have be cashed		July/August
11.	Close Out Meeting		August
12.	SYCC Accomplishment Report sent to Executive Board		September
13.			
14.			
15.			
16.			
17.			
18.			

APPENDIX B

Sample SYCC Email Notification

EMAIL SUBJECT LINE: NOAA BIG – “Send Your Child to Camp” Program

Tuition assistance is available for all NOAA employees through the NOAA Chapter, Blacks In Government's "Send Your Child to Camp" (SYCC) Program. Eligible NOAA employees' immediate family members will only include either a daughter or a son between the ages of 7 to 13. Children turning 14 years of age after May 31, 2010 are not eligible. Tuition assistance is limited and will be provided to one NOAA employee's child per family for one week of camp up to a maximum of \$100.00. Tuition checks will only be disbursed to the parent. Checks will be made payable to the camp only.

Applications will be accepted for children who are registered and will be attending camp **prior to June 30, 2010**. Children who have not participated in the SYCC program from 2007 to 2009 will receive preference over the first come - first serve selection process. Children, who start camp after June 30, 2010, are not eligible. For those who have pre-paid and still wish to receive financial assistance, the camp must be able to provide you with a reimbursement check.

For the SYCC online registration form, go to:

https://apps.weather.gov/registration_camp/camp.php

Registration must be completed online. Faxed or hand carried applications will not be accepted. Selections and notifications will be made on a first come, first serve basis beginning **Monday, May 24, 2010** and ending **Monday, June 7, 2010**. If you have any questions about the SYCC program, contact Neavaly M. Touray at 301-713-0850 extension 158. For questions about registration, please contact Brenda Robinson at 301-713-3272 extension 105.

Schedule:

May 24, 2010	- Online registration opens at 9:30 a.m.
June 7, 2010	- Deadline for online registration.
June 7 to June 18, 2010	- SYCC Committee verifies application information.
June 21 to June 30, 2010	- SYCC Committee issues checks to parents.

If you would like to sponsor a child or make a contribution to the "Send Your Child to Camp" Program through the Combined Federal Campaign, please contact Anthony Robinson. Contributions are tax-deductible. NOAA Chapter, Blacks In Government is a nonprofit organization and is supported through the Combined Federal Campaign, **CFC #53209**

APPENDIX C

Sample Online Registration

The online registration form has with it a database to capture the registration information and provide reports in Excel format.

Website Address: https://ocwws.weather.gov/registration_camp/camp_old.php (old file name)



Send Your Child to Camp NOAA Chapter, Blacks In Government

Online Application for Tuition Assistance - Summer 2010

This program is open to all NOAA employees.

Enrollee Information (ages 7-11)

Only one child per family

Last Name:

First Name:

Date of Birth:

MM DD YY

NOAA Employee Information

Last Name:

First Name:

Government E-mail Address:

Line Office:

Building Number:

Room Number:

Work Phone Number + Ext.:

Home Phone Number:

Camp Information

Name of Camp:

Check Payable To:

City:

State:

Zip Code:

Tuition (Amount for One Week):

Point Of Contact:

Point of Contact Phone Number:

Best Time To Call:

Tuition is limited and checks will be disbursed to the Parents. Children, who start camp after June 30, 2010 are not eligible. **All checks will be made payable to the camp only.** All information must be provided and completed prior to consideration. We will not accept faxed or hand carried applications.

APPENDIX D

Sample Acceptance Letter

June ____, 2009

Dear Camp Administrator,

The child that is identified in the memo portion of the enclosed check was selected to receive tuition assistance for your camp. The funding is provided by the NOAA Chapter, Blacks In Government's "Send Your Child to Camp" (SYCC) program. Enclosed is a \$100 check to be applied toward the tuition.

If you need any additional information, please contact Anthony Robinson during regular business hours at 301-713-1373, extension 165.

Sincerely,

Anthony Robinson
Chairman, NOAA BIG SYCC Committee

APPENDIX E

Sample Denial Letter

Dear _____,

We received your application for the 2009 “Send Your Child To Camp” (SYCC) Program tuition assistance.

