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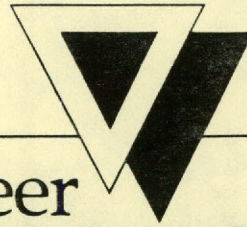
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# Volunteer DIMENSIONS

A Monthly Information and Idea Source for Volunteer Managers

OCTOBER 1993

## 1993 Volunteer Awards Presented at Fall VSSC Meeting

The 1993 Volunteer Services State Council's thirty-fifth Fall Annual Meeting was held September 10-11 in Austin. Over 250 volunteers, TXMHMR and community MHMR center staff, board members and council members from around the state participated in the meeting, which was hosted by Austin State School, Brenham State School, Central Counties Center for MHMR, Mexia State School, Travis State School and Waco Center for Youth. A photo montage and slide show presented a good retrospective of the Council's history.

The **Hall of Fame Award** honors volunteers who have reached 10,000 cumulative hours. The winners who were inducted in the Hall of Fame were **Linda K. Thomas**, Brenham State School, **Winnie Ellis**, Mayree Herbert, **Merle Smith** and **Bess Wiggins**, Kerrville State Hospital and **Julie Jones**, Lufkin State School.

Honored for reaching 15,000 cumulative hours were **Shirley Glandon**, Abilene State School, and **Dora A. Gonzalez**, Laredo State Center. Two other previous Hall inductees, **Odessa Banks**, Brenham State School, and **Nancy Ward**, Fort

Worth State School, were honored for reaching 17,000 cumulative hours.

The **Regional Volunteer Award** winners are recognized for outstanding, unique and exceptional service to one or more individuals with a mental illness or mental retardation. Winners this year included Region I's **Murlene Williams** of Big Spring State Hospital, Region IV's **Helen Beck** of Austin State Hospital and Region V's **Merle Smith** of Kerrville State Hospital.

The **Rookie of the Year Award** recognized new volunteers based on contributions to the program rather than the number of hours volunteered. The winners were **Ralph Waugh**, Austin State Hospital, **Tamara Schretlen**, Big Spring State Hospital, **Jose Romero**, El Paso State Center, **Shirley Hatcher**, Kerrville State Hospital, **Marilyn de Llano**, Laredo State Center, **Danny Colbert**, Lufkin State School, and **Liesa Perez**, San Antonio State Hospital.

The **David Wade Plaque** honored the council that made the most effort for volunteer participation in the annual meeting. The **Volunteer Services Council of Big Spring State Hospital** won. That council also was designated **Best Volunteer Services Council Fundraiser**. The designation recognizes a new, innovative, successful fundraising effort initiated during the previous year.

The **Samaritan Award** winners were honored for outstanding, unique and exceptional service as religious education volunteers.

Honored this year were **Harold Berg** and **Rodney Montfort**, Austin State Hospital, **Lila Harper**, Denton State School, and **The International Order of Alhambra**, **Laredo Zahara Caravan #64**, Laredo State Center.

Runners-up for the award were **Dan Rosenthal**, Abilene State School, **Ella Jane Busby**, Mexia State School, **Carlyn Lee**, Travis State School, **Andy McElhannor**, Waco Center for Youth, **Dr. Lee Butler**, Big Spring State Hospital, and **Rev. Herbert Wilke**, Kerrville State Hospital.

Three past VSSC Chairs who attended were also recognized: **Haskell Fine**, Kerrville State Hospital, **Lila Thompson**, Richmond State School and **Lixeen Weaver**, Big Spring State Hospital.

**Esther's Follies**, a renowned Austin comic troupe, presented an original skit that celebrated and poked fun at volunteerism and volunteer managers. A video of the Esther's Follies presentation is available. Contact **Susan Adair** at Austin State Hospital, (512) 371-6750.

The skit concluded with a rendition of **Happy Birthday**, including 26 lighted birthday cakes brought in by volunteers and Community Relations staff. Kazoos and candy filled mugs were party favors. Each participating VSC donated a birthday present for a drawing at each table.

The 1994 meeting is scheduled for September 9-10 in Houston.

