

# LAKE DUBAY LIONS



# COMMITTEES & PROJECTS MEMBERS GUIDE

Revised: October 18, 2008

# Committees & Projects

The Lake DuBay Lions club is proud to participate in various committees and projects that support the Lake DuBay community, Lions International, Wisconsin Lions Foundation, and District 27C-1.

In the spirit of service to the community and helping those in need, the Lake DuBay Lions club will gift the necessary funding and volunteer its services from within these committees to provide for social reward and humanitarian causes.

Our one major fundraiser, held in the summer, funds many of the committees that the Lake DuBay Lions support. Our “Summerfest” provides the financial resources, and your volunteering for the various committees and projects allows us to contribute to the social, environmental, and health activities of our Lions club.

Some of our activities are supported by budgeted dollars from our fundraisers. Other activities require the time and resources of our membership. The following pages will describe each of our current committees and their associated activities.

Every year, following the installment of new officers, a sign-up sheet for the various committees is passed among the membership. If you would like to volunteer or chair any of these committees, simply write in your name. You can rely on your fellow Lions for further guidance concerning any of the Lake DuBay committees and activities. All members are encouraged to participate in all club activities, whether or not they sign up for a particular committee. Your participation and involvement is encouraged. The reward is evident.

## Table of Contents

### **LIONS PARK**

Park Reservations .....	Page 4
General Maintenance .....	Page 4
Annual/Weekly Cleanup.....	Page 4

### **ENVIRONMENTAL/RECREATIONAL/PUBLIC SERVICE**

Lake Markers .....	Page 4
Little League Funding.....	Page 5
Highway Cleanup .....	Page 5
Sign Board .....	Page 5
Deer Hide Pickup.....	Page 5

### **SIGHT & HEARING**

Eye Bank.....	Page 5
Transporting Donor Corneas .....	Page 5
Mission to Mexico .....	Page 6
Leader Dog Program.....	Page 6
Eye Glasses.....	Page 6
Vision Screening.....	Page 6

### **HEALTH & SOCIAL SERVICES**

Blood Bank .....	Page 6
Diabetes Awareness.....	Page 7
Holiday Baskets .....	Page 7

### **EDUCATION**

Scholarships.....	Page 7
-------------------	--------

<b>MEMBERSHIP/NOMINATION .....</b>	<b>Page 7</b>
------------------------------------	---------------

<b>FINANCE/BUDGET .....</b>	<b>Page 7</b>
-----------------------------	---------------

<b>SUMMERFEST .....</b>	<b>Page 8</b>
-------------------------	---------------

<b>COMMITTEE SIGN-UP SHEETS.....</b>	<b>Page 10</b>
--------------------------------------	----------------

## COMMITTEES, DESCRIPTIONS, and ACTIVITIES

### **Lions Park**

This committee is responsible for the care and general maintenance of the Lions Park. The responsibilities of the Lions Park Committee are generally handled by a chairperson for park reservations and a chairperson for general maintenance and park projects.

#### **Activities:**

**Park Reservations:** The scheduling and booking of the Lake DuBay Lions Park for occasions such as weddings, reunions, etc. needs to be done. One active member (chairperson) of the club has generally handled this activity. Other responsibilities include making arrangement for grass cutting, trash disposal, paying bills, etc.

**General Maintenance:** Repair of picnic tables, planting of trees and plants, or other fix up projects as required. The general maintenance and special projects is handled by another chairperson and volunteers as required.

**Annual/Weekly Cleanup:** The Lake DuBay Lions Park is open to the public all year. Attention to the park by the Lions is required from April through October of each year. During this time our membership volunteers for a weekly assignment to help maintain the park during those months. This activity includes emptying the trash containers, picking up litter, and minor cleaning and supplying of the outdoor toilet facilities. Annually, a major opening and closing of the Lions Park takes place. In the spring, the fishing dock is secured, the water is turned on, and general maintenance takes place. In the late fall, the fishing dock is removed, the water is turned off, and general maintenance takes place. This activity requires many volunteers to cover the April through October time period.

### **Environmental/ Recreational/ Public Service**

This committee is responsible for a variety of activities that enhance the environment, promote boating safety on Lake DuBay, encourages sportsmanship, informs, and helps fund the Wisconsin Lions Foundation.