Regrettably, we are unable to provide you with tuition assistance for the following reason(s):

- Insufficient Funds
- Applicant Not Registered
- Applicant Did Not Meet Age Requirement

We encourage you to apply again next year. If you have any questions or comments, please contact Anthony Robinson at 301-713-1373, ext. 165.

Sincerely,

Anthony Robinson
Chairman, NOAA BIG SYCC Committee

APPENDIX F

Sample of Activity and Accomplishment Report



TITLE:

DATE:

THEME/PROGRAM:

COMMITTEE NAME:

COMMITTEE CHAIR:

WORK NUMBER:

E-MAIL ADDRESS:

COMMITTEE MEMBERS:

STATUS:

REQUEST:

APPENDIX G.1

Sample of NOAA BIG Membership Renewal Notice

----- Original Message -----

Subject:NOAA BIG Membership Renewal Notice - Urgent

Date:Mon, 26 Sep 2011 10:59:12 -0400

From:Gracie Wiley <Gracie.Wiley@noaa.gov>

CC:Gracie Wiley <Gracie.Wiley@noaa.gov>

Good morning:

This is an urgent reminder that your membership will expire October 2011. Please update your membership at your earliest convenience.

In order to vote, to be a committee chair, or to serve as an officer in the Chapter, you must be a member in good standing. If you have questions concerning membership, please contact Gracie.Wiley@noaa.gov, Jannie.g.ferrell@noaa.gov, or Ana.Valentin@noaa.gov or visit our website at www.noaabig.org to download an application form to renew your membership.

Blacks In Government (BIG) works for you! For instance, BIG sponsors a National Training Conference each year. The NOAA Chapter sponsors Community Outreach Programs, a Scholarship program, Send Your Child to Camp program, commemorative programs, and other programs and training seminars. Please visit our website at www.noaabig.org for more information.

If you have already renewed your membership, please disregard this notice. If you do not plan to renew your membership, please let me know so that no other notices will be sent to you.

Your membership is important because you have been an integral part of this Chapter. Please renew today.

Thank you.

Gracie Wiley, Membership Chair & 2d Vice President, NOAA BIG Chapter

APPENDIX G.2

Sample of Recruitment Contest Announcement Letter



Blacks In Government
National Oceanic and Atmospheric Administration (NOAA) Chapter

Post Office Box 14361
Silver Spring, MD 20910

www.noaabig.org

CFC #53209

May 24, 2011

Executive
Committee

President
Dennis Hansford

1st Vice President
Anthony Robinson

2nd Vice
President
Gracie Wiley

Recording
Secretary
Theresa Berry

Correspondence
Secretary
Neva Howard

Treasurer
Ana Valentin

Assistant
Treasurer
Jannie Ferrell

Region XI
Representatives
Regina Nichols
Anthony Godette

Sergeant At
Arms
Nevaly Touray

Dear NOAA BIG Chapter Members:

On behalf of the NOAA BIG Membership Committee and to recognize May as National BIG Membership Month, it is my pleasure to announce the May 2011 NOAA BIG Membership Recruitment Contest. The contest will commence on May 25th and will end June 24th. The intent of this contest is to recruit new members into the NOAA BIG Chapter while providing extra incentives to our members in good financial standing, i.e., gift certificates to top recruiters and gift memorabilia to new members. See enclosed contest rules for more information.

I am also announcing that BIG Region XI sponsored a 2011 BIG Life and Gold Plus Membership Recruitment contest to “increase the number of BIG Life and Gold Plus members within Region XI Chapters, while providing extra incentives to our Chapters in good financial standing”. The Chapter that increased its Life and Gold Plus membership by the most percentage points will receive 100-percent reimbursement of its 2011 annual Chapter dues. The Chapter that increased its Life and Gold Plus membership by the largest quantity during the contest will receive 100-percent reimbursement of its 2011 annual Chapter dues. Chapters cannot win in both categories. All Chapters in good financial standing were automatically entered in the contest. The contest ran from January 1, 2011, to May 1, 2011.

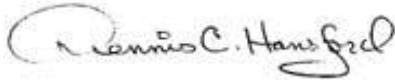
I would also like to announce that the NOAA BIG Chapter is conducting a Life and Gold Plus Membership Recruitment Contest in conjunction with the BIG Region XI 2011 BIG Life and Gold Plus Membership Recruitment Contest. However, unlike the Region XI contest deadline of May 1, 2011, the deadline for NOAA BIG to complete its internal contest to increase its Life and Gold Plus membership is December 31, 2011. There will be gift certificates for the top two recruiters of Life and Gold Plus memberships. Gift memorabilia will be awarded to the new Life and Gold Plus members that were recruited during this period

“Thank You for Thinking BIG!”

The enclosures contain important details about the contest, including the contest rules, as well as a copy of the membership application.

I encourage all members to participate and wish you great success in your recruitment efforts. If you have questions about the contest, please feel free to contact the Membership Chair, Gracie Wiley (Gracie.Wiley@noaa.gov) or Dennis Hansford, Chapter President (Dennis.Hansford@noaa.gov).

Kind Regards,

A handwritten signature in black ink that reads "Dennis C. Hansford". The signature is written in a cursive style with a large initial 'D'.

Dennis Hansford
President
NOAA Chapter of BIG

Enclosures

“Thank You for Thinking BIG!”

Appendix G.3

Introduction and Contest Rules

For

The Region XI 2011 BIG Life and Gold Plus Membership Recruitment Contest

The National Oceanic and Atmospheric Administration (NOAA) Blacks In Government (BIG) Chapter Life and Gold Plus Membership Recruitment Contest

and

The Annual NOAA BIG 2011 Membership Recruitment Contest

Introduction:

The intent of this contest is to recruit new members (Regular and Associate), Life, and Gold Plus members into the National Oceanic and Atmospheric Administration (NOAA) Chapter of Blacks in Government (BIG) while providing extra incentives to our members in good financial standing. If a previous member of the Chapter rejoins through the recruitment of one of our current Chapter members, he or she will be considered a new member for the purpose of this contest.

The BIG Board of Directors Policy states:

1. "Regular members, in good financial standing, whose dues must be current, are allowed to make minimum payments of \$30 to the National Office towards a Life membership. The total fee (\$300) must be received within one year of the start date. If the total Life membership fees are not paid within one year, all payments received shall be refunded, with the exception of a \$50 processing fee. If the Regular member's anniversary date occurs prior to completing the payment plan, the member must either pay the remaining amount for Life membership or renew their membership and continue making the payments.

2. Any BIG member who has achieved the status of Life membership may become a Gold Plus member of this organization with the consent of the Board of Directors and by paying the gold Plus fee of \$250. Note: No payment plan exists for this category." (See attached recruitment contest package from Region XI for more information and contest rules.)

Contest Rules:

In order for a membership application to count toward a recruiter's total:

1. The recruiter **MUST** be in good financial standing with Blacks In Government and is a member

of the NOAA Chapter of BIG.

2. The person applying for membership (applicant) must qualify for at least one of the existing types of membership: Associate, Regular, or Life. (Go to <http://www.noaabig.org> for more information about membership dues.)
3. The applicant must submit both National and Chapter dues at the time the application is submitted.
4. The application must list NOAA BIG Chapter as the chapter the applicant wishes to join.
5. The application must have the name of the applicant's recruiter printed on it in order to give the correct NOAA BIG recruiter credit for the submission.
6. The Assistant Treasurer or Treasurer must be provided the application and dues for processing.
7. The Membership Chair and Chapter President must be provided a copy of the application submitted to the Assistant Treasurer or Treasurer.
8. Prizes will be awarded to the **TWO TOP** recruiters of new members (Regular or Associate), Life, and Gold Plus members, and will be based upon the number of qualified applicants recruited.
 - a. If the top recruiter signs up to 3 or more applicants as new members (Regular or Associate), Life or Gold Plus members:
 - (1) First prize will be a \$25.00 gift certificate for each contest category: New member (Regular or Associate), Life, and Gold Plus.
 - (2) Second prize for the second highest number of new members (Regular, Associate), Life, or Gold Plus recruited (up to 2 members) will be a \$15.00 gift certificate.
 - (3) No awards will be provided to anyone recruiting zero (0) qualified applicants.
 - b. A tie for first place will be decided by a ticket drawing, where the winner will be awarded first prize.
 - c. A tie for second place will be decided by a ticket drawing, where the winner will be awarded second prize.
9. Gift Incentives for New Members: New Regular, Life, or Gold Plus members will receive complimentary gifts engraved with the Chapter logo, as follows:
 - a. *A new Life member may receive a pen and pencil set.
 - b. *A Gold Plus member may receive an executive portfolio.

c. * A new Regular member may receive a pen with the BIG logo or other comparable memorabilia.

*Gift incentives will be awarded when all installments/financial obligations for Regular, Life, and/or Gold Plus membership have been completed and verified by the National Board of Directors.

10. The contest period for the Region XI 2011 BIG Life and Gold Plus Membership Recruitment Contest is January 1, 2011, to May 1, 2011.

11 The contest period for the NOAA BIG 2011 BIG Life and Gold Plus Membership Recruitment Contest is 12:00 a.m. May 1, 2011 thru 11:59 p.m. December 31, 2011.

12 The contest period for the NOAA BIG Annual May Recruitment contest will begin at 12:00 a.m. May 1, 2011, and end at 11:59 p.m. May 31, 2011.

GOOD LUCK WITH YOUR RECRUITING EFFORTS!!!!!!

APPENDIX G.4

Sample of Prospective NOAA BIG Members Letter (Membership Packet)



Blacks In Government

National Oceanic and Atmospheric Administration (NOAA) Chapter
Post Office Box 14361
Silver Spring, MD 20910
www.noaabig.org
CFC #53209

Dear Prospective Member:

The NOAA Chapter of Blacks In Government (BIG) is a professional organization consisting of individuals dedicated to addressing issues and concerns affecting our members in the government workplace and in the community. I urge and encourage you to get involved. Opportunities are available for you to use your skills and abilities towards contributing to our goals and objectives. Your support and commitment are needed as we strive for excellence.

BIG Works for You! BIG sponsors a National Training Conference (NTC) each year, which brings together national leaders and experts from around the country to address black employees' concerns, to provide an opportunity to meet employers from other agencies, and to gather information and resources that can help you professionally and in your personal growth. For further information on the upcoming BIG NTC, see the National BIG website at www.bignet.org.

BIG is Your Opportunity to Make a Difference. By becoming a member of BIG, you are becoming a part of an organization that includes workers from all levels of Government and areas of the public workforce. You need an organization like BIG that can speak for you and through which you can voice your opinion and views. If you are concerned about equality, excellence, and opportunity in government join BIG. BIG membership dues are as follows:

- Regular Membership - \$45 annually (\$35 National dues and \$10 NOAA Chapter dues)
- Associate Membership - \$31 annually (\$25 Associate dues and \$6 NOAA Chapter dues)
- Life Membership - \$300. (\$300 – one-time payment)

Please make check or money order payable to NOAA BIG, and mail it to: NOAA Chapter of Blacks In Government (BIG), P.O. Box 14361, Silver Spring, Maryland 20910. If you require further information concerning membership in the NOAA Chapter of BIG, please visit our website at www.noaabig.org.

The NOAA Chapter of BIG is a member of the National Capital Area Combined Federal Campaign (CFC). Our CFC # is 53209. We sponsor Community Outreach Programs, a Scholarship Program, Send Your Child to Camp Program, Thanksgiving Food Drive, Christmas Toy and Clothing Drive, and other programs.

The NOAA Chapter of BIG meetings are held on the third Thursday of each month at 12:00 p.m.,

unless otherwise indicated on our website. We cordially invite prospective members or interested persons to attend these meetings, and I sincerely look forward to having you become a member of the NOAA BIG Chapter. You can visit the NOAA Chapter of BIG website at www.noaabig.org or our facebook page for Chapter highlights.

I appreciate your consideration of becoming a NOAA BIG member. Together, we can make a difference.

The NOAA Chapter of BIG President

“Thank You for Thinking BIG!”

APPENDIX G.5

Sample E-Mail Request for Volunteers for Membership Drive during an Event:

VOLUNTEERS SCHEDULE

Blacks In Government Membership Committee is most grateful to you for agreeing to volunteer and monitor the membership table at our upcoming vendor show. The vendor show will be held on **Wednesday, December 14, 2011** in Building 3/Conference room 4257. Below is the monitoring scheduling list:

<u>NAME</u>	<u>TIME</u>
Mary Jane	10:00–11:00
Susie Q	11:00–noon
Martha Martha	12:00-1:00
Mary Jane II	1:00-2:00

Please accept our sincere appreciation for your support and interest.

APPENDIX G.7



Sample of Welcome Letter for New NOAA BIG Members Blacks In Government National Oceanic and Atmospheric Administration (NOAA) Chapter

Post Office Box 14361
Silver Spring, MD 20910
www.noaabig.org
CFC #53209

Executive Committee

President

Dennis Hansford

1st Vice President

Anthony Robinson

2nd Vice President

Gracie Wiley

Recording Secretary

Theresa Berry

Correspondence Secretary

Neva Howard

Treasurer

Ana Valentin

Assistant Treasurer

Jannie Ferrell

Region XI Representatives

Regina Nichols

Anthony Godette

Sergeant At Arms

Neavaly Touray

Dear _____ :

Welcome to the National Oceanic and Atmospheric Administration (NOAA) Chapter of Blacks In Government (BIG). We are a professional organization consisting of individuals dedicated to addressing issues and concerns affecting our members in the government workplace and in the community.

By becoming a member of BIG, you are becoming a part of an organization that includes workers from all levels of government and areas of the public workforce. We sponsor community outreach programs, a scholarship program, Send Your Child to Camp Program, employee training programs, and Thanksgiving Food and Christmas Toy and Clothing Drives. Please visit the NOAA Chapter of BIG website at www.noaabig.org and our facebook page named NOAA Chapter of Blacks In Government for Chapter highlights.

As a new member of the NOAA BIG Chapter, you will be receiving an invitation, in the near future, to attend a NOAA BIG Chapter Orientation Meet and Greet session sponsored by the NOAA BIG Chapter. New members, the chapter's Executive Officers, and committee chairs will be in attendance. The presentation will involve getting you acquainted with the structure of the NOAA BIG Chapter, its goals, and a Question and Answer (Q&A) session.

The NOAA Chapter of BIG meetings are held on the third Thursday of each month, in room 10836, SSMC-3, at 12:00 p.m., unless otherwise indicated on the website.

If you have any questions concerning membership, please contact Gracie Wiley, the Membership Chair, at 301-713-0720 x107. Together, we can make a difference.

Sincerely,

Dennis Hansford
President
NOAA Chapter of BIG
301-427-8136

APPENDIX G.8

SAMPLE: Orientation Meet and Greet Session Invitation by E-Mail:

Subject: You are Invited to an Orientation Meet and Greet Sponsored by the NOAA Chapter of Blacks In Government (BIG) on March 23, 2011

Good _____:

As one of our newest member of Blacks In Government (BIG), you are invited to a NOAA BIG Chapter Orientation Meet and Greet session sponsored by the NOAA BIG Chapter and hosted by chapter president, Dennis Hansford. Other new members of the Chapter will also be present. The presentation will involve getting you acquainted with the structure of the NOAA BIG Chapter, its goals, and a Q&A session.

The orientation will take place in conference room 6836, SSMC-3, Silver Spring, MD, on March 23, 2011, from 11:30 a.m. to 12:30 p.m., with a "Meet and Greet" to follow the presentation. Lunch will also be served. Please advise if you will be attending the Orientation Meet and Greet as we will need a headcount for the food.

We hope you will join us on March 23, 2011, to learn more about NOAA BIG and to meet some of your fellow members.

Please RSVP to the Chapter's Membership Chair, Gracie Wiley, at gracie.wiley@noaa.gov by COB March 17, 2011.

Gracie Wiley
2nd Vice President and Membership Chair, NOAA BIG Chapter

APPENDIX G.9

SAMPLE: Contents of Orientation Meet and Greet Session Package:

NOAA CHAPTER OF BLACKS IN GOVERNMENT OVERVIEW

History

Blacks In Government (BIG) was established in 1975 and incorporated in 1976 by a small group of African Americans at the Public Health Services which is a part of the Department of Health, Education and Welfare (now Department of Health and Human Services). The organization was viewed as essential to the Black Civil Service employees struggling to overcome a wide assortment of racially-related problems at HEW's Rockville, Maryland, facility. Initially, it was thought that the umbrella organization would address only the problems at the Federal level, and BIG was incorporated as a nonprofit organization in the District of Columbia jurisdiction.

It became readily apparent, however, that state, county, and municipal Black employees were faced with the same type of employment problems that led to BIG's founding. Thus, the organization quickly became a national response to the need for African Americans in public service to organize around issues of mutual concern and use their collective strength to confront workplace and community issues. BIG's goals are to promote EQUITY in all aspects of American life, EXCELLENCE in public service, and OPPORTUNITY for all Americans.

Mission

The NOAA Chapter of BLACKS In Government is an organization that strives to foster an environment wherein Black NOAA employees can thrive and excel, while helping NOAA achieve its mission.

Vision

The NOAA Chapter of Blacks In Government promotes opportunities and fairness affecting the rights of Black NOAA employees.

[NOAA BIG CONTACT INFORMATION:](#)

NOAA Chapter of Blacks In Government

P.O. Box 14361

Silver Spring, Maryland 20910

Telephone: 301-588-6360

Web: www.noaabig.org

CFC #53209





APPENDIX G.10

Sample Membership Committee Report:

TITLE: Membership Committee Report

DATE: July 5, 2011

THEME/PROGRAM: NA

COMMITTEE NAME: Membership

COMMITTEE CHAIR: Gracie Wiley

WORK NUMBER: 301-713-0720 x107

E-MAIL ADDRESS: Gracie.Wiley@noaa.gov

COMMITTEE MEMBERS: Theresa Berry, Othel Freeman, Luis Gyles, Neva Howard, Claretta Jackson, Regina Nichols, Brenda Robinson, Neavalyn Touray, Ana Valentin, Gracie Wiley

STATUS:

CURRENT UPDATE

- It was decided at the May 23rd meeting to award all current and future Life members with a lapel pin thru various means. Regina Nichols, Othel Freeman, and Neva Howard have volunteered to assist the Chapter President in this worthwhile endeavor. The Chapter President presented some lapel pins to Life members at the NOAA BIG Barbara Tobe Scholarship Fund Program in May 2011. The recipients were Donell Woods, Claretta Jackson, Queen Jones, Cindy Woods, and Gracie Wiley. Other non-Lifetime Chapter members will have the opportunity to receive the lapel pin via various incentives, i.e., outstanding service to the

Chapter. Also, during the June 16 General Meeting, various suggestions were made concerning the disposition of the NOAA Chapter Lapel Pins:

- Sell the lapel pins we currently have for \$10 and create a new lapel pin for Lifetime Membership. The members who currently have Lifetime pins would get the new lapel pin and have the opportunity to keep the lapel pin they had already been awarded.
- Keep current Life lapel pin and create new lapel pin for Regular members.
- Sell the current lapel pin and create a new lapel pin with “Lifetime Member” added to the pin.
- Give each member a lapel pin.

A membership committee meeting will be held as soon as possible to discuss and make decisions concerning these suggestions.

- Dennis Hansford has coordinated with Nikki Banes to prepare a Tri-fold panel to display Chapter information at membership recruitment drives and other Chapter events. The status is unchanged; awaiting information for the Tri-fold.
- Volunteers have been scheduled by Theresa Berry to monitor the membership drive table for the remaining vendor events in November and December 2011. A Membership Recruitment Drive was conducted on June 8 in conjunction with the Vendor Sales. During the drive, at least 36 people stopped by the membership drive table. Those individuals expressing interest in joining BIG were provided applications or handouts with information about BIG.
- In conjunction with the National BIG Annual May Membership Recruitment Contest, the NOAA BIG Membership Chair drafted and distributed a letter that was signed by the Chapter President, announcing the contest, to the membership via e-mail in May. The contest ended on June 24, 2011. The top two recruiters of new Associate, Regular, Life, and/or Gold Plus members can receive \$25 or \$15 gift certificates, respectively. An announcement on the outcome of this contest will be forthcoming.
- The Regional Life and Gold Plus Membership Recruitment Contest ended on May 1. All Chapters in good financial standing were automatically entered in the contest. The winning Chapter’s award would be the return of their annual dues of \$100. No announcement has been received from Regional on the outcome of this contest. Will follow up on this.
- The NOAA Chapter is also conducting their 2011 Life and Gold Plus Membership Recruitment Contest, which will run from May 1, 2011, thru December 31, 2011. Gift incentives for new Life, Gold Plus, Regular, and/or Associate members are an executive portfolio or comparable memorabilia, a pen and pencil set or comparable memorabilia, or a pen with the inscribed Chapter information or comparable memorabilia, respectively. This contest is ongoing; will end December 31. Good luck on your recruiting efforts!
- Gift incentives for new members will be awarded when all installments/financial obligations have been completed and verified by the National Board Members. Also, please note that you must be a member in good financial standing before applying to become a Life or Gold Plus member. Ties will be broken via ticket drawings conducted by the Membership Committee, and the Chapter President will validate the drawings.
- The ballpoint pens that were ordered did not meet with unanimous approval by members present at the May 23rd meeting, but since then, they have received some favorable comments. The main objections were that the Chapter’s CFC number was not included on the items, and the background color (purple) on the ballpoint pens was not the same as the Chapter’s

background color (navy blue). The notepads were acceptable although they did not have the Chapter's CFC number on them. It has been requested that all memorabilia orders be reviewed and approved by the Membership Committee prior to any items being ordered.

Note: This matter was discussed at the General Meeting in June, and it was disclosed that the National Pen Store had given the Chapter President some options to satisfy the concerns about the ballpoint pens and notepads, some of which were to return the pens for correction, opt for a 15-percent discount on a future order with the company, or keep the order and accept a 15-percent discount. At the June meeting, a motion was made, seconded, and approved to keep the pens and notepads and receive the 15-percent refund. Shortly after, the Chapter President followed up with the National Pen Store and the company will process a credit of \$16.10 to our credit card.

II. Recruiting and maintaining memberships require constant effort. Jannie Ferrell has distributed membership renewal notices. There were four membership renewals in June: R. Kim Wiley, Kellie Foster-Taylor, Luis Gyles, and Jason Taylor.

III. Please contact Gracie Wiley, the NOAA BIG Membership Chairperson, Ana Valentin, Treasurer, or Jannie Ferrell, Assistant Treasurer, if you have questions concerning your membership. To update your membership, please visit our website at <http://www.noaabig.org/> to download a membership application.

A special "thank you" goes out to everyone that has contributed to our membership recruiting efforts. Thank you for thinking BIG!

IV. THE NOAA BIG MEMBERSHIP DATA ENTRY SYSTEM PROJECT – NO CHANGE IN STATUS: The NOAA BIG Chapter President, 1st Vice President, and the 2d Vice President met with the Webmaster, Angela Collins-Payne, on February 3, 2011, to discuss the status of the NOAA BIG Membership Data Entry System and to review what had been completed to date. The initial 30-day notice for the membership renewal notices e-mail template was changed to an initial 60-day notice e-mail template (i.e., a 60-day notice, then a 30-day notice, then a 15-day notice, and the final notice). The Webmaster will schedule another meeting when the new changes have been made.

V. MEMBERSHIP APPLICATIONS:

- Membership applications are available at Chapter meetings and online at <http://www.noaabig.org/>. If you have questions concerning membership, please contact the Membership Chair, Gracie Wiley, at gracie.wiley@noaa.gov.

VI. CURRENT REQUESTS:

- Requesting a volunteer to order Membership Committee Memorabilia as needed. Please see the Membership Chairperson if you are interested in running this project.

- The Membership Committee will conduct membership drives quarterly and/or in conjunction with Chapter events (e.g., vendor events).
- Since the Membership Committee conducts multiple membership recruitment drives at multiple Chapter events, there is a need for more volunteers for the committee. This would allow longer rotations of the members who continuously volunteer to monitor the recruitment drives. Please see any Membership Committee member (listed above) or contact the Membership Chairperson, Gracie Wiley, at gracie.wiley@noaa.gov if you would like to become a membership committee member.

APPENDIX G.11

Sample Summary Cost Comparison Package for NOAA BIG Memorabilia Orders

Summary of the order (item/vendor) the Membership Committee Selected			
Option #1 - Amsterdam Printing			
Item	Cost Per item	Quantity	Total
Academy Pen	\$0.39	150	\$58.50
Notepad	\$0.69	120	\$82.80
Sub-Total		270	\$141.30
Option #3- Branders.com			
Item	Cost Per item	Quantity	Total
Promotional 30X90 inch Table runner	\$83.30	2	\$166.60
Sub-Total		2	\$166.60
Option #4 - Baudv!lle.com			
Item	Cost Per item	Quantity	Total
Pen & Pencil (Life member)	\$4.95	19	\$94.05
Executive Portfolio (Gold member)	\$10.95	11	\$120.45
Sub-Total		30	\$214.50
Total		302	\$522.40
Logo Fee		1	\$25.00
Grand-total			\$547.40

APPENDIX G.12

(1) Sample Comparison of Memorabilia items

Option #1

Amsterdam Printing			
Item	Cost Per item	Quantity	Total
Academic Pen	\$0.39	150	\$58.50
Notepad	\$0.69	120	\$82.80
Memo Pad	\$0.06	1000	\$78.95
Total		1270	\$220.28

Option #2:

4imprint			
Item	Cost per item	Quantity	Total
Academic Pen	0.15	500	\$75.00
Notepad	\$0.52	500	\$260.00
Memo Pad	\$0.49	500	\$245.00
Total		1500	\$580.00

Option #3

Branders.com			
Item	Cost Per item	Quantity	Total
Promotional Squiggle Clip Pen	\$0.35	300	\$105.00
Promotional Pen	\$0.30	500	\$150.00
Promotional 30X90 inch Table runner	\$83.30	2	\$166.60
Total		802	\$421.60

Option #4 – Gift to those who become LIFE/GOLD Member

Baudville.com			
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Item	Cost Per item	Quantity	Total
Pen & Pencil (Life member)	\$4.95	19	\$94.05
Executive Portfolio (Gold member)	\$10.95	11	\$120.45
Note pad Holder	\$10.95	11	\$120.45
Total		41	\$334.95



APPENDIX G.12

Sample of Membership Committee Budget Proposal:

Project Title: 2011 NOAA BIG Membership Committee Budget - DRAFT

Submitted: January 28, 2011

Proposal: Proposed Budget for Membership Committee 2011 Activities

Funding Requested: \$910.00

Point of Contact: Gracie Wiley, 301-713-0720, 2d Vice President and Membership Chairperson, NOAA BIG

Project Objectives: The NOAA Chapter Membership Committee is the Chapter advocacy for new members. This committee will 1) participate during fundraiser events; 2) conduct orientation sessions/meet and greet new members quarterly; 3) conduct an annual membership recruitment contest; 4) display a BIG banner at future Chapter events to enhance our Chapter's professionalism; and 5) NOAA BIG will provide a welcome pen upon membership to the Chapter.

Statement of Justification - Funds are required for the proposed activities listed below.

- Tables for recruitment of new member during Chapter fundraisers and Special Enhancement Programs.
- Conduct orientation sessions for new members
 - Membership packets, to include a special welcome by NOAA BIG for new members.
 - Light refreshments
- Recruitment incentive items for the membership and trinkets/memorabilia for potential new members during membership drives
- Costs for computer set-ups for slide show presentations and on-line registration for new members.
- Metal NOAA BIG name plate
- Trinkets and memorabilia items include but are not limited to pencils, pens, and cups. Each individual item shall not exceed \$3.00.

Summary of Cost Proposal for Membership Committee Recruitment Activities:

BIG Banner for membership drive tables @\$40.00 x 1 = \$40.00 Banner Logo plus one-time image upload fee = \$10.00 BIG Table Cover - 6 feet = \$139.00
Trinkets/Memorabilia for giveaways at membership drives & door prizes during Chapter events as recruiting incentives = \$200.00
Orientation Sessions for members – quarterly at \$150.00 x 3 = \$450.00 (Refreshments will be served at each session)
Recruitment prizes for annual Chapter Membership Recruitment Contest: First Place – 1-yr free membership (\$45.00 regular membership or \$31.00 associate membership) Second Place - \$25.00 gift card = \$70.00
Total Estimated Costs: \$ 910.00