### A Glance at What's Inside

- ◆ New VSSC Officers, page 2
- ◆ Volunteers and the IRS, page 3
- ◆ Special resource manual insert on fundraising, follows page 4



# ET CETERA

News and Ideas from Facilities and MHMR Community Centers

## News from Around the State

◆ **Virginia Eernisse**, vice chair of the board of TXMHMR, was named recipient of the 1993 Mary Holdsworth Butt Award. The award is presented annually for outstanding leadership and service to individuals with mental illness and mental retardation. The winner is selected from among members of the TXMHMR board, the Volunteer Services State Council and the boards of trustees of the 35 community mental health and mental retardation centers in Texas.

Eernisse, an Alvin resident, was recognized at the agency's board meeting September 10 for her lifelong commitment to working with people with mental illness and mental retardation. A member of the state board since 1991, she served on the board of The Gulf Coast Center for eight years. She

started the Alvin area's Teens Aid the Retarded chapter and coordinated Special Olympics in her hometown.

Eernisse helped establish the Gulf Coast Alliance for the Mentally Ill and has served on the Houston-Galveston Area Council Task Force on Aging and on Mental Health/Mental Retardation.

She has taken into her home children with disabilities and raised them as her own. In addition, she serves as guardian to several individuals and has worked to assure greater availability of mental health and mental retardation services in the community.

"Virginia Eernisse has been a tireless champion for people with mental illness and mental retardation for 25 years," said Ann Utley, chair of the TXMHMR board. "She truly epitomizes the commitment and concern inherent in the Mary Holdsworth Butt Award."

The honor is named for the late Mrs. H.E. Butt Sr., of Corpus Christi, member emeritus of the TXMHMR board who served for 26

years. Resources of the H.E. Butt Foundation and the Christian Renewal Center at Leakey, Texas are still made available to the agency.

◆ **Lucy Todd**, director of Volunteer Programs, has accepted a Community Development position with the Department of Protective and Regulatory Services, effective October 1. She will be organizing grassroots support groups and prevention projects around the state. During the transition, if you need assistance, please feel free to call **Peg Barry**, **Jane Koock** or **Lynn VanDeLinder**.

◆ **Gwen Cunningham**, Community Relations coordinator at Deep East Texas Regional MHMR Services, left the center effective September 15. Her job duties will be divided among other staff members.

◆ Twelve *Celebration* mugs remain from the VSSC meeting and they are available on a first-come, first-served basis. The price for each mug is \$4.00, which includes postage and handling. For more information, contact **Debbie Pack** at (512) 206-4540.

### VSSC Board Officers and Members Elected for 1993-94

At the business meeting of the VSSC Fall Annual Meeting, the board of directors for 1993-94 year was elected. Officers include **Frank Harkins** of Austin, president; **Jaye George** of Kerrville, vice-president; **Karen Gary** of Port Neches, secretary; and **Tra Cardwell** of Vernon, treasurer. Serving as designated representatives on the board are **Suzanne Fletcher** of Abilene; **Dean Whiteside** of Terrell; **Dottie Schaer** of Brenham; **Cliff Terrell** of Rosenberg; **Damisela Chavira** of El Paso; **Steve O'Donnell** of San Antonio; and **Richard Garnett**, Phd, of Fort Worth.

*Volunteer DIMENSIONS* is published monthly by the Texas Department of Mental Health and Mental Retardation Community Relations Office to serve as an information and idea source for managers of volunteer programs. Volunteer and council news is welcome. Deadline is the end of each month for the following month's publication. Direct submissions or inquiries to **John McLane**, Community Relations at Central Office, room 261, PO Box 12668, Austin, Texas 78711, or call (512) 206-4540, STS 824-4540, fax (512) 206-4711.

**Debbie Pack**, administrative assistant  
**Michelle Quiter**, administrative assistant  
**John McLane**, publications coordinator  
**Lynn VanDeLinder**, assistant coordinator of volunteer programs  
**Jane Koock**, assistant director of volunteer programs  
**Nancy Birdwell**, director of development  
**Peg Barry**, director of community relations



## Volunteers and the IRS

Internal Revenue Service (IRS) agents differ in their interpretation of regulations governing the taxable/non-taxable status of mileage reimbursements to volunteers who drive for charitable purposes. Many volunteers and some IRS officials consider mileage reimbursement the way an employee would consider expense account reimbursements — non-taxable. However, current language in the tax code can be interpreted to treat these reimbursements as taxable income.

