



Rotary Club of Park Cities Volunteer Opportunities Team Descriptions July 2021 – June 2022 (as of July 21, 2021)

RCPC has seven categories of Opportunities for service with over 40 different teams available to choose from. Your involvement is critical to our success and to your experience as a Rotarian. As a member of the Rotary Club of Park Cities, **you are automatically a member of July 4th Parade Team and the Program Team.** In addition, we encourage you to participate in at least two other teams. **Please review the following details about each and complete the form online on our homepage (www.parkcitiesrotary.org) under the INFO tab or go to RCPCTeams.com**

Thank you for doing your part in making our Club great!

| President-Elect – Jeff McNaughton to oversee the following: | | | |
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| <i>Teams</i> | <i>2020-2021 Chair / Vice Chair</i> | <i>Description</i> | <i>Time</i> |
| RCPC Foundation (closed team) | Chair- Ed Fjordbak Executive Team: Jeff McNaughton, PE & Pres. of Exec. (2020-2021) Happy Franklin, President of RCPC (2020-2021) Richard Stanford, Past President (2020-2021) Jeff Sheehan, VP of RCPC (2020-2021) Doug Gill (2018-2022) Pam Carvey (2019-2023) Karen Farris (2020-2024) Kathleen Klaviter (2018-2022) Daniel Drabinski (2021-2025) Ex Officio members: Scott McLaughlin (RCPC Sgt of Arms) Betty Dawson- Secretary, RCPC member | The Executive Team of the Rotary Club of Park Cities Foundation Fund (of the Communities Foundation of Texas) is appointed by the RCPC President. Responsible for review of grant applications received and makes recommendations to the RCPC Board of Directors. Sergeant at Arms sits on this team as a non-voting member. Meets quarterly. | N/A |
| Awards & Recognitions (closed team) | Chair- Karen Farris Vice – Fred Brown | Recommends to the Executive Team individuals whose service above self qualifies them to receive club awards at the June Banquet. | — |
| Strategic Planning Session and Shadow Board Meetings (closed team) | Chair-Jeff McNaughton | On-going overview and coordination of the Club's Strategic Priority efforts and Mission and Vision execution; resulting in recommendations to the Board to keep on target. There is also a strategic priority leader assigned to lead each priority's efforts. Three shadow Board meetings are held in the spring to prepare new Executive Board members and Directors for their upcoming roles. | — |

| Institutional Outreach Teams– Mark Kashar, Director | | | | |
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| <i>Teams</i> | | <i>2020-2021 Chair / Vice Chair</i> | <i>Description</i> | <i>Time</i> |
| Rotary International Foundation (closed team) | | Chair-Greg Pape VChr- C.C. Collie | Promotes support of Rotary International Foundation by our club and raises the visibility of the projects funded by the Foundation. | 2-3 hrs / week |
| District Grants | | Chair – Karen Farris Vice – Happy Franklin | Facilitates matching grants applications from RI and District 5810 for various service projects. This new grant structure gives Rotarians greater flexibility in sponsoring the next generation of leaders. These grants can fund our International Service projects & potential scholarships that fall under grants. | 4-6 hours per year |
| Philippines Computer Literacy | | Chair – Bud Naifeh | Phase I is complete. Phase II is currently on hold. | TBD |
| Salvation Army Project | | Eric Heitkamp | One day community service opportunity | |
| Community Outreach Teams – Jill Jordan, Director | | | | |
| <i>Teams</i> | | <i>2021-2022 Chair / Vice Chair</i> | <i>Description</i> | <i>Time</i> |
| 4th of July Parade | x | Chair- Phillip Bankhead | Signature Club Event – all members expected to participate. The team organizes the Park Cities parade in a very coordinated and planned effort including a series of team meetings leading up to the day. | Sub-team task specific |
| Snider Plaza Tree Lighting | | Co-Chairs - Jerry Washam and Tania Boughton | In cooperation with the Snider Plaza Merchants Association on this Sunday afternoon event which promotes our club and raises money for one of our strategic partners. | varies |
| Child's Play at Bachman Lake | | Chair – Jill Jordan | Team oversees repair and maintenance of the fully accessible playground and coordinates periodic member cleanup days during the year. Additional activities can be planned as opportunities open up. | varies |
| Scottish Rite Hospital Popcorn Packing | | Chair – Mark McGuffin | Combination service and fellowship event – meets for dinner one weekday evening in early December at Scottish Rite Hospital to fill holiday tins of popcorn for the agency's annual fundraiser. Event is open to family members. | 20 hrs / yr in Dec. |
| Angel Tree | | Chair – Ian Mudge | In coordination with SA team, schedules and staffs Salvation Army Angel Tree booth at NorthPark Center during December for our Club's designated shifts over a three day period. | 25 hrs / yr |
| NTFB Packing Day | | Chair – Stan Wright | A club-wide service project event intended to involve members, prospective members, Interact and Corp/Institutional partners in support of our collaborative partner North Texas Food Bank. This one-day event involves extended event planning and coordination of Membership, Fellowship, Institutional and Marketing. | Varies |