**Chairperson:** One (1).

#### **Activities:**

**Lake Markers:** Each spring (Late April, early May) and again in fall (October) the Lake DuBay Lions place/remove lake markers (buoy's) in a stretch of the Lake to mark the Wisconsin River channel to promote boating safety. Generally, one Lion member is responsible for the care and maintenance of the club's boat and motor and for taking the boat in and out of the water. Three additional Lions members are needed to assist in the placement/removal of the markers. The Lake DuBay Lions have an agreement with Stora Enso to receive a donation for services rendered. Stora Enso purchases any needed marker buoys and delivers them to our club as required. Our club is responsible for the upkeep and repair of the boat and motor. **Volunteers:** Three (3) required in addition to the chairperson.

**Little League Funding:** This activity only involves a budgeted dollar donation from our club to the Mosinee Little League. This donation promotes good will and advertising of our club. One active member of the club has generally handled this activity.

**Highway Cleanup:** The Lake DuBay Lions have adopted Highway DB, north to Highway 34, and south on Highway DB to Portage county. Each spring (May) and fall (October), Lions volunteers gather at a scheduled time and date to collect trash and litter along Highway DB. This activity promotes the care of the environment and demonstrates the Lions spirit. **Volunteers:** Unlimited. The more volunteers we have for this activity, the easier the workload.

**Sign Board:** This activity involves the changing of messages on the St. Francis church signboard. The messages generally announce the various activities of the club concerning our Summerfest, Blood Bank Drives, and other community messages of importance. One active member of the club has generally handled this activity.

**Deer Hide Pickup:** This activity is a fundraiser for the WLF. During the deer hunting season, Lions will post signs advertising the collection of deer hides to be contributed at various locations within the local area. Periodically, the deer hides are then gathered and driven back to the Lions Park garage for storage. Hides are spread out, salted, and piled on pallets. At the end of the hunting season, another area club organizes the pickup of the hides. From there, the hides are sold to agencies that process the hides, and monies made from this transaction are then used to support the many activities within WLF (Lions Camp). **Volunteers:** Two or three volunteers are required to organize, get pickup sites ready, pickup hides regularly, and keep up with salting.

## **Sight & Hearing**

This committee is responsible for all Lions sponsored activities that provide improvement, and assistance to the seeing and hearing impaired.

**Chairperson:** One (1),

**Volunteers:** Unlimited, depending on the activity.

**Activities:**

**Eye Bank:** This activity requires participation in the Lions Marathon County Eye Bank Support Group. Quarterly meetings of the group are generally held at Aspirus Hospital in Wausau. Here, representatives of the Lake DuBay Lions will be informed by the Eye Bank board members of procedural or policy changes regarding the transporting of cornea eye tissue, or other pertinent information. This information in turn will be shared with all Lake DuBay Lion members. Club presidents, chairpersons, vision screeners, and transporters are invited to attend the meetings.

**Transporting Donor Eyes:** This activity involves the transporting of cornea eye tissue. A pickup is generally made from a local hospital (Aspirus/Wausau) to a drop off point (Plover). The transporting of eye tissue can be requested at any time of day, or day of month. The board of the Lions Marathon County Eye Bank Support Group controls this

activity. Captains assigned to specific months of the year have a call list from which they contact various Lions club volunteers throughout Marathon County. Currently, the Lake DuBay Lions membership has the highest number of volunteer transport drivers among all the Lions clubs within Marathon County.

**Mission to Mexico:** Lions International sponsors this activity. Annually, a group of volunteer Lions from Wisconsin gather together loading up trucks with equipment, supplies, and eyeglasses. Their mission is to help our neighbors in Mexico who are less fortunate and in need of sight restoration. Generally, the Lake DuBay Lions have supported the Mission to Mexico through a budgeted monetary donation.

**Leader Dog Program:** This activity is supported by the Lake DuBay Lions through a budgeted monetary donation. The Leader Dog program in Michigan trains dogs to prepare them to become lead dogs for the blind. Members have in the past also helped by raising puppies for this program. Our club has also made donations to help purchase glasses for local kids who otherwise might not have them when needed.

**Eye Glasses:** This activity involves establishing collection containers for used eyeglasses at local businesses and eye care facilities. These glasses are then picked up on a routine basis and forwarded to the Wisconsin Lions Camp in Rosholt. At the camp the glasses are sorted, cleaned, and read for prescription. In turn, these glasses are used to help those in need, such as the mission to Mexico.