Organizations are required by the IRS to report reimbursements paid to volunteer drivers during the year on Form 1099 if the amount paid exceeds \$600. However, some organizations send Form 1099 to all individuals who have been reimbursed. Therefore, if a volunteer receives Form 1099, the IRS will also

receive a copy and will expect to see this amount reported as income on the volunteer's tax return.

Until there is a change in the regulation, volunteers have several options:

- ◆ Keep a record of actual expenses, such as gas and parking (volunteers may not deduct general automobile repair and maintenance expenses) related to volunteer driving and deduct them as a charitable contribution if itemizing deductions.
- ◆ Keep a record of dates and total mileage and take \$.12 per mile as a charitable deduction if itemizing deductions.
- ◆ Accept reimbursement for volunteer driving; keep careful records of actual expenses; then, when report-

ing automobile reimbursement income, subtract the actual expenses.

Organizations need to inform volunteer drivers that when the volunteer receives Form 1099 documenting reimbursement they received during the year, each volunteer must report this amount on his/her tax return. Volunteers should be advised to keep good records throughout the year so that they will have the information when filing income tax returns.

*Source: Volunteers Move Minnesota, Summer 1993, Vol. 18, No. 3, Minnesota Office on Volunteer Services, Department of Administration, 117 University Avenue, Saint Paul, MN 55155.*

## Six Steps to Recruiting Board Members

The six-step board member recruiting process which follows has proven effective for numerous boards:

1. A current board member or staff member submits a resume to the Nominating Committee and offers a statement of his/her connection to the candidate. The sponsor also answers the question: What will this person contribute to the board?

2. The Nominating Committee reviews candidate (resume, etc.) in light of current board needs.

3. The board chair, chair of the Nominating Committee, or sponsoring board member (as determined by the Nominating Committee) contacts candidate to arrange an interview and meeting.

4. The chair (or a member of the Nominating Committee and the organization's executive director meet with the candidate to offer information about the organization, answer questions and interview the candidate about his/her interest in serving on the organization's board. An information packet containing background information on the organization (budget, programs, etc.), list of board members, board expectations and current board committees is given to the candidate. A tour of the organization may be conducted at this time.

5. The Nominating Committee furnished a recommendation about

the candidate for inclusion in board meeting information packet for vote at next meeting.

6. The candidate is either elected to the board or not. A letter is sent by the board chair either way. If the candidate is accepted, a board orientation package should accompany the letter, along with the date of the next board meeting and regular board meeting schedule.

*Source: The Inside Link, a publication of the Midland Nonprofit Resource Center; March/April 1993.*



# Training

## The Paradigm Shift: Leadership for the 21st Century

The seventh annual professional development conference hosted by Executive Women in Texas Government (EWTG), scheduled for November 22 in Austin at the Stouffer Hotel, with a pre-conference workshop and reception November 21.

Workshop and panel discussion topics include leadership training and professional and personal skills development, as well as updates and insights into a variety of government processes. The topics are of particular interest to women in Texas government. Workshop titles include: "The Visionary Leader," "Charting a Proactive Course:

Consensus Building," and "TQS, TQM, CQI, CI, QI: What Is This Alphabet Soup Called Quality?" Registration fee for the pre-conference workshop is \$50.

For EWTG members, conference registration fee from October 12 - November 12 is \$120 (\$170, non-members). Late registration is \$200 for members and non-members. For more information, contact Carolyn Bible, executive director, EWTG, at (512) 261-3293.

## Management Assistance Program (MAP)

MAP workshops are designed to enhance management skills, share information and examine current issues as they relate to managers, staff, board members and volunteers

of nonprofit organizations. These workshops vary in cost and are presented throughout the fall by the Funding Information Center in San Antonio.

Workshop titles include: "Proposal Writing," "Resources for Grantseekers," "Outcome Planning and Evaluation," "Capital Campaigns," "Dialogue with Donors," "Effective Writing," "Managing Multiple Projects," "Motivating in the Face of Burnout," "NPO Legal and Accounting Institute," "Cultivating Total Quality in Nonprofit Organizations," "Evaluating the Executive Director," and "Building Diverse Boards."

