

# LAKE DUBAY LIONS



# COMMITTEES & PROJECTS MEMBERS GUIDE

Revised: January 24, 2024

## **Committees & Projects:**

The Lake DuBay Lions Club is proud to participate in various committees and projects that support the Lake DuBay community, Lions Clubs International, the Wisconsin Lions Foundation, and our District 27-C1.

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

Our one major fundraiser, which is held each Summer, funds many of the committees that the Lake DuBay Lions support. Our “Summerfest” provides the financial resources, and by you 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 Club Members. The following pages describe each of our current committees and their associated activities.

Every year, following the installment of new Club Officers, a sign-up sheet for the various committees is passed among the Members. 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. Members are encouraged to participate in all Club activities, whether or not they sign up for a particular committee. Your participation and involvement are encouraged, and the reward is evident.

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## COMMITTEES, DESCRIPTIONS, and ACTIVITIES:

### Lions Park

This committee is responsible for the care and general maintenance of the Lake DuBay Lions Park. The responsibilities of the Lions Park Committee are generally handled by a Chairperson for Park Reservations, and by one or two Co-Chairs for the 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 are handled by another Chairperson, who organizes volunteers as required.

**Annual/Weekly Cleanup:** The Lake DuBay Lions Park is open to the public **from early Spring until Winter**. Attention to the Park by the Lions is required from April through October. During this time our Club members volunteer for a weekly assignment to help maintain the park during those months. This activity includes emptying the trash containers, picking up litter, blowing off the open shelter floor and Pickle Ball courts, and some 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 water is turned on in the shelter, and general maintenance takes place. In the late fall, the water is turned off, and more general maintenance takes place. This activity requires maximum participation of our Club members 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 the public, 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 **Consolidated Water Power Company** to receive a donation for services rendered. **Consolidated Water Power Company** 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 County Road **DB**, from **Hwy 34** south to the Portage County line. Each Spring (April) and Fall (October), Lions members volunteer to collect trash and litter along the shoulder of specified sections of County Road **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. \*NOTE: Plastic garbage bags and bright colored safety vests are available at the Lions Park to use for this project.

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

**Deer Hide Pickup:** This activity is a fundraiser for the WLF. **(Lions Camp)** 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 for collection. Hides are spread out, trimmed, 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 the trimming and salting.

## **Sight & Hearing**

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

**Chairperson(s):** One or Two (1/2)

**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 in Wausau) to a drop off point (Plover). The transporting of eye tissue can be requested at any time of day, or day of the 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.

**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.

**Eye Glasses:** This activity involves establishing collection containers for used eyeglasses at local businesses and eye care facilities. These used glasses are then picked up by Club members 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. The glasses are then sent to other countries and given to those in need. Our club has also made donations to help purchase glasses for local children who otherwise might not have them when needed.

**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 the 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 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 receives information from District 27-C1 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 through other methods as deemed necessary.

## **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 Mosinee, SPASH and St. Point Pacelli High Schools confirming the number of students and dollars to be awarded. The Lake DuBay Lions have a standard application form. The application is reviewed and updated if needed. In mid to 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 Education committee members 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 recruitment and nomination of future Club 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 following Summerfest, 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 1<sup>st</sup> Vice-President and Board of Directors be members 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, which runs from July 1 through June 30.

**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 members as possible, including spouses, friends, teenage children, and anyone else who may be willing to lend a hand. Summerfest is generally held on the 3<sup>rd</sup> Friday in July and the following Saturday. There are several larger areas of responsibility that require a chairperson for each of these activities: Food, Bar, Bingo, Raffle, and Advertising.

## Activities:

### 1) Advertising may include:

- a) Print Ads in Buyer's Guide
- b) 8.5 x 11" posters
- c) Lions sign board
- d) Area church bulletins
- e) Posters from Beer Co.
- f) Internet
- g) 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 4-H 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) Coordinate with Food team for Thursday and Friday lunch tent
- e) Other?

### 6) Food:

- a) Plan the food menu, and schedule the workers for both days (usually 3- or 4-hour shifts)
- b) Order all the food, beverages, condiments, and kitchen supplies (including getting the LP tank filled)
- c) Set the food and drink prices, and organize the Chicken Dinner (*if applicable*)
- d) Setup the outside grill under a portable canopy, and prep the kitchen area
- e) Load sodas and water bottles in the coolers, and make sure there's enough bags of ice made
- f) Plan and prepare Breakfast meals on Saturday morning



- **Chairperson(s): One or Two (1/2), Volunteers: Unlimited**

**7) Liquor Liability Insurance:**

- Treasurer - Board member generally responsible for acquiring Liquor Liability Insurance.