**Vision Screening:** This activity involves the vision screening of pre-school children throughout the greater Wausau area. The training of club members to become vision screeners is required. A one-day training class is held locally by a vision screening professional from Madison. After training, volunteers meet twice weekly during the entire school season (October through April) to assist in testing 3, 4, and 5 year old children for various eye disorders such as Amblyopia (lazy eye) using standard acuity, and stereopsis testing. This program is coordinated by one Lion program director and many Lion volunteers from different clubs throughout the area.

## **Health & Social Services**

This committee participates in community activities that support our local neighbors in need, diabetes awareness, and to assist in helping to replenish the areas blood supply.

**Chairperson:** One (1)

**Volunteers:** Unlimited, depending on the activity.

**Activities:**

**Blood Bank:** Twice during the year (spring/fall) the Lake DuBay Lions sponsor a local blood drive to help replenish our area's blood supply. Besides encouraging the donation of blood from our membership, we also encourage our neighbor's to participate as well. Our responsibility in this activity is to assist the professional technicians in setting up their equipment, handling documents, and assisting where needed. Generally, three (3) current members have handled this activity.

**Diabetes Awareness:** The chairperson of this committee will receive from District 27C-1 information pertaining to the cure and prevention of diabetes in the form of email or mail. The responsibility of the chairperson is to present this information as required to the membership at regular meetings, or other methods as deemed necessary.

**Holiday Baskets:** Annually, during the winter holiday season, Lions, and neighbors participate in helping to bring good cheer to those in need, or who have recently lost a loved one. Food baskets are prepared by volunteers in the basement of St. Francis Xavier church in Knowlton. Volunteer drivers will then make deliveries of the food baskets to needy families. The greater the number of volunteers, the quicker the task.

## **Education**

This committee is responsible for recognizing the scholastic achievements of graduating seniors from our service area within Mosinee High School and Portage County.

**Chairperson:** One (1), **Volunteers:** Five (5).

### **Activities:**

**Scholarships:** Annually, around mid-February our club receives notice from MHS confirming the number of students and dollars requested. The Lake DuBay Lions have a standard application form. The application is reviewed and updated if needed. In mid-late March the applications are received and distributed to the committee for review. After review, the committee will meet as a group to decide the eligible applicants. An alternate recipient is also chosen in case a recipient is unable to use the scholarship. By mid-April, notification of the selected recipients is made to the schools. The students are then presented with their scholarship at the awards ceremony in late May or early June. Two members of the Education committee will do the presentation at the awards ceremony.

## **Membership/Nomination**

This committee is responsible for increasing membership, improving membership involvement, deciding the status of inactive members, and the recruiting and nomination of future officers and directors. This committee will also determine who among our membership should be awarded for service such as the Melvin Jones Fellowship award.

**Chairperson:** One (1), **Volunteers:** Several

## **Finance/Budget**

This committee is responsible for planning the annual Lake DuBay Lions operating budget. After the induction of new Officers in July, or as soon as possible, a committee should be formed to plan the new fiscal budget. It is advisable that a committee be formed with club members who have some experience in understanding the Lake DuBay Lions financial matters. Although not necessary, it is recommended that this committee be chaired by the new President, and co-chaired by the Treasurer, and Secretary. It may also be advisable that our Lions 1st Vice-President be a member of the committee as well. Additional membership is also encouraged to volunteer for this committee. Once a budget has been agreed to by the committee, it is then presented to the membership at the next regular scheduled meeting for

membership approval. The budget committee is then responsible for the oversight and guidance of financial matters regarding the Lake DuBay expenses for the fiscal year.

**Chairperson:** One (1), **Volunteers:** Five or Six (5/6).

## **SUMMERFEST**

This is our club's main fundraiser for the year. The activities and tasks are demanding. Participation is needed from as many of our membership as possible, including spouses, friends, children, and anyone else who may be willing to lend a hand. The Summerfest is generally held on the third Friday of July and the following Saturday. There are several larger areas of responsibility that require a chairperson for each of these activities: Food, Bar, Raffle, and Advertising.

