

## Newtown Rotary Activities, Events and Committees

Event/Activity/Committee	Date(s)	Chair(s)	Chair(s) Contact Info	# Volunteers Needed
<b>Easter Egg Hunt</b>	Saturday-2 weeks before Easter	Mick Petrucci Paul Salvatore	<a href="mailto:mick1973@comcast.net">mick1973@comcast.net</a> <a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	8
<p><u>Prior to event:</u> Apply for permit from Council Rock School District for use of Goodnoe Elementary fields; purchase or have donated (First National Bank) 8,000 plastic Easter eggs; purchase or have donated (Sam's Club) candy for eggs; volunteers to stuff eggs (CR special needs class and/or Pickering Manor residents); place signs around town announcing the event; "golden egg" gifts for each category</p> <p><u>Day of event:</u> need fields lined; eggs distributed throughout the marked areas; people to monitor the different age group hunts; clean-up after event concludes; pick-up signs from around town; store signs in the storage unit</p>				
<b>Hope On The Vine</b>	April	Stephanie Eubanks Danielle Wittig	<a href="mailto:newtownrotarypr@gmail.com">newtownrotarypr@gmail.com</a> <a href="mailto:daniellemwittig@gmail.com">daniellemwittig@gmail.com</a>	Many
<p><u>Prior to event:</u> Committees formed; budget developed; date determined; facility reserved (Rafters); caterer procured (Joe Garvey); band and/or DJ reserved; photographer reserved; sponsorships received; auction items received; printing/advertising pieces ordered; supplies, decorations, frames, baskets, filler, etc. ordered; balloon archway ordered; sponsor backdrop ordered; baskets created and shrink wrapped; credit card cube picked up from First National; ticket program determined (TicketLeap?); on-line auction program determined; alcohol purchased; cigars purchased; flowers purchased; candles purchased; programs put together and stapled; list of attendees from ticket sales;</p> <p><u>Day of event:</u> Set facility up as needed; auction items transferred from storage area to facility; auction items placed on tables along with signage and sign up sheets (if not using automated program); flowers and candles placed on tables; last minute whatever needs to be done</p> <p><u>During the event:</u> Sign people in from ticket sale list; help with auction; check-out from auction sales (run credit card cube or take checks/cash)</p> <p><u>End of event:</u> Clean-up as needed; Danielle or Stephanie will take any unpaid for auction items; contact auction winners for payment and arrange for pick-up of item; Ginny will take payment sheets, checks/cash (deposit on Monday) and credit card cube; Ginny will contact any sponsorships that are still unpaid</p>				
<b>Arbor Day</b>	April	Paul Salvatore	<a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	6
<p><u>Prior to event:</u> Contact Newtown Borough to order plants to distribute; send check for donation (\$400.00) to Borough; purchase brown bags for plants; markers for kids to decorate bags</p> <p><u>Day of event:</u> Set up table and Rotary banner; place plants on the table; spread markers around table; hand a brown bag to each student to decorate; hand a plant to students when done decorating bag</p>				
<b>Pedals for Progress</b>	April/May & September/October	Jerry Agasar	<a href="mailto:drjerry@agasarfamilywellcare.com">drjerry@agasarfamilywellcare.com</a>	Many
<p><u>Prior to event:</u> Break down bikes (through out the year as needed) in Allen Fidler's barn; contact Interact advisors (CRN &amp; CRS) to let them know date of collection and to help breakdown the bikes; notice sent through social media and local news (Patch-Jeff Werner) regarding collection of bikes and portable sewing machines; reminder of \$20.00 donation per bike to help defray the cost of shipping</p> <p><u>Day of event:</u> Set up tents (ServPro?), tables and chairs; place signs around site; bring tools &amp; gloves; bring sheet to record donations; receipt book (P4P provides); clean-up after event</p>				