For more information, contact Funding Information Center, P.O. Box 15070, San Antonio, TX 78212-8270, (210) 227-4333.

# FOOTSTEPS

Follow the Path of Other Innovative, Successful Ideas

## Fabric Store's Program Provides Handmade Quilts and Clothing for Homeless People

Instead of used clothing, families in Washington-area homeless shelters are receiving donations of new, handmade clothing and quilts.

G Street Fabrics in Rockville, MD, decided in 1991 that it would mark its 50th anniversary by creating two programs — "Community Ties" and "Quilt Explosion" — to produce clothes and quilts for people in homeless shelters.

The store encourages its customers to sew garments that can be donated to homeless children. In addition, the store recruits volunteers to make quilts out of its leftover fabric scraps. The quilts are donated to families in homeless shelters.

So far, the store has donated 25 quilts to seven area shelters. It has also collected about 500 finished

pieces of clothing, says Sue McClellan, promotions coordinator for the store.

"Children in family shelters go to school wearing ragged clothes that are the wrong size, the wrong season, and even the wrong sex," says McClellan.

McClellan says people from all over the country have asked for information about the project.

"This is definitely a project that people can start in their own communities," she says. G Street Fabrics, she adds, will continue its projects "as long as the problem exists."

For more information, contact Sue McClellan, Promotions Coordinator, G Street Fabrics, 11854 Rockville Pike, Rockville, MD 20852, (301) 231-8998, ext. 265.

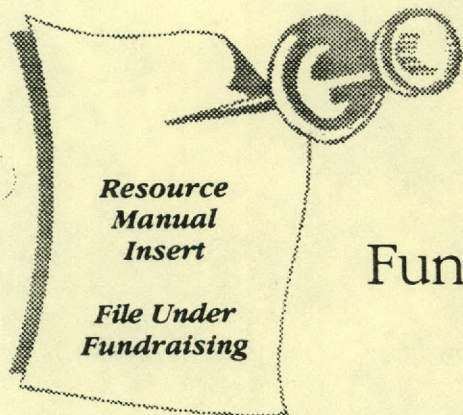
Source: *The Chronicle of Philanthropy*, Vol. V, No. 12, April 6, 1993. Reprinted with permission.

## Special Events Slated for Brenham and Denton State School

Volunteers...the Key to Caring at Denton State School is the theme of the 34th Annual Volunteer Recognition Banquet, at **Denton State School**. The banquet, featuring guest speaker Phyllis George, is on Saturday, October 23 at 6:30 pm at the University of North Texas, Silver Eagle Suite. The dinner will be preceded by a reception at 6. Tickets are \$9.95. Call (817) 566-5018 for more information and to R.S.V.P.

**Brenham State School** hosts the second annual Great American Family Fun Fest on Saturday, October 30, from 10 - 5. The fest features continuous free entertainment such as art, craft and food booths and a children's activity area. Call (409) 836-4511, ext. 445 for more information.





## Fundraising Checklist

### Checklist for Assets:

#### PEOPLE

- Leaders — their time and talents.
- Members with experience with this kind of event.
- Total number of members who will *work*.
- Total number of members who will attend or contribute.
- Possible allies and new members who will get involved.
- Staff.

#### MONEY

- Seed money available for the event — from treasury, loan or advance sales.
- When will we have to spend the money?
- When will the money come in?
- What is our break-even point?
- Who will handle the money coming in?
- Who will control money going out?
- Bank — will we need a separate account? Do we need any special arrangements to handle lots of cash?

#### TIME

- How much time does the organization want to spend fundraising?
- Is there any way to shorten it?
- Are there any major conflicts in the organization's calendar?
- How much staff time do we want to allocate to the project?
- If this event is to be repeated annually, is this the best time of the year for it?
- What consideration should we make for bad weather? E.g., an alternative snow or rain date, inside location or insurance.

