

# Committee Application



## Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Committees

Please indicate which of the Standing Committees you would be willing to serve on.

**The Outreach Committee** is responsible for sharing information about Arc Services with our local communities. This committee will schedule and staff informational events and tables at various community events and coordinate the publication of monthly articles in the Gettysburg Times. The Outreach Committee is also responsible for networking with local organizations, the Chamber of Commerce, the LIU, and other organizations to further community outreach. The committee is encouraged to develop additional outreach initiatives, such as support groups or educational events.

**The Friday Fun Night** committee is responsible for planning quarterly events for citizens with special needs. The committee will develop outlines for volunteer responsibilities assignments, registration systems, safety plans, and opportunities for growth. The committee shall develop a budget for each event, to be reported to the Finance Committee, and a report after each event of attendees.

**The Governance Committee** is responsible for evaluating current organization structure, including bylaws, job descriptions, board member responsibilities, policies, procedures, calendars, and marketing materials, including web communications. The committee began meeting in October 2016 and shall continue in perpetuity. The committee will make a report to the full board in January 2017.

**The Fundraising Committee** is responsible for planning and executing the annual Hubcaps fundraiser in the fall, including developing a budget, coordinating with venue and vendors, managing advertising and ticket sales, and appointing and managing volunteers. The committee shall develop a safety plan for the Hubcaps fundraiser and is charged with opening the event to include more special needs citizens.

**Membership Committee** Develop the database further, to update member information, to recruit more members in the community (closing that gap between FFN attendees and members).

Please briefly describe any knowledge or experience that is relevant to your interest in serving on a committee.

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### Previous Volunteer Experience

Summarize your previous volunteer experience.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if my application is approved for the next step, I will be interviewed by a board member. Should I be accepted as a committee member, I must be voted in by the board. In addition, I must provide current emergency information as well as a set of complete up to date clearances. I understand that any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

### Our Mission

The Arc promotes and protects the human rights of people with intellectual and developmental disabilities and actively supports their full inclusion and participation in the community throughout their lifetimes. Thank you for completing this application form and for your interest in volunteering with us.

A limited number of committee assignments are available. Committee appointments are for a 3 year term. The deadline to apply is Saturday, April 1, 2017.

Applications should be mailed to:  
The Arc of Adams County  
c/o Cathleen Lerew  
PO Box 551  
Biglerville, PA 17307

Questions or comments can be addressed by:  
Calling - 717-677-8487  
Emailing - [thearcofadams@gmail.com](mailto:thearcofadams@gmail.com)

We look forward to your participation in The Arc of Adams County.