| Humanitarian Teams – Kyle Marmillion, Director | | | | |
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| <i>Teams</i> | | <i>2020-2021 Chair / Vice Chair</i> | <i>Description</i> | <i>Time</i> |
| North Texas Food Bank Truck | | Chair- Stan Wright | Serves as liaison with the North Texas Food Bank & serve as volunteer at Mobile Food Pantry distribution events | 3 hrs/mo. |
| Meals on Wheels | | Chair – Jim Weichel | Delivers meals to the homebound in East Dallas and Mesquite once a month in connection with the Visiting Nurses Association. | 1 hr/mo |
| Ronald McDonald House | | Chair – Kathleen Klaviter | Prepares and serves an evening meal for families staying at the Ronald McDonald House on the third Monday of each month. | 6-7 hrs / mo |
| Veterans Support | | Chair- Evan Altemus | One day community service project to put together care packages for those about to be deployed. | 14 hrs / mo |
| Agape/Dentistry With A Heart | | Chair – Michael Rainwater VChr – Fred Brown | One day event - Mobilizes and assists 5-10 dentists and their assistants to provide necessary dental services to both children and adults at no charge | 50 hrs / prep in 3 months prior 10/hrs day of event |
| Vice President– Jeff McNaughton to oversee the following: | | | | |
| Youth Services Teams, Sarah Oliai, Director | | | | |
| <i>Teams</i> | | <i>2020-2021 Chair / Vice Chair</i> | <i>Description</i> | <i>Time</i> |
| Rotaract | | Chair – Ruth Alhilali | | |
| Interact* | | Chair - Tracy Gomes VChrs – Linda Tunnell & Ley Waggoner | Oversees Hillcrest Interact Club | 1-6 hrs / mo |
| Readers 2 Leaders* | | Chair – Rob Levy | Recruits club members to volunteer to read to grade school children one to four times per week for a 20-25 minute session during the school day, after school program or summer camp. Give the members name to the Reader 2 leader volunteer coordinator and they work out all the details as to what day and time and which school location directly with the club volunteer. There are 6 different campuses to choose from. . | 1 hr / mo |
| Rotary Youth Leadership Awards* | | Chair – Linda Tunnell VChr – Patsy Watson | Recruits 2-4 outstanding high school seniors to attend the RYLA camp in summer and provides other resources as needed. | 6-8 hrs / yr |
| Youth Exchange* | | Chair- Mark McGuffin | Recruits high school student leaders to apply for RI funded exchange programs to a foreign country. | 5-6 hrs / yr |
| Service Above Self Scholarship | | Chair –John Whaley | A new team to identify and award scholarships to outstanding graduating seniors who have demonstrated a prolonged commitment to the Rotary ideals of Service of Above Self | 16 hrs / yr |

| Membership/Communications Teams – Valerie Pelan, Director | | | |
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| <i>Teams</i> | <i>2020-2021 Chair / Vice Chair</i> | <i>Description</i> | <i>Time</i> |
| Membership Attraction/ Recruitment | | | |
| Membership Approval/ Interview Team | Chair – Daniel Drabinski | | 8 hrs /mo |
| New Member Engagement/ Mentoring | Chair – Paul Pirok | Responsible for new member engagement – red badge to blue badge process, organizes new member fellowship events, organizes Howard Fitch New Member Speech Day and serves as a conduit to match new members skills with team & project needs. | 3hrs /mo |
| New Member Orientation | Chair - Barb Jeffries and Karl Von Bieberstein | Oversees new member orientation. | Ongoing – 3 hrs/mo |
| Red Carpet Member Engagement/ Experience | Chair - Valerie Pelan | Coordinate with the chairs of each of the teams listed below in membership. | |
| Monthly Birthday Slide Creation | Chair – Alice Freidline | Create a birthday slide for club meetings and the e-bulletin | |
| Greeter Team | Chair – Nate Weymouth | Greet members and guests at registration area | |
| Attendance | | Update attendance records as requested, provide contact info of members not attending to board, & follow up with those members. | |
| Fellowship/ Social | Chair- Happy Franklin | Responsible for the signature fellowship events that are not “normal” Club Meeting events: museum trips, wine tasting, sports events, race track, etc. – as well as promoting fellowship opportunities at weekly meetings. Organizes and promotes small group fellowship events and identifies new fellowship ideas and events that puts the FUN into Rotary | varies |
| PCR Connect | Chair – Holly Hollenbeck Co-Chair – Zach Davis | Responsible for signature monthly PCR Connect. Works to identify new networking opportunities and events for members. | varies |
| Legacy of Leadership | Chair – Cleve Clinton | Annual Leadership training session exclusively for RCPC members. Preparing curriculum and confirming speakers for the monthly classes with speakers. | 2-4 hrs/mo |
| Volunteer Opportunity Sign Up Coordinator | Chair - Tammy Cowser | Reaches out to team chairs to let them know when new members have signed up for a team he/she is chairing. | |
| Meeting registration confirm by phone | Chair – Mary Bishop | | |