### Checklist for Goals:

- What do we want to achieve from this project?
- Amount of money, net, percent of annual budget.
- Number of people involved. Where and how.
- Number of leadership roles possible.
- Number of new members brought in.
- Experience. Which new skills will be learned?
- What do we want to know for the next event and for this event next year?
- Who will take the leadership positions?
- How will it challenge the elected leaders?
- What will be the publicity generated?



*Checklist for Goals: (cont.)*

- \_\_\_ How much, what kind, where?
- \_\_\_ What will be the psychological effect of the event: Within the organization? Outside the organization to people you want to join? To the enemy? To the staff?
- \_\_\_ Can it be repeated — in six months, one year?
- \_\_\_ What is the probable increase next year?
- \_\_\_ Which new sources of income will we reach: New members? Non-member individuals? Institutions? Foundations?
- \_\_\_ Organizational advantages — morale, new people, new area, new style event.
- \_\_\_ Fun.

*Basis for All Events:*

- \_\_\_ Notification of the police.
- \_\_\_ Proper insurance.
- \_\_\_ Cash boxes.
- \_\_\_ Cash in proper denominations for each cash box.
- \_\_\_ Receipts.
- \_\_\_ Literature on your organization: current newsletter or fact sheet, written notice of next meeting or event, member ship cards, sale merchandise.
- \_\_\_ Sign-up list (can be accomplished simply with door prize).
- \_\_\_ Name tags for committee or everyone.
- \_\_\_ Emergency numbers for police and fire.
- \_\_\_ Cash for emergencies; coins for pay phone.
- \_\_\_ First-aid kit.
- \_\_\_ Pens.
- \_\_\_ Tape.
- \_\_\_ Poster board and black markers.
- \_\_\_ Errand runner for emergencies and forgotten things.
- \_\_\_ Watch.
- \_\_\_ Aspirin.
- \_\_\_ Comfortable shoes.
- \_\_\_ All necessary phone numbers — band, host, speakers, ice.
- \_\_\_ Name of doctor or nurse who will be present.
- \_\_\_ Sense of humor, tact, patience and imagination.
- \_\_\_ Fire extinguisher (know how to operate).
- \_\_\_ Sound system.

*Source: Reprinted with permission from The Grassroots Fundraising Book, by Joan Flanagan.*



# Fundraising Savvy

## How to Know if Your Board Is Ready to Fundraise

Here are the conditions that tell you that your board is ready to fundraise:

- ◆ A passion of the mission.
- ◆ A working knowledge of the program or project.
- ◆ A conviction that there is a need for the money.
- ◆ A strong sense of confidence in the fundraising staff.
- ◆ A willingness to make a financial contribution.
- ◆ A pride in fundraising.
- ◆ A willingness to ask for the gift.

Source: Edward C. Schumaker, president, Salmon Bay Associates. Excerpted from the

*Practical Philanthropist*, May 1993 and reprinted from *Involvement*, Vol. 15, Issue 1, Arkansas Division of Volunteerism, Department of Human Services.

## NSFRE Survey Course and Certification Exams

The National Society of Fundraising Executives (NSFRE) offers survey courses and certification exams in different cities throughout the year. The course and exam take place over three days, with the survey course taking the first two days and the exam the last day. Cost for the survey course is \$180 for members and \$230 for non-members.

Exam price is \$275 for members and \$375 for non-members. For more information, contact Professional Advancement Division, NSFRE, 1101

King Street, Suite 700, Alexandria, VA 22314, (703) 684-0410, fax (703) 684-0540.

Source: Reprinted with permission of 501 (c) (3) *Monthly Letter*, Vol. 13, No. 8, August 1993, Great Oaks Communication Services, 1508 E. 7th St., P.O. Box 192, Atlantic, IA 50022 (712) 243-5257. Subscription price is \$46 per year.

## Solve the Murder and Your Fundraising Woes

Mystery party kits for groups of 20 to 80. Perfect fundraiser (profits to \$3,000) and fun-raiser. Everything you need for a successful event. Mystery, P.O. Box 52-F, Nooksack, WA 98276, (206) 966-4297.

Source: Reprinted with permission of *Foundation News*, Vol. 34, No. 4, July/August 1993, c/o Council on Foundations, Inc., 1828 L Street, N.W., Washington, D.C. 20077-6013, (202) 466-6512. Yearly subscription rate is \$35.50 (U.S.) and \$72.00 (Outside U.S.).

## Resources

### Journal of Nonprofit & Public Sector Marketing

edited by Donald R. Self, DBA, is a quarterly journal devoted to the study of the adaptation of traditional marketing principles for use by nonprofit organizations. Information in the journal is a practical guide to nonprofit sector marketing from such disciplines as: leisure services, public relations, higher education administration and health care. The journal provides a vehicle for the development of marketing thought and for dissemination of marketing knowledge in the nonprofit and public sector of the economy.

These sectors have recently been estimated at 25 percent of the wages in the U.S. economy, yet only a small amount of marketing literature is available to them. Special features in the journal that will be of practical use to professionals in the public sector include reports from

the field, standards for measuring the quality of services, case studies and research proposals.

Special issues are being developed that will cover the areas of marketing for governmental services, causes and movements, leisure services and mental health. For subscription information, contact The Haworth Press at (800) 342-9678 or fax (607) 722-6362.

Source: Reprinted with permission of 501 (c) (3) *Monthly Letter*, Vol. 13, No. 8, August 1993, Great Oaks Communication Services, 1508 E. 7th St., P.O. Box 192, Atlantic, IA 50022 (712) 243-5257. Subscription price is \$46 per year.

### Directory of Texas Foundations

published by the Funding Information Center of Texas, Inc., in San Antonio, is a reference guide that can help you identify your best funding prospects quickly and accurately. It lists all 2,006 private and community foundations in

Texas, providing full descriptions of over 1,700. You can research foundations by areas of giving, trustees and officers, foundation name and city. For more information and to place orders, call the center at (210) 227-4333.

### Analysis of Texas Foundations

also published by the Funding Information Center, is based on data reported by the 2,006 foundations in the state. The top 100 foundations in Texas are ranked by the amount of money awarded in 1992, helping you track the giving interests and grant distribution patterns of the largest foundations in the state. The book also analyzes grant distribution for cities and regions and helps you identify the foundations in your area by size (assets) and amount of grant dollars awarded last year. This book will be available in February 1994. For more information, call the center at (210) 227-4333.



# Checklist to Help Your Speakers

Here's a brief checklist of what speakers need to know when speaking for your organization or at your next engagement:

- ◆ Information about the meeting sponsor and attendees.
- ◆ Meeting purpose and objectives.
- ◆ Presentation location, including meeting room name, date, and hour.
- ◆ Topic and length of presentation.
- ◆ Anticipated size of audience.
- ◆ Session format, including length of time allowed for audience questions.
- ◆ Names of those sharing the platform, if any, and their topics.
- ◆ Name of person who will make the introductions.
- ◆ Remuneration policy, including

when payment will be made.

- ◆ Travel and hotel arrangements.
- ◆ Ancillary media events (pre/post-meeting interviews).
- ◆ Meeting room setup and staging information.
- ◆ Audiovisual equipment specifics.
- ◆ Dress code (e.g., resort wear, business attire, black tie).
- ◆ Rehearsal hours, if planned.
- ◆ Speaker lounge or "ready room" location and hours.
- ◆ Request for presentation outline or handout material, as appropriate.
- ◆ Release form granting permission to audio- or videotape.

*Source: Communicator, reprinted in The Inside Link, March/April 1993.*

## Federal Court Upholds Community Service Rule

A three-judge panel of the U.S. Court of Appeals for the Third Circuit in Philadelphia has upheld a district court ruling that a school district did not violate students' rights by requiring them to volunteer before graduating from high school.

According to an article in *The Chronicle of Philanthropy*, the ruling said that the community service requirement did not constitute involuntary servitude, as two students and their parents had charged in a suite three years ago. The Pennsylvania school, located in the Bethlehem Area District, requires students to spend 60 hours volunteering before graduating from high school.

**Volunteer DIMENSIONS**  
TXMHMR Community Relations  
PO Box 12668  
Austin, Texas 78711-2668

*"If you command wisely, you'll be obeyed cheerfully."*

*Thomas Fuller, M.D.*