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<b>Road Clean-Up (Rt. 332)</b>	April/May & September/October	Kyle Davis	<a href="mailto:kdavis05@gmail.com">kdavis05@gmail.com</a>	Many
<p><u>Prior to event:</u> Pick up coffee and donuts (reimbursed by Treasurer-save receipt); bring vests, gloves, trash bags, signs for road, flags to slow down traffic</p> <p><u>Day of event:</u> One person on each side of Rt. 332 waving a caution flag to slow down the drivers and alert them to the trash pick-up crew; carefully walk both sides of Rt. 332 between Newtown Middle School and Tyler State Park entrance picking up trash, car parts, alcohol bottles, etc.; tie off bags and drop at storage spot; contact PennDot to pick up bags; check yourself for ticks!</p>				
<b>Wrightstown Food Drive</b>	May & October	Shari Donahue	<a href="mailto:sharidonahue11@gmail.com">sharidonahue11@gmail.com</a>	Many
<p><u>Prior to event:</u> Contact McCaffrey's for date(s); order hand-out flyers; pick-up aprons and signage; notice sent through social media and local news (Patch-Jeff Werner) to let community know about the collection; notify Wrightstown Food Pantry of date(s)</p> <p><u>Day of event:</u> Stand in front of McCaffrey's entrances and hand out flyer to each customer entering the store (ask if they would be kind enough to pick up one item from the list); collect items from exiting shoppers, thank you and place into cart; place donations into cars to transport to Wrightstown Food Pantry; return aprons, signage and flyers to storage unit</p>				
<b>Golf Outing - Pickering Manor</b>	June	Tony Petsis Paul Salvatore	<a href="mailto:tony@apetsis.com">tony@apetsis.com</a> <a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	Many
<p><u>Prior to event:</u> Help contacting and procuring sponsorships, gift baskets, foursomes to golf;</p> <p><u>Day of event:</u> Help setting up tables with raffle items, give-away bags, etc.; sign-in golfers; hole monitors; placing signage throughout the course; help with breakfast and lunch (as needed); after event remove signage from course; general clean-up as needed</p>				
<b>9-11 Memorial Event</b>	September	Paul Salvatore	<a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	6
<p><u>Prior to event:</u> Contact Newtown Hardware regarding the sale of luminary candle/bags; construct bags for sale; notice sent through social media and local news (Patch-Jeff Werner) to let community know about the sale of luminary bags and where to purchase; need microphone and amplifier; contact bag pipe musician; contact Bethman's for use of flatbed truck; contact local law enforcement, emergency services and fire departments to participate</p> <p><u>Day of event:</u> Help set up Pickering Field for event; clean up field after event</p>				
<b>NextGen Block Party</b>	September	Nathan Breece	<a href="mailto:nbreece@america-insurance.com">nbreece@america-insurance.com</a>	Many
<p><u>Prior to event:</u> Help NextGen members as needed</p> <p><u>Day of event:</u> Help man the Newtown Rotary table; help clean-up after the event</p>				
<b>Pancake Breakfast</b>	September	Mark Craig	<a href="mailto:macraig@erols.com">macraig@erols.com</a>	Many
<p><u>Prior to event:</u> Contact American Legion and Joe Garvey regarding use of facilities; purchase food items as needed (pancake mix; sausage; orange juice, milk, coffee, creamer, sugar, tea, syrup, plates, cups, napkins, utensils, table cloths, etc.); sent notice through social media, church bulletins and local news (Patch-Jeff Werner)</p> <p><u>Day of event:</u> Set up room with tables and chairs; put table cloths on table; set up cooking area (if Joe Garvey is not doing this); make batter, cook sausage, etc.; welcome and seat guests; servers/runners needed; clean-up and reset places as people leave; after event clean-up room; remove tables and chairs; clean-up kitchen</p>				

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<b>Casino Night - Chandler Hall</b>	November	Mick Petrucci	<a href="mailto:mick1973@comcast.net">mick1973@comcast.net</a>	Many

Prior to event: Contact Chandler Hall to set date; notice sent through social media and local news (Patch-Jeff Werner); procure items needed for the event (gaming tables, cards, chips, whatever needed)

Day of event: Set up room (tables, decorations, etc.); greet guests; jobs as needed

<b>Santa Breakfast</b>	1st Saturday in December	Mick Petrucci Paul Salvatore	<a href="mailto:mick1973@comcast.net">mick1973@comcast.net</a> <a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	12
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Prior to event: Contact Washington Crossing Inn to reserve date; get list of families from Council Rock School District guidance counsellors; procure Santa; gifts for children; motorcycle escort and fire truck for Santa arrival; invite families to event

Day of event: Greet, check-in and seat families; serve food; wander room and refill coffee as needed; help Santa with gift give-out; clean-up as needed

After the event: Publish on social media and local news (Patch-Jeff Werner)

<b>Angel Tree</b>	December	Paul Salvatore	<a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	Many
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Prior to event: Contact Council Rock School District guidance counsellors for families in need; contact Newtown Post Office, Northampton Library and Newtown Presbyterian regarding placing trees; help setting up the Christmas trees at three locations; hang Angels on trees; replenish Angels as needed; pick-up gifts on a regular basis and drop off to Newtown Presbyterian Church; publish on social media and local news (Patch-Jeff Werner)

Day of event: Help at Newtown Presbyterian Church with sorting, wrapping, labeling and placing of toys for distribution; deliver to distribution locations

<b>Christmas Day Dinner</b>	December 24 & December 25	Kyle Davis Paul Salvatore	<a href="mailto:kdavis05@gmail.com">kdavis05@gmail.com</a> <a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	Many
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Prior to event: Contact Joe Garvey and American Legion to set date and menu; contact homeless shelter to let them know food is coming; dinner will be served

December 24: Help to prepare food (cut peppers, onions, vegetables - snap beans, etc.); place food into containers and mark; put names/numbers on bags; utensils and napkins put together; place food/utensils into bags; sort bags by location; drive bags to various hotels and the homeless shelter; clean-up at the end of the activity

December 25: Heat up and serve dinner at the homeless shelter; clean-up after event is done

After the event: Publish on social media and local news (Patch-Jeff Werner)

Event/Activity/Committee	Date(s)	Chair(s)	Chair(s) Contact Info	# Committee Members Needed
<b>Finance &amp; Allocations</b>	As Needed	Rick Rogers	<a href="mailto:rickrogers02@gmail.com">rickrogers02@gmail.com</a>	
Develop yearly budget; discuss long term financial needs; determine how much money should be placed in long term investments (Newtown Community Foundation, Treasury Bills, etc.); determine which non-profits will be sponsored for the year and donation dollar amount; schedule meeting for donation presentation (if needed)				
<i>Current Members: Mark Craig, Ginny Kownurko, Mick Petrucci, Charlie Quattrone, Rick Rogers, Steve Sabel, Paul Salvatore</i>				
<b>Grants Committee</b>	As Needed	Charlie Quattrone	<a href="mailto:cjqjr1@verizon.net">cjqjr1@verizon.net</a>	
Lead discussions for potential grant consideration for both local (district) and international grants; fill out paperwork as needed for grant proposals; contact other Rotary clubs to discuss possible grant collaborations; present grant proposals to board and general membership; attend training and/or meetings as necessary for grants; follow-up with needed paperwork once grant is approved; authorize treasurer to release grant funds				
<i>Current Members: Charlie Quattrone, Beverly Dimler; Shari Donahue</i>				
<b>Membership Committee</b>	As Needed	Allen Fiddler Paul Salvatore	<a href="mailto:allenandbetty@fidlerhsr.com">allenandbetty@fidlerhsr.com</a> <a href="mailto:salvatorepaul@hotmail.com">salvatorepaul@hotmail.com</a>	
Send out yearly dues notice; tracking dues payments for the year; making contact with late or non-payment members (as needed); welcome prospective members at lunch meetings; explain what is expected from members (meeting attendance, helping out with activities/events, joining a committee); inputting new, paid members into ClubRunner system; keeping track of "free" lunch cards; contacting prospective members via e-mail or phone call to see if they are interested in joining Newtown Rotary				
<i>Current Members: Mark Craig, Kyle Davis, Allen Fiddler, Ginny Kownurko, Paul Salvatore</i>				
<b>Marketing Committee</b>	As Needed	Stephanie Eubanks	<a href="mailto:newtownrotarypr@gmail.com">newtownrotarypr@gmail.com</a>	
Publish Rotary activities and events to social media accounts (Facebook, Instagram, Web Site, etc.); design, prepare and order any marketing flyers, brochures, cards, banners, tri-folds, etc. promoting Newtown Rotary Club; determine promotional needs; decide on timing of advertising; contact local media to promote the Clubs activities; Marketing Committee is the only authorized group to initially publish the Clubs activities (members are encouraged to "like" and share all published information!)				
<i>Current Members: Stephanie Eubanks, Debra Porter</i>				
<b>Rotary Foundation</b>	As Needed	Charlie Quattrone	<a href="mailto:cjqjr1@verizon.net">cjqjr1@verizon.net</a>	
Encourage members to contribute to the Paul Harris Foundation; authorize release of collected Foundation funds (lunch donations) to Rotary International; present any certificates, etc. to Paul Harris Foundation members				
<i>Current Members: Charlie Quattrone</i>				
<b>Rotary Speakers</b>	As Needed	Danielle Wittig	<a href="mailto:daniellemwittig@gmail.com">daniellemwittig@gmail.com</a>	
Invite potential speakers to weekly meetings; keep track of the schedule of speakers; remind speakers of their scheduled date; contact after speaking to thank them for their time; ask Rotary members for potential future speaker ideas and contact information				
<i>Current Members: Danielle Wittig</i>				

Event/Activity/Committee	Date(s)	Chair(s)	Chair(s) Contact Info	# Committee Members Needed
<b>Student of the Month</b>	As Needed	Rob Brown	<a href="mailto:rob@wcv.com">rob@wcv.com</a>	
<p>Contact Council Rock North and South Guidance Counsellors and Interact Advisors for Student of the Month nominees; one nominee per month will be honored at a scheduled weekly meeting (done quarterly); Newtown Rotary covers the cost of lunch for the student and one family member</p> <p><b>What are the parameters for being elected Student of the Month?</b></p> <p><i>Current Members: Rob Brown</i></p>				
<b>Interact - CRN &amp; CRS</b>	As Needed	Rick Rogers	<a href="mailto:rickrogers02@gmail.com">rickrogers02@gmail.com</a>	
<p>Help with 3 on 3 basketball tournament; attend end of year ceremony and present certificates; be the liaison with Interact advisors at each high school; request volunteers from Interact for Pedals for Progress (bike collection, break down and packing into the truck [twice a year]); request volunteers for the Wrightstown Food Pantry drive (twice a year)</p> <p><i>Committee Members: Rick Rogers</i></p>				
<b>Four-Way Test Scholarship</b>	As Needed	Sarah DeMaio	<a href="mailto:sarahedemaio@gmail.com">sarahedemaio@gmail.com</a>	
<p>Read, critique and determine first to third place essay winners for the four-way scholarship; committee chair will award points for each place and determine the winner from all of the judges decisions; winner announced at the Council Rock Senior Recognition Awards Night; scholarship winner will be invited to a weekly meeting to be presented with their scholarship check</p> <p><i>Current Members: Sarah DeMaio (CRN)</i></p>				
<b>Technology Committee</b>	As Needed	Kyle Davis	<a href="mailto:kdavis05@gmail.com">kdavis05@gmail.com</a>	
<p>Update ClubRunner with new member information; remove unpaid dues members (as needed); maintain website; publish weekly newsletter from President; Publish sign-up sheets for the different activities-events asking for volunteers; maintain Venmo and PayPal accounts; fix whatever Mick breaks on the computer</p> <p><i>Current Members: Kyle Davis</i></p>				
<b>Invocation</b>	As Needed	Tim Smith	<a href="mailto:tsmith113@gmail.com">tsmith113@gmail.com</a>	
<p>Lead the prayer at weekly meetings and any other events (HOV, Pancake Breakfast, Santa Breakfast, etc.) as needed</p> <p><i>Current Members: Pastor Tim Smith, Jerry Agasar, Nathan Breece, Allen Fiddler, Paul Salvatore</i></p>				
<b>Sergeant At Arms</b>	As Needed	Brandon Valeri-Bruschi	<a href="mailto:airlitestudios@gmail.com">airlitestudios@gmail.com</a>	
<p>Welcome any guests or speakers (members too) to Newtown Rotary; sign in attendees at weekly lunch meeting; make sure attendee fills out the lunch choice form; collect lunch-foundation money; hand out lunch choice numbered card; fill out invoice for Temperance House; hand collected fees, invoice and sign in sheet to Treasurer or President at the end of each meeting; help to set-up and clean-up before and after each meeting</p> <p><i>Current Members: Brandon Valeri-Bruschi, Steve Sabel</i></p>				