### **Activities:**

#### **1) Advertising:**

- a) Print Ads in Buyer's Guide, Daily Herald, Mosinee Times
  - b) Mosinee Chamber Board by M&I bank
  - c) 8.5 x 11" posters
  - d) Lions sign board
  - e) Area church bulletins
  - f) Posters from Beer Co.
  - g) Internet
  - h) Other?
- **Chairperson:** One (1), **Volunteers:** Unlimited

#### **2) Bar:**

- a) Plan product and prices
  - b) License
  - c) Bartenders
  - d) Pull Tabs
  - e) Posters & Advertising from beer Co.
  - f) Paddle Wheel
- **Chairperson:** One (1), **Volunteers:** Unlimited

#### **3) Bingo:**

- a) License
- b) Speaker system
- c) Tables and chairs
- d) Set schedule

#### **4) Cleanup:**

- a) Notify 4H for Saturday and Sunday mornings (set time)
- b) Big clean-up and take-down on Sunday morning
- c) Make returns and get rid of non-returnable left-overs

#### **5) Community Rummage Sales:**

- a) Solicit for participants
- b) Develop map and listing of participants
- c) Organize and advertise
- d) Other?



**6) Food:**

- a) Plan menu
- b) Order food
- c) Set prices
- d) Chicken Dinner?
- e) Drinks and ice
- f) Breakfast

- **Chairperson: One (1), Volunteers: Unlimited**

**7) Liquor Liability Insurance:**

- a) Treasurer - Board member generally responsible for acquiring Liquor Insurance.

**8) Music/Entertainment:**

- a) Bands for Friday & Saturday evenings need to be set up by early fall previous year.
- b) Other entertainment?

**9) Parking:**

- a) Designate extra handicap area
- b) Other

**10) Raffle - Cash:**

- a) License
- b) Sponsors – collect donations
- c) Tickets printed and available by May 1st
- d) Distribute tickets
- e) Plan and organize drawing

- **Chairperson: One (1), Volunteers: Unlimited**

**11) Raffle - Special:**

- a) Get donations from local merchants
  - Charlie's, Beer Co., Cequent, Heckels, Mullins, etc.
- b) Plan tickets and drawing

**12) Rentals:**

- a) Tents
  - Bar, Bingo, 4-H
- b) Tables & Chairs for Bingo
- c) Potable Toilets
- d) Large Garbage Dumpster
- e) Petting Zoo
- f) Wash station

**13) Security:**

- a) Marathon County

**14) Set Up Details:**

- a) Week before Summerfest (Put up signs, Other?)
- b) Big Day Thursday before
- c) Need as many hands as possible
- d) Set up all above areas
- e) Set up ticket booth and band platform
- f) Run power and lights
- g) Treasurer organizes camper for treasury (Kings)

**LAKE DuBAY LIONS  
COMMITTEE ASSIGNMENTS**

**20XX – 20XX**

C O M M I T T E E	A C T I V I T Y	V O L U N T E E R S
LIONS PARK	PARK RESERVATIONS GENERAL MAINTENANCE ANNUAL/WEEKLY CLEANUP	- co-chair - co-chair
ENVIRONMENTAL/ RECREATIONAL/ PUBLIC SERVICE	LAKE MARKERS (BUOYS)	- Chair
	BUOY BOAT MAINTENANCE	
	HIGHWAY CLEANUP	
	SIGN BOARD	
	DEER HIDE PICKUP	
SIGHT & HEARING	EYE BANK	- Chair
	CORNEA TRANSPORTERS	
	VISION SCREENING	

**LAKE DuBAY LIONS  
COMMITTEE ASSIGNMENTS**

**20XX – 20XX**

C O M M I T T E E	A C T I V I T Y	V O L U N T E E R S
HEALTH & SOCIAL SERVICES	BLOOD BANK	- Chair
	HOLIDAY BASKETS	
EDUCATION	SCHOLARSHIPS	- Chair
MEMBERSHIP/NOMINATION	INCREASE MEMBERSHIP/ IMPROVE INVOLVEMENT/ NOMINATE OFFICERS/DIR.	- Chair
BUDGET/FINANCE	PLAN FISCAL BUDGET	- Chair
SUMMERFEST	ADVERTISING - TBD	- CHAIRPERSONS
	BINGO - TBD	
	CLEANUP - TBD	
	COMMUNITY SALES - TBD	
	FOOD - TBD	
	PARKING - TBD	
	BEER TENT/BAR	
	RAFFLES - TBD	
	RENTALS - TBD	
	MUSIC/ENTERTAINMENT	