**8) Music/Entertainment:**

- Bands for Friday & Saturday evenings need to be booked by early fall the previous year.
- Organize the Mass for Saturday evening and any other entertainment (if applicable)
- Setup the stage for the bands on the Thursday before Summerfest

**9) Parking:**

- Designate extra handicap area
- Other

**10) Raffle - Cash:**

- License
- Sponsors – collect donations
- Tickets printed and available by **May 1<sup>st</sup>**
- Distribute tickets
- Plan and organize drawing
  - **Chairperson: One (1), Volunteers: Unlimited**

**11) Raffle - Special:**

- 50/50** Nightly Cash Raffle
- Plan tickets and drawings

**12) Rentals:**

- Order one **40' x 100'** Tent, with five **8'** sidewalls (*Everest Party Rentals*)
- Order **18** Banquet Tables and **140** Folding Chairs for Bingo (*Everest Party Rentals*)
- Portable Toilets (*Country Pumpers*)
- Large Garbage Dumpster (*Check with Dan at Tito's Excavating*)
- Petting Zoo (*if applicable*)
- Setup Wash Station

**13) Security:**

- Marathon County Sheriff's Department

**14) Set Up Details:**

- Week before Summerfest (Put up the signs, Other?)
- Big Work Day on the Thursday before Summerfest
- Need as many volunteers as possible to haul things from the storage garage
- Put down the large floor tarps in the bar area under the east end of the tent
- Setup the portable bar sections on the floor tarps and leave room for the beer trailer
- Setup the ticket booth and the band platform (stage)
- Run power and hang the lights around the outside of the tent
- Attached the large stainless-steel urinal to the back of the Pit Toilets and put up the outside tarps
- Treasurer organizes camper for the money drops (*Kings Campers*)

## LAKE DUBAY LIONS COMMITTEE ASSIGNMENTS: 2023-2024

COMMITTEES:	ACTIVITIES:	CHAIRPERSONS:
<b>LAKE DUBAY LIONS PARK</b>	<b>PARK RESERVATIONS</b> GENERAL MAINTENANCE & ANNUAL WEEKLY CLEANUP	<b>Chair:</b> Kim Spoerl <b>Co-Chair:</b> Kerry Brimmer <b>Co-Chair:</b> Rick Bliven
<b>ENVIRONMENTAL, RECREATIONAL &amp; PUBLIC SERVICE</b>	<b>LAKE MARKERS (BUOYS)</b> HIGHWAY DB CLEANUP <b>COMMUNITY SIGN BOARD</b> DEER HIDE PROJECT	<b>Chair:</b> Brad Mathey <b>Chair:</b> Mike Pliska <b>Chair:</b> Mike Pliska <b>Chair:</b> Kerry Brimmer
<b>SIGHT &amp; HEARING</b>	<b>WISCONSIN EYE BANK</b> VISION SCREENING <b>CORNEA TRANSPORTERS</b>	<b>Chair:</b> Le Mellin <b>Chair:</b> Dave Langton <b>Chair:</b> Le Mellin
<b>HEALTH &amp; SOCIAL SERVICES</b>	<b>BLOOD DRIVE</b> <b>DIABETES AWARENESS</b>	<b>Chair:</b> Shirley Schroeder <b>Chair:</b> OPEN
<b>EDUCATION</b>	<b>SCHOLARSHIPS</b>	<b>Chair:</b> Allen Ward
<b>MEMBERSHIP/ NOMINATION</b>	<b>INCREASE MEMBERSHIP/ IMPROVE INVOLVEMENT/ NOMINATE OFFICERS/DIR.</b>	<b>Chair:</b> Tom Mrozinski
<b>BUDGET/FINANCE</b>	<b>PLAN FISCAL BUDGET</b>	<b>Chair:</b> Jerry Budnik
<b>SUMMERFEST FUNDRAISER</b>	<b>LOCAL ADVERTISING</b> TENT, TABLES & CHAIRS <b>COMMUNITY SALES</b> FOOD/KITCHEN AREA <b>BAR/BEER TENT</b> BINGO TENT <b>RAFFLE TICKETS</b> SECURITY/TICKET BOOTH <b>BANDS/ENTERTAINMENT</b> SETUP & TAKEDOWN	<b>Chair:</b> Le Mellin <b>Chair:</b> Mike Pliska <b>Chair:</b> Tom Wengelski <b>Chair:</b> Dale Klinger <b>Chair:</b> Harley Meyer <b>Chair:</b> Katie Mathey <b>Chair:</b> Tom Mrozinski <b>Chair:</b> Dave Langton <b>Chair:</b> Harley Meyer <b>Chair:</b> Rick Bliven