| Club Operations/Marketing Teams - Patsy Watson, Director | | | | |
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| <i>Teams</i> | | <i>2020-2021 Chair / Vice Chair</i> | <i>Description</i> | <i>Time</i> |
| Speaker Programs | x | Chairs Richard Stanford, Donette Kean, and Roger Freidline | All club members participate by identifying dynamic programs and top-notch speakers. This team coordinates the process and the schedule. | 6-20 hrs/ mo |
| Invocation & Music | | Chairs Mary Bishop and Karl von Bieberstein | Gives a non-denominational prayer at weekly Friday meetings. Leads Pledge of Allegiance, National Anthem and other songs at weekly Friday meetings. | 1-2 hrs / mo. |
| Public Works Recognition/ Happy Bucks | | Chairs Sean Johnson and Major Todd Hawks | Monthly lunch recognition of a public service person or teacher in HP or UP. Coordinates with HP and UP to identify those individuals. Recognize them monthly at meeting, on website, on social media, and in our newsletter and ebulletin. | |
| Transportation | | Chair- Fred Brown | Works with our members who need assistance with transportation by picking them up and driving them to weekly luncheon meetings or events. | 1-2 hrs / mo. |
| Cards and Calls | | | Calls club members as needed. Sends cards as appropriate. | |
| Public Image | | Chair – Mark Neace Vice Chair – Pat Martin | | |
| PCR Marketplace | | Chair- Mark Kashar | Solicits advertisements for all Club publications, highlights advertisers during Club meetings and looks for ways to promote the Marketplace. | 1-2 hrs. / week |
| ClubRunner/ Website | | Chair – Dennis Harrison, Vice Chair - Kyle Marmillion | Oversees the Club’s website www.parkcitiesrotary.org | 2-4 hrs /mo |
| Weekly Program Update | | Chair – Siobhan Abraham | Produces and distributes weekly email to RCPC members and subscribers detailing weekly club meetings and activities. | |
| My Rotary Showcase | | William Taylor, Chair | Adds our club’s service projects to the My Rotary section of the Rotary website, so our club projects can be recognized internationally. | |
| Registration/ Badges | | Chair – Nate Weymouth | Prior to each Friday meeting, oversees registration table and scans badges. | 1 hr. weekly |
| Bulletin (HUB) | | Chair – Betty Dawson | Produces the weekly HUB printed and ebulletin publication and writes press releases for annual and significant club events. | 25-30 hrs /mo |
| Media Relations | | Chair – Jeff Brady VChr – Eric Harrison | Acts as RCPC communications/spokesperson for media requests concerning club activities and events. | 2-4 hrs/m |
| Shutter Bug | | Chair- Ley Waggoner | Team who takes pictures at club meetings each week and posts them to Club Runner. | 1-2 hrs. / Qtr. |
| LinkedIn | | Chair – Tracy Gomes | Maintain, post, and update our club’s LinkedIn page | |
| FB/Instagram | | Chair – Ian Mudge Vice Chair -Barb Jeffries | Maintain, post, and update our club’s FB & Instagram page | |
| Videographer | | Chair – Natalie Courie | Taking and posting videos of our club’s socials, service projects, events, etc. | |
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- *Rotary International and District 5810 are committed to an Abuse, Harassment and Neglect Protocol. Those teams noted with an asterisk may require volunteers to submit to a background check. The policy has three purposes:
- To protect the welfare of participants in District 5810 programs and provide a vehicle for participants to report and address complaints of abuse, harassment or neglect.

- To protect Rotarians, volunteers and staff within these programs.
- To foster and promote the continued successful development and progress of these programs.

For additional information, please visit www.rotary5810.org and click on Youth Protocol.