


Name of Policy: <u>Satellites of UTMC Support</u> Policy Number: 3364-103-VS-02 Department: Department of Service Excellence Volunteer Services Approving Officer: Chief Experience Officer Responsible Agent: Service Excellence Operations Manager Scope: UTMC Volunteers	 Effective Date: 10-7-2019 Initial Effective Date: 7/24/2002		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy </td> <td style="width: 50%; border: none;"> <input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy </td> </tr> </table>		<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy
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(A) Policy Statement

The Volunteer Services office staff provides professional and community support for Satellites of UTMC.

(B) Purpose of Policy

This policy outlines the process necessary to provide efficient and effective support to the Satellites of UTMC.

(C) Procedure

General Membership Meetings:

Notices of General Membership meetings, guest speakers and lunch options including cost must be submitted in writing to the Office of Volunteer Services a minimum of 45 days in advance by the Program Chairperson. The information notice will be mailed no later than three weeks prior to the event.

Fundraising Events:

Interoffice Mail: Material representing a fundraising event sponsored by the Satellites of UTMC Auxiliary is to be dropped off directly to Mailroom Services for distribution. Staff may be advised of upcoming events using any or all of the following: e-mail, flyers, interoffice mail, campus posters.

Schedule Fundraising Event: The Program Chairperson will, after confirming space allocation with Food and Nutrition, provide a written request for fundraising events to the Satellites of UTMC Board for approval. Board meetings are held each month, excluding June and July.

Event Approval: The Satellites Program Chairperson will reply with verbal and written approval to proceed provided there is not a conflict with the auxiliary calendar or Satellites Gift Shop promotions.

Facility Set-Up: The Ways-n-Means (Event) chairperson shall make arrangements through Food and Nutrition for space allocation in the Sky View Atrium and Environmental Services for table set-up.

Event Summary: An event summary is recommended on all sales. This summary may include: Length and time(s) of sale; dollars raised during a specific timeframe; utilization of Satellites or volunteer hours; and suggestions and recommendations for improvement.

