



Fox & Roach

CHARITIES

September 2017

TO: Advisory Council Members
FROM: Kassie Erb
RE: Community Service Day – October 5, 2017

Guidelines for Planning your Community Service Day

Please inform the members of your office that our 22nd Annual Community Service Day will be Thursday, October 5th this year and ask for ideas for service projects with charitable organizations in your community.

Keep in mind that you should have several service projects for members of your office – try to include everyone in your office by having construction, painting, yard projects for those who like this type of work and perhaps clerical, handcraft type projects for others to enjoy.

You will find the project form for Community Service Day below. **Please complete this form and return it to Kassie, Charities-Devon by Thursday, September 28th**, so that we can include your office/department on our spreadsheet of service projects throughout BHHS Fox & Roach/Trident on Community Service Day. This information is used by our regional managers, executives, and our marketing department for press releases.

NOTE: This is a day of volunteering – reimbursements from Fox & Roach Charities cannot be made to individuals for anything (i.e. film or development of pictures). In addition, all supplies used or food consumed are at the volunteers' expense or provided by the recipient organization, not Fox & Roach Charities. No reimbursements.

Photo Information

We are interested in capturing your team's efforts on camera. When using a digital camera, please either email your photos to Kassie.erb@foxroach.com *or* download the pictures taken at Community Service Day to a CD and pouch it to Kassie Erb, Charities-Devon. Please make sure to label your pictures by office and project site.

PHOTO TIPS: When taking photos, please remind your office photographer to take ACTION SHOTS (as close-up as possible-trying to get a frontal view) and a GROUP SHOT with the CSD banner. We want to see people painting, hammering nails, preparing meals, etc. as well as some group shots of smiling faces. If an executive visits your office please try to capture this as well.

If you have any questions or concerns, please feel free to contact Kassie at 610-722-7851 or kassie.erb@foxroach.com.

Thanks in advance for your cooperation and have fun!



Fox & Roach

CHARITIES

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COMMUNITY SERVICE DAY

Thursday, October 5, 2017

Advisory Council Reps: Please submit your project(s) for Community Service Day no later than **Thursday, September 28th**. If your office/department is visiting more than one site, please complete separate forms for each organization where you will be volunteering. If you need assistance finding a project, please contact Kassie at 610-722-7851 or kassie.erb@foxroach.com.

BHHS FR/T Office or Department: _____ Region: _____

Advisory Council Member(s) and cell phone for day of contact:

Name of Volunteer Organization: _____

Address of Organization: _____

Contact Person of Organization: _____

Phone and Email of Organization: _____

Website of Organization: _____

County of Organization: _____

Address of Work Site: _____

Type of Activity: _____

Time Volunteering (i.e. morning, afternoon, all day, please include timeframe if possible):

Number of Volunteers from Office/Department (approx): _____

Name of your Designated Photographer: _____