



2025-2026 National Service Project Committee Plan of Work

Prepared by State Treasurer Melinda Wu

Adult Chair: Dr. Molly Miller

Initiatives:

Area-Based Sponsorship

- Set chapters up for success by using sponsorship to increase conference accessibility.
- Work in teams to create local company contact lists, email templates, and sponsorship pamphlets for specific chapters.

Toolkits

- Update the Fundraising Toolkit created by past Treasurer Boyi Chen.
- Create a Community Service Project Toolkit focusing on supportive initiatives like patient care packages, murals, awareness initiatives, etc.

Educational Awareness

- Provide materials and opportunities for members to learn more about the American Red Cross as a charity nonprofit by creating one-pagers, a website page, etc.

Duties:

Committee Chair (*Treasurer: Melinda Wu*)

- Plan monthly meetings at the easiest convenience for committee members.
- Create agendas for meetings and take minutes on each meeting.
- Lead discussion during meetings and assist members on projects.
- Communicate to the SOT and Adult Chair.
- Host any National Service Project or Fundraising special interest sessions.
- Recruit members to be a part of the National Service Project Committee.
- Assist subcommittee members in completing the tasks assigned to them.

Committee Vice Chair (*TBD*)

- Work closely with the chair to establish plans for meetings.
- Attend subcommittee meetings frequently.
- Help the chair take minutes during meetings.
- Aid the Subcommittee Chairs in leading their meetings as well as ensuring all projects are progressing as planned.

Area-Based Sponsorship Subcommittee Chair (TBD)

- Represent the Area-Based Sponsorship Subcommittee at subcommittee update meetings and full committee meetings.
- Lead Area-Based Sponsorship Subcommittee meetings.
- Help members with creating sponsorship materials and any additional tasks.

Toolkits & Educational Awareness Subcommittee Chair (TBD)

- Represent Toolkits & Educational Awareