

“How to Guide”

The Committee Chair schedules committee meetings. An agenda is prepared by the Chair to be given to committee members at the meeting.

A committee member must be identified who is willing to take minutes of the meeting and email them to the full committee, including the board liaison, requesting their comments, additions or corrections. Once finalized, a copy of the minutes is to be sent to the Vice President.

Ideas for topics to be considered can be generated from many sources, such as:

- **Events listed in The Jewish Outlook publication**
- **Magazine and newspaper articles on local events or trips**
- **CA Trips and events that might be duplicated**
- **Zoomers trips and events that might be duplicated**
- **Online suggestions from CHS Members**
- **Southwestern University events calendar**
- **Personal experiences of interest and enjoyment**

All events must be presented to the Board for approval prior to finalizing the details.

Once an event has been agreed upon and a preliminary budget and attendance requirements are established, one person from the committee will volunteer to serve as Event Coordinator and a team is formed to work out all the details. These will include such things as identifying event team members to handle check-in, purchasing and transporting supplies and refreshments, and setting them up at the event location. All committee members, regardless of whether they are participating on a particular event team, are expected to be available for setup and clean up at all events.

CHS is a tax exempt organization. The Tax Exempt Form can be obtained from the Treasurer and should be brought along when shopping for a CHS event. In most cases, retailers will honor our status and will not charge sales tax. In certain cases, they will not honor the tax exempt status and tax will need to be paid. Every effort should be made to avoid paying sales tax. If a caterer is used for an event, the tax exempt form should be presented as well. Anyone shopping for a CHS event should be encouraged to take a copy of the tax exempt form and use it.

The Committee Chair is responsible for maintaining a schedule of income and expenses for each event. Each person shopping must obtain receipts and complete a “Check Request Form” **Exhibit A (printed from the Members Only web page) and submits to the Committee Chair or Board Liaison for approval if over \$75.00. Even if approval is not required, the Chair should be advised of how much was spent so her records can be kept current.**

The Event Coordinator will then need to:

- **Check the CHS web calendar to ascertain that the date is available and no other event is scheduled that week**
- **If the event will be held in a Sun City Facility click the link on the CHS calendar to check Sun City reservations for room availability**
- **Click the “Date and Room Reservation Form” link and complete the appropriate fields of the form and submit it. (See example below)**

The Committee Chair and Event Coordinator are the only committee members authorized to submit the Date and Room Reservation Form and any publicity announcement (see Event Announcement Form below) to promote the event. The budget must include room rental, supplies and caterer, if included. If a caterer is to be used, and the event is to be held in a Sun City venue, he/she must be on the Sun City Approved Caterers List.

CHS Date and Room Reservation Form

Contains link to Sun City Room Calendar.

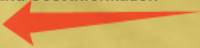


Prior to submitting this form, the Event Coordinator should have verified on the **CHS Web Master Calendar** and the **Sun City Room Calendar**, that the desired **date and room** are available and meets their event requirements.

IMPORTANT NOTE: When checking for an open date on the CHS calendar, please be sure there are no other CHS events taking place within the same week, other than Shabbat services.

Today's Date

For Sun City Room and Cost Information
[Please Click Here](#)



Contains link to Room Capacity, CHS Costs and Equipment.

Event Information

Date of Event

Type of Event

Estimated Number of People Attending

Start Time Including Set-up

End Time Including Clean up

Sun City Room Requested

Room Set-up Requirements

Table Requirements

Check-in Table

Number of Small Conference Tables

Number of Buffet Tables

Number of Card Tables

Number of Large Round Tables

Room Setup

Chair Requirements

Need Caterer

A/V Equipment Needs

Podium NO YES

Internet NO YES

Projector NO YES

DVD and CD Player NO YES

Microphone NO YES

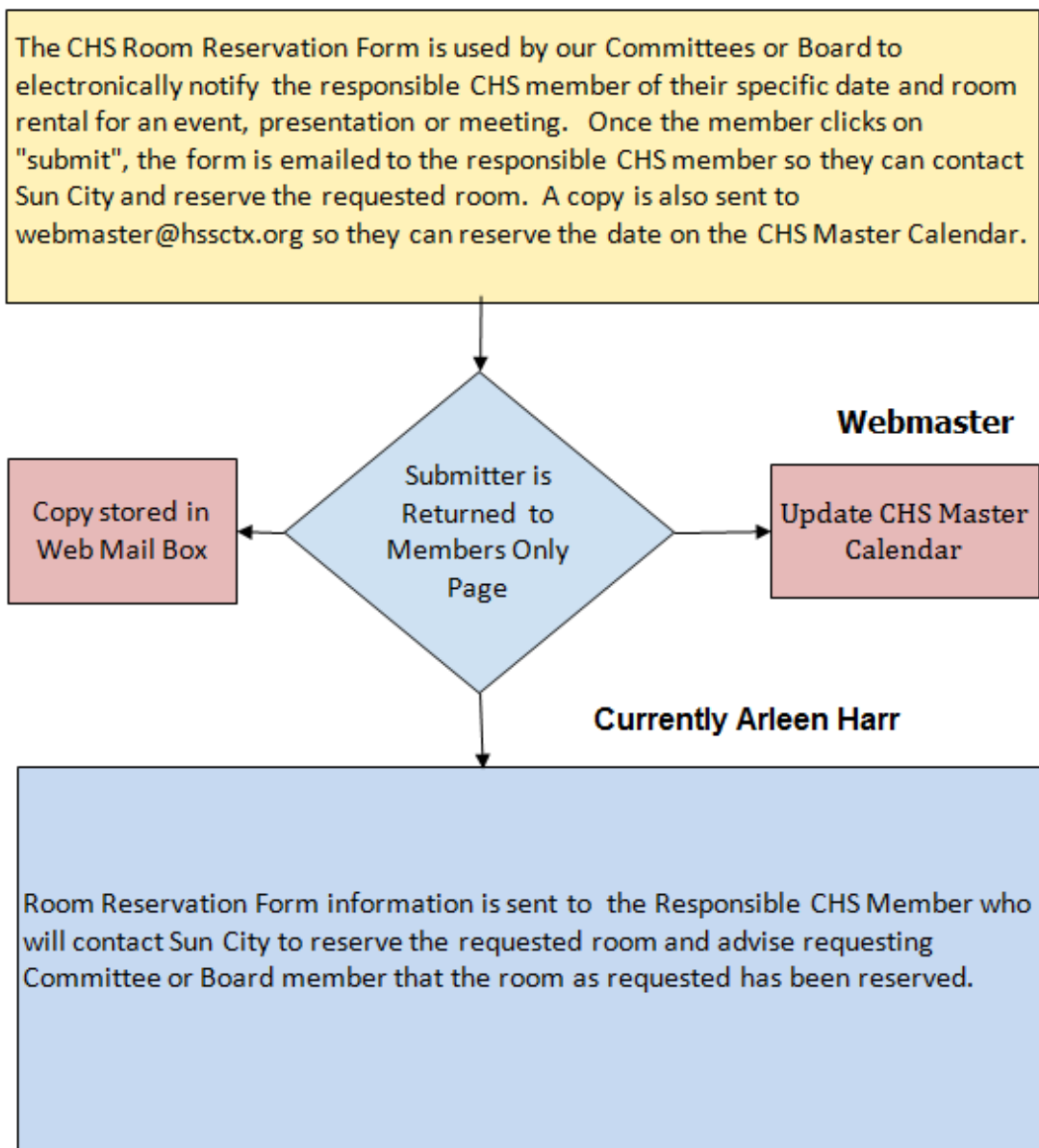
Screen NO YES

TV NO YES

Whiteboard NO YES



Online Date & Room Reservation Flowchart




The Committee Chair or Event Coordinator will complete the “CHS Event Announcement Form” located on our Members Only page under Member Information **90 days prior to the event (**if possible**) so the Communications Committee can include the event in announcements and newsletters to get members signing up.**

CHS Event Announcement Form

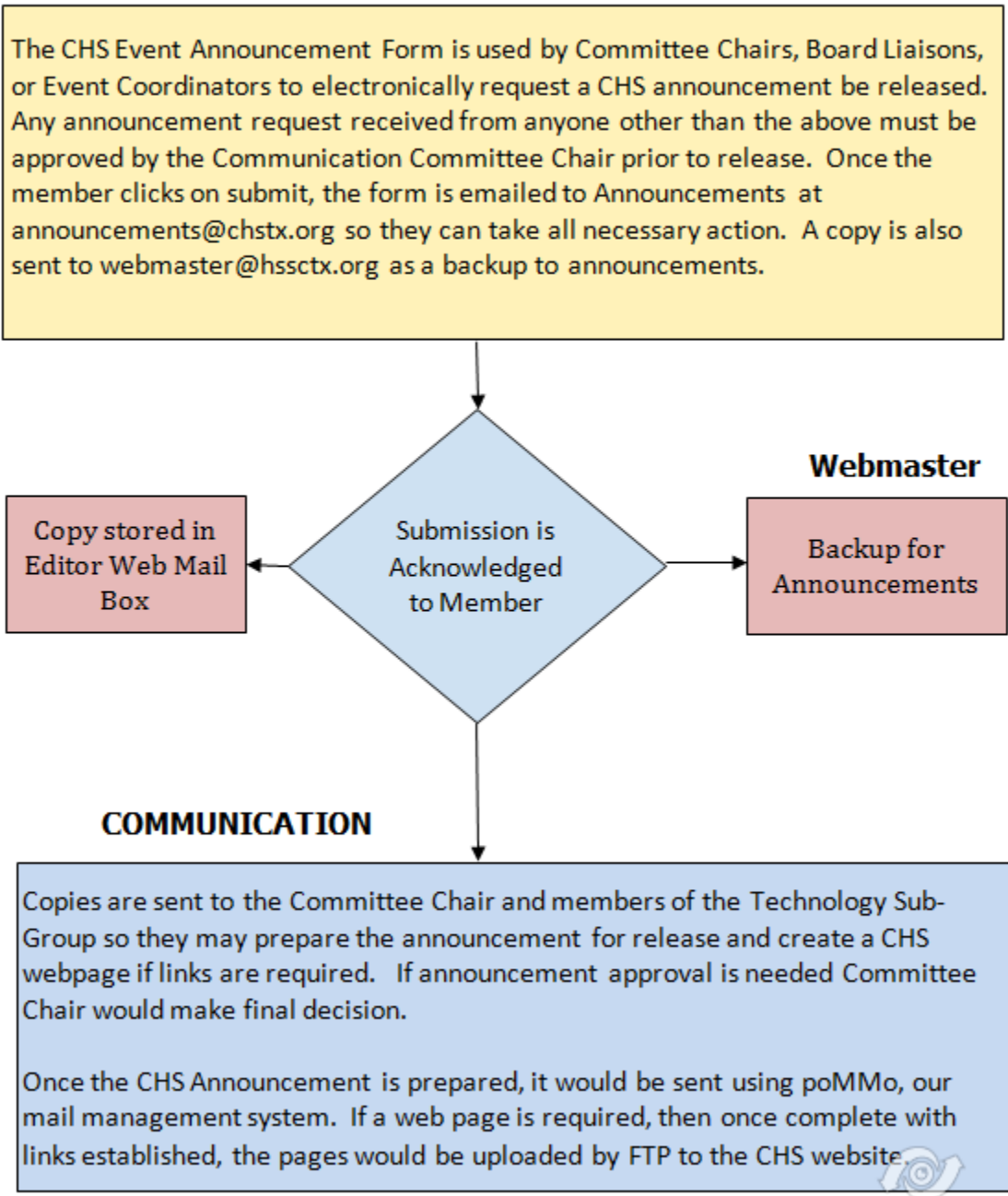
Once a Committee Chair or Event Coordinator has reserved the date and location for an event they should submit an Event Announcement Form as soon as possible to give the Communication Committee sufficient time to include the announcement in their Weekly Announcements and Monthly Newsletters. If Changes are needed to an Event Announcement the changes should be emailed to announcements@chstx.org.

Event Title	Event Date
<input type="text"/>	<input type="text"/>
Start Time	Cost
<input type="text"/>	<input type="text"/>
Food	Location
<input type="text"/>	<input type="text"/>
Contact Person	RSVP Deadline
<input type="text"/>	<input type="text"/>
Event Description	Additional Information
<input type="text"/>	<input type="text"/>
Your Email Address	<input type="text"/>
<input type="text"/>	<input type="text"/>



The Announcement will contain a “Sign Up” link (see example below) for our members to use to register for the Social event. The form will also be available on our Member Only webpage. The form allows the member to register as a single or couple. A Game Night Sign Up must be completed by each family member. If an event announcement needs to be updated the information should be emailed to announcements@chstx.org .

Online Event Announcement Form Flowchart



JetScreenshot.com

Social Events Sign Up Form

Full Name

Social Event

Attending As:

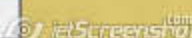
Single Couple

Check for Payment:

Mailed Not Mailed

Your Email Address

Submit Form



Game Night Sign Up Form

Please complete all the items on this form. If you want to reserve a table, please list all the players and confirm in advance of registration that they will be playing. All individual players will still need to sign up.

Full Name

Game Night Event

I Will Play:

I Will Reserve a Table:

The Following Members will play at my table:

Check Has Been Mailed:

YES NO

Your Email Address

Submit Form



When a member submits these forms, an email notification will be sent to the Event Coordinator, Committee Chair, Board Liaison and the Treasurer. This will allow the Event Coordinator to maintain a list of who is attending and will alert the Treasurer to expect payment from the member signing up. If this is a game night event, after the cutoff date the Event Coordinator will set up tables of players and game choices, starting with **members who reserved a table and listed who will be playing at their table and then matching uncommitted members with others to fill various game tables.**

If the event is being held in Sun City, whoever is completing the Date and Room Reservation Form must be sure to include specific requirements for room setup and needed equipment, if any. If there are special setup needs; (i.e. square tables for four, round tables for eight, etc.) that information should be made clear to the CHS person handling all room reservations.

Game Night Sign Up

StartLogic Form Processor [FormProcessor@startlogic.com]

Extra line breaks in this message were removed.

Sent: Thu 12/8/2011 10:52 PM

To: social@chstx.org

I Cookie Gerson

Will be attending: Game Night with Rudys BBQ - January 14, 2012

I will Play: Mah Jongg

Email received with table reserved.

I will Reserve a Table: YES

For the following players: Esther Applebaum Sandy Stecker Betty Plotkin

I have Sent my Check: NO

Contact me at: noafair@aol.com

jetScreenshots

If the event is being held in Sun City, whoever is completing the Date and Room Reservation Form must be sure to include specific requirements for room setup and needed equipment, if any. If there are special setup needs; (i.e. square tables for four, round tables for eight, etc.) that information should be made clear to the CHS person handling all room reservations.

The member will automatically receive a reservation acknowledgement (see example below) and instructions to send a check payable to CHS to the Treasurer at our PO Box.



Social Event Reservation Acknowledgment

The Social Committee thanks you for your interest in our event. We have received your reservation and you should proceed to mail your check, payable to CHS, to the following address:

**CHS
1530 Sun City Blvd
Ste. 120 PMB 406
Georgetown, TX 78633**

Remember, if your check is not received by the cutoff date, your reservation will be cancelled.

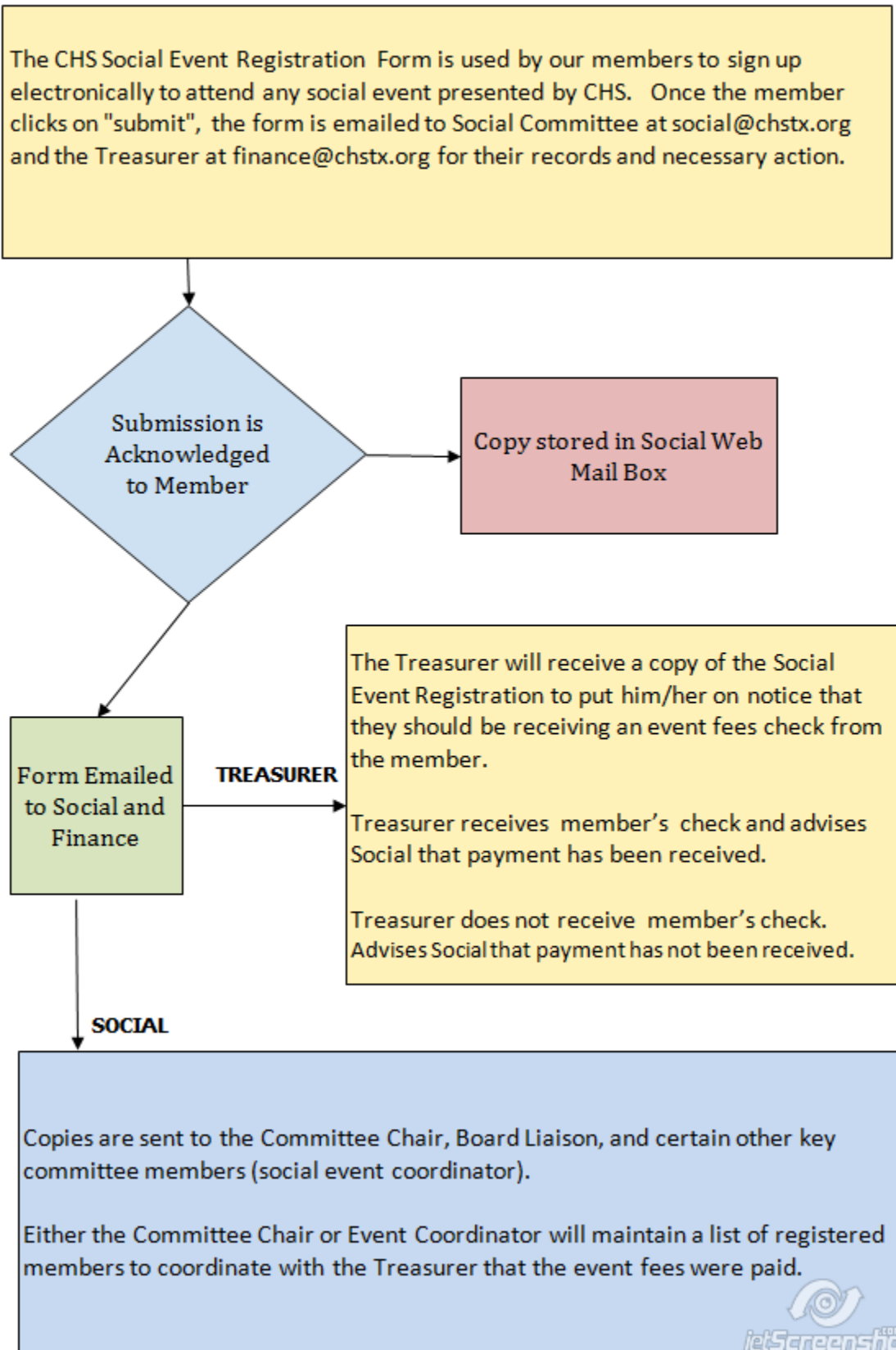
The Social Committee is always exploring new ideas for events and outings. If you have a suggestion for the committee, [please click here.](#)

Thank you,
CHS Social Committee

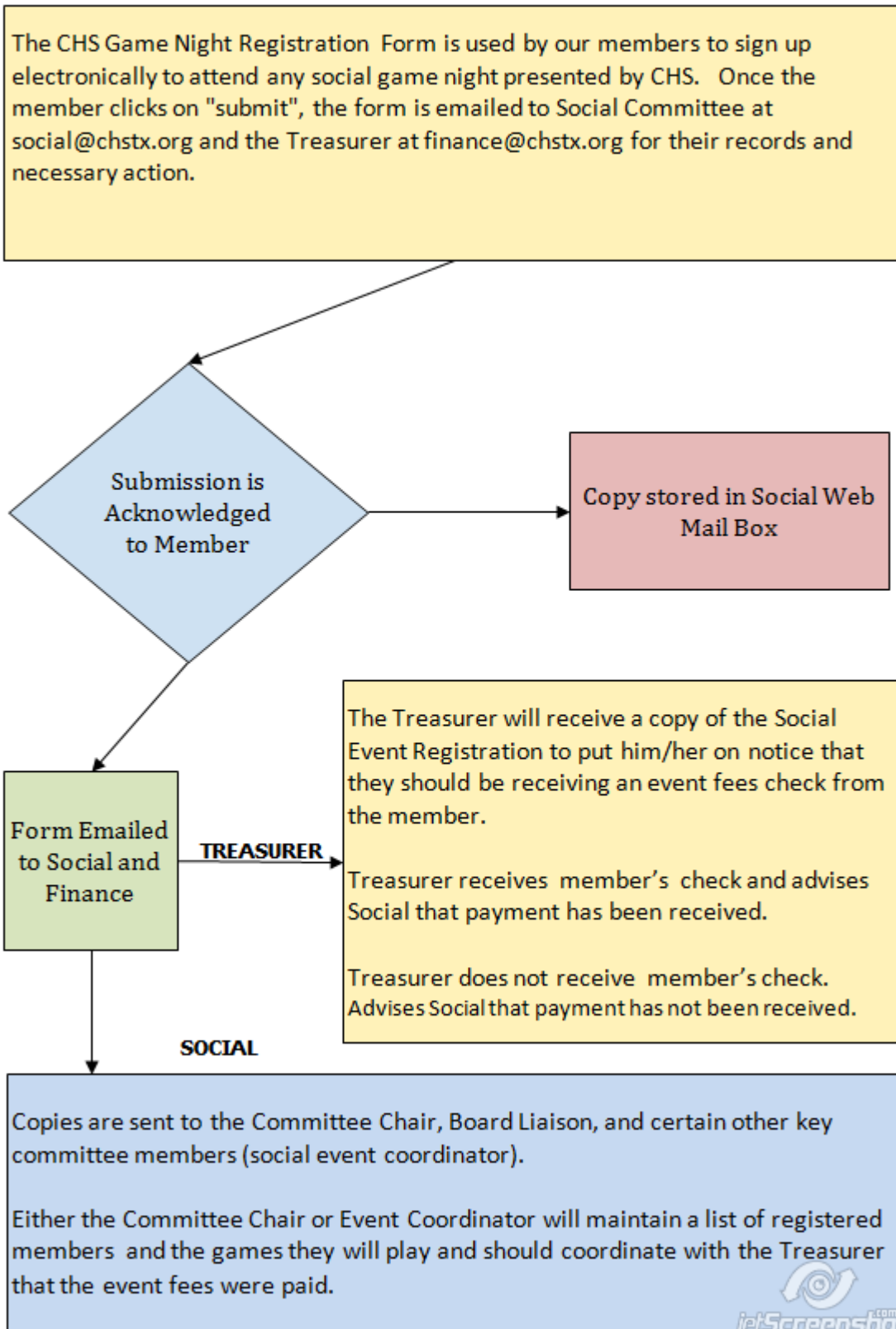
jetScreenshot

The Social Event Reservation Acknowledgement also contains a link to a form used to solicit Suggested Social Events from our members (see example below). This gives our members the opportunity to provide their suggested Social Event ideas for the committee's consideration.

Online Social Event Registration Flowchart



Online Game Night Registration Flowchart



CHS Social Committee Procedures Guide



A screenshot of a web form on a yellow background. The form has three input fields: 'Full Name' (a single-line text box), 'Suggested Social Event' (a multi-line text area), and 'Your Email Address' (a single-line text box). Below the fields is a 'Submit Form' button. A 'jetScreenshot.com' watermark is visible in the bottom right corner of the screenshot.

Social Event Suggestion

StartLogic Form Processor [FormProcessor@startlogic.com]

Sent: Tue 1/3/2012 8:43 AM

To: social@chstx.org

Suggested Event:Hi. Since so many people play Mah Jongg, perhaps we could have a MJ tournament.

Also, has there ever been any attempt to have a Singles group within CHS? Just another thought.

Just a thought.

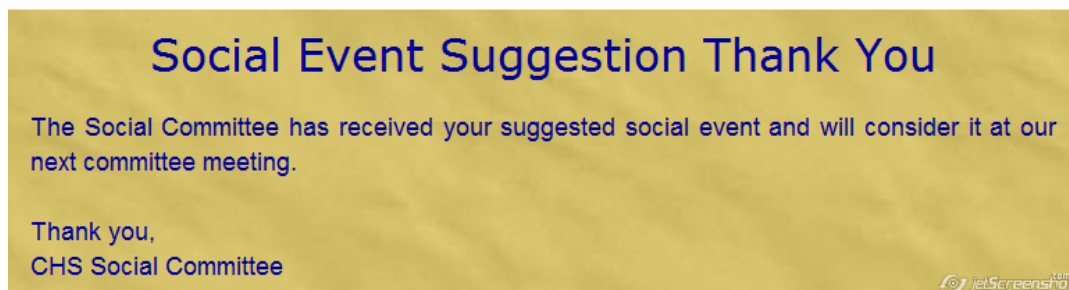
Email received when a member submits a Social Event Suggestion.

From: Renee Sloan
Contact me at : sloanrenee@gmail.com

Sent from: 74.194.174.74

The Committee Chair and Board Liaison receive copies of the Social Event Suggestion for consideration and possibly for discussion at the next committee meeting.

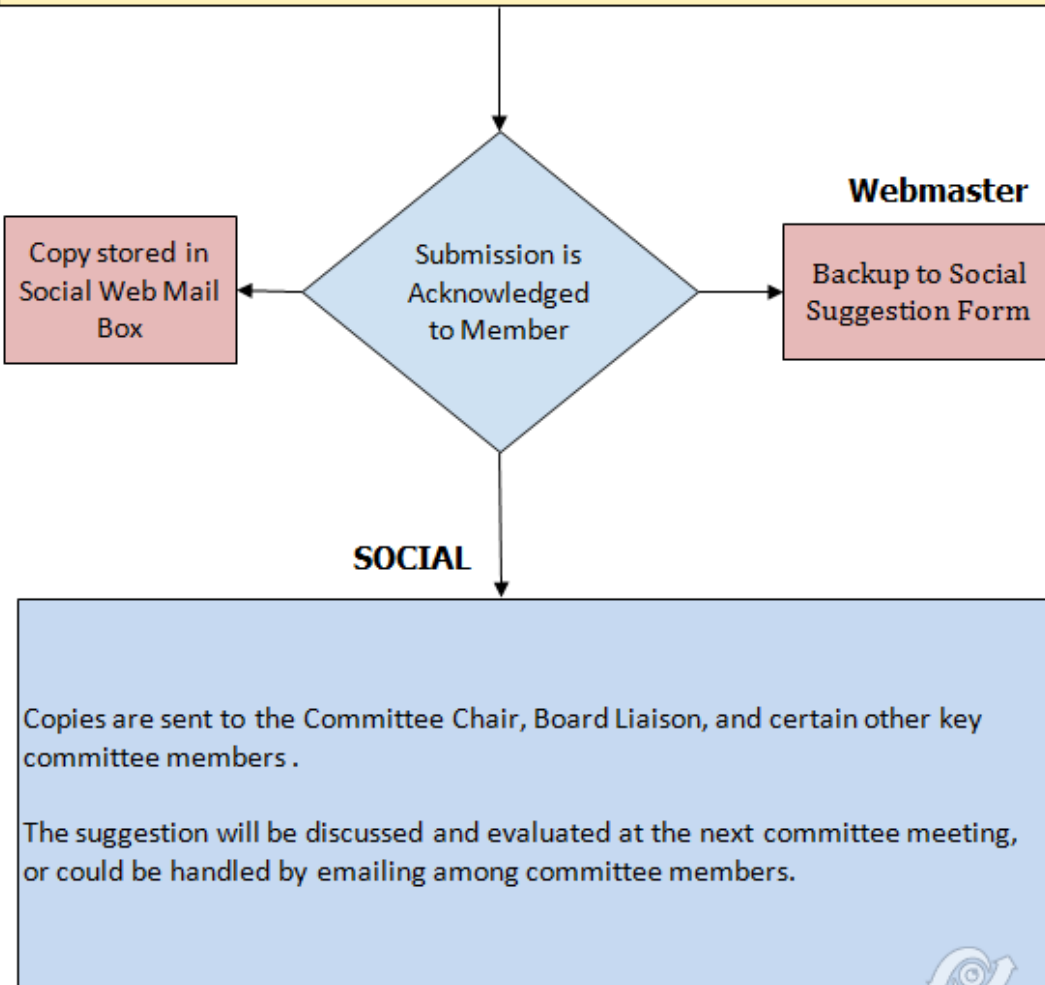
The member will receive acknowledgement of receipt, thanking him/her for their suggestion. (see below)



A screenshot of an email on a yellow background. The subject line is 'Social Event Suggestion Thank You'. The body text reads: 'The Social Committee has received your suggested social event and will consider it at our next committee meeting.' Below this is a signature: 'Thank you, CHS Social Committee'. A 'jetScreenshot.com' watermark is visible in the bottom right corner.

Online Social Event Suggestion Flowchart

The CHS Social Suggestion Form is used by our members to submit an electronic social event suggestion to the committee. Once the member clicks on "submit", the form is emailed to Social Committee at social@chstx.org so they can take the necessary action. A copy is also sent to webmaster@hssctx.org as a backup to the Social Committee.



When the Treasurer receives a member's check for an event, he will notify the Event Coordinator, Committee Chair and Board Liaison that the monies have been received. (see email below)

CHS Social Committee Procedures Guide

Notification of Social Event Fee Received

StartLogic Form Processor [FormProcessor@startlogic.com]

Sent: Fri 12/30/2011 1:34 PM

To: social@chstx.org

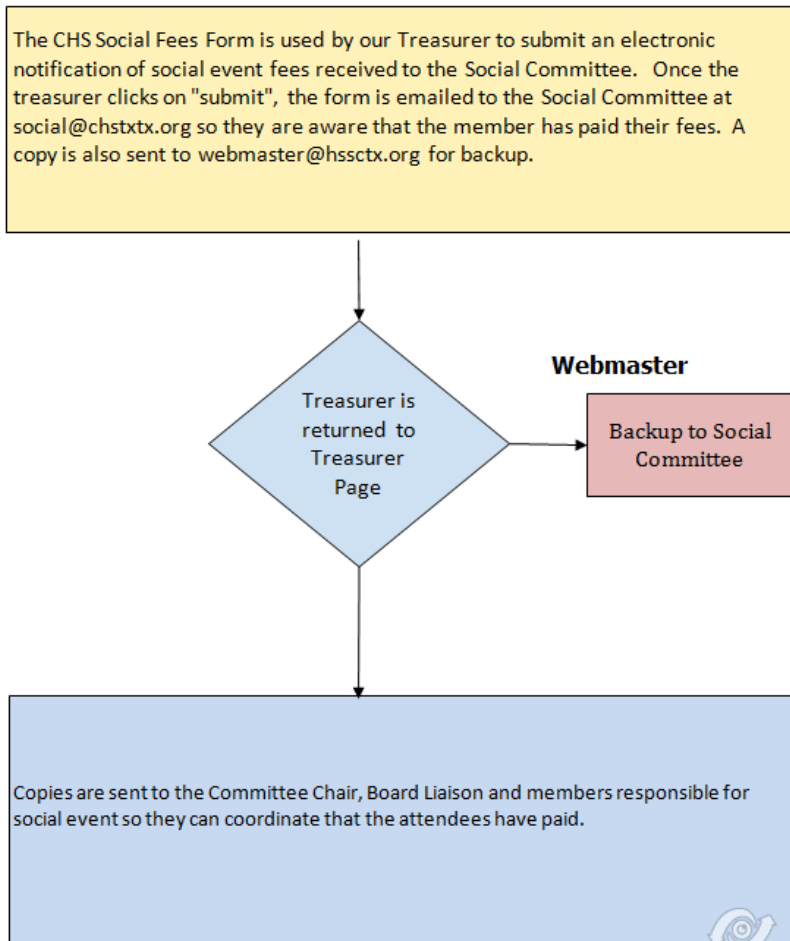
CHS Treasurer has received social event fees from the following members.
DATE RECEIVED: 12/30/2011 EVENT: Game Night with Rudys BBQ - January 14, 2012
Name: Robert & Nelda Meyers AMOUNT RECEIVED: \$22
Name: Carol Belmont & Steven Huth AMOUNT RECEIVED: \$22
Name: Lorraine Bruck & Joy Thomas AMOUNT RECEIVED: \$22
Name: Steve & Tracy Russell AMOUNT RECEIVED: \$22
Name: AMOUNT RECEIVED:
Name: AMOUNT RECEIVED:
Name: AMOUNT RECEIVED: \$
Name: AMOUNT RECEIVED: \$
Name: AMOUNT RECEIVED: \$
Name: AMOUNT RECEIVED: \$

Email received from Treasurer advising of fees received.

Allan Milder



Online Social Event Fees Received Form Flowchart



CHS Social Committee Procedures Guide

The Committee Chair communicates with the Board Liaison prior to each monthly Board Meeting in order to determine what, if anything needs to be brought up or reported to the Board at the meeting.

The Committee Chair will prepare any articles or announcements for the weekly announcement and monthly CHS Newsletter.

Exhibit A



CONGREGATION HAVURAH SHALOM

Check Request

Date of Request: _____ Date Required: _____ Amount \$ _____

Make Check Payable To: _____

Requestor Name: _____

Reason for Request: _____

Budget to be Charged: _____

One Time or Recurring Charge (explain): _____

Explanation if Unbudgeted Item: _____

Identify event, activity, committee, etc. incurring this expense:

Receipts must accompany all requests for reimbursements.

Explanation if receipts are not available: _____

CHS is exempt from paying sales tax. Completed Sales Tax Exemption Forms can be obtained in advance from the Treasurer.

APPROVAL

Amounts of \$75 or greater must be approved by the responsible Board member or committee chairperson other than the requestor.

Print Name _____

Signature _____ Date _____

Forward completed check requests with receipts to:

TREASURER
Congregation Havurah Shalom (CHS)
1530 Sun City Blvd., PMB 406
Georgetown, TX 78633

