



Bethel Rotary Club Community Service

Projects/Events Flowcharts

Greg Gilbert & Dan Hart - May 2025

Country Breakfast at Gould Academy

WHO: Project Co-Chairs/Contact: Pat Roma (207-749-6038) & Ellie Andrews

WHAT: Annual Country Breakfast fundraiser

WHEN: Last Sunday in March

WHERE: Gould Academy

Key Tasks:

- Confirm venue with Kathleen Willis at Gould Academy
- Create and distribute publicity materials
- Sell tickets (printed on business card stock)
- Set up club volunteer sign-up list
- Arrange payment methods (credit card, Venmo, cash box)
- Coordinate with treasurer for financial management
- Payment to Gould based on number of participants served

SAD 44 Educational Assistance/Scholarships Committee

WHO: Project Co-Chairs/Contact: Kevin Finley (207-890-5240) & Richard Tummon

WHAT: Scholarship program for traditional and non-traditional students

WHEN: April/May 2025

WHERE: SAD 44 Area

Key Programs:

- Traditional High School Award (Application deadline: April 15th)
 - For seniors planning to attend secondary educational institutions
 - Recipients receive award letters at ceremonies in June
 - Students must confirm continued enrollment after first semester
- Non-Traditional Award (Application deadline: May 30th)
 - Available to any SAD 44 community member pursuing further education
 - Recipients invited to breakfast meeting to receive financial assistance award
 - Typically \$1000 total divided among recipients

5K Fun Run/Walk at Crescent Park Elementary School

WHO: Project Co-Chairs/Contact: Robin Zinchuk (207-557-2813) & Kevin Finley

WHAT: Annual 5K race/walk fundraiser

WHEN: May 17, 2025 (third Saturday in May)

WHERE: Crescent Park Elementary School

Key Tasks:

- Begin planning in November
- Book timer (Randy Easter from Jay)
- Update runreg.com site
- Approach sponsors by February 1st
- Start PR efforts by February 1st
- Order amenity gifts/prizes by April 15th
- Distribute volunteer sign-up sheet by April 15th
- Order race supplies (numbers, safety pins, ribbons)
- Coordinate with Oxford County Sheriff and Bethel Town Foreman
- Update sponsor signs

Yard Sale at GEM Theatre/Chamber of Commerce

WHO: Project Co-Chairs/Contact: Scott Parker (207-890-0917) & Scott Hynek (207-653-9297)

Additional Support: Pat Roma, Mac McConathy, Glenn Humphrey & Richard Tummon

WHAT: Annual fundraising yard sale

WHEN: August 2025

WHERE: GEM Theatre/Chamber of Commerce Parking Island

Key Timeline:

- July 15 & 22: Staff training and sign-up
- July 22: Coordinate area mowing
- July 29: Finalize staffing
- August 2: Tent layout placed in field
- August 3: Set up tents
- August 4: Set up tables and load trucks
- August 5-10: Sale days (8-5 open)
- August 11: Free day
- August 12: Clean up after Rotary meeting

Monarch Festival at Valentine Farm/Mahoosuc Land Trust

WHO: Project Co-Chairs/Contact: Stephen Smith (978-758-1081) & Richard Tummon

WHAT: Supporting the Monarch Festival (grilling food)

WHEN: August 2025

WHERE: Valentine Farm/Mahoosuc Land Trust

Key Tasks:

- 3 weeks prior: Coordinate with MLT staff (Katherine Reddoch)
- 2 weeks prior: Develop duty list on Club Runner for grillers and servers
- 2 weeks prior: Secure loaner grills (3) and tools
- 2 weeks prior: Secure Rotary volunteers and aprons
- Day of event: Transport grills and tools to venue, provide aprons, clean up

Mahoosuc Art and Agriculture Tour

Liaisons: Brandy Rodney, Alison Aloisio

Alternate: Lucy Abbott, luckyabbott@yahoo.com, 571-315-7191.

What: A self-drive tour to support our local farmers and artists

When: Sunday, September 7

Where: 2 volunteer Rotary Ambassadors at each participating farm. Locations TBD

Key Tasks & Dates:

TBD: Once the list of participating farms is finalized, circulate sign-up sheet for volunteers (Brandy or Lucy)

- Week of September 1: Send email introducing Rotarians to the farmers and artists they'll be helping, with guidance on how to be Ambassador. (Lucy/Brandy)
- September 6: Distribute signs to each farm, with posters (from BAAM).
- September 7 (Day-of): Rotarians arrive for their shift at each farm.
- September 8: Collect signs and return to Rotary storage.

Christmas for Children

WHO: Project Co-Chairs/Contact: David Murphy (207-592-5808), Michele Cole, Bruce Powell, Darlene Beck & Others

WHAT: Holiday gift card distribution for children in need

WHEN: November/December 2025

WHERE: SAD 44 area

Key Tasks:

- Mid-October: Committee meets to review distribution allocations
- November 1: Order WalMart gift cards
- November 15: Contact Ellen Whitney for Maine Line Products gift certificates
- November 15: Prepare donor mailing materials
- Early November: Prepare President's Letter to the Editor
- Thanksgiving week: Mail donor request letters
- Mid-November: Set up bell ringing sign-up lists
- December 1-15: Contact families and distribute gift cards
- Late December: Complete project summary and invoicing

Senior Citizens Christmas Luncheon at American Legion

WHO: Project Co-Chairs/Contact: Ellie Andrews (207-592-9614) & Pat Roma

WHAT: Holiday luncheon for senior citizens

WHEN: December 9, 2025 (2nd Tuesday in December)

WHERE: Jackson Silver Legion Post in Locke Mills

Key Tasks:

- One month before: Arrange catering with Good Food Store
- Plan entertainment components (music, Chinese auction, etc.)
- Day of (9am): Pick up supplies from Good Food Store
- Day of (10am): Set up tables, turn on steam table, prepare beverages
- Day of (11am): Pick up hot food items, prepare serving line
- Post-event: Clean up, return tables, sweep floors
- Secure date for next year's event

SAD 44 Families Christmas Dinner Boxes

WHO: Project Co-Chairs/Contact: Dan Hart (207-890-6303) & Mary Ellen Gilbert

WHAT: Distribution of holiday dinner boxes to families in need

WHEN: December 2025

WHERE: SAD 44 Bus Garage

Key Tasks:

- Contact SAD 44 Superintendent for list of 30 families
- Gather 30 copier paper boxes from SAD 44 Maintenance
- Contact Mainely Provisions store manager to arrange food supplies
- Promote project dates to club members
- Coordinate box wrapping at Senior Christmas Lunch
- Organize pickup of food supplies
- Set up assembly line for filling boxes
- Include Rotary materials in each box
- Label and bag boxes for weather protection
- Assign delivery routes to bus drivers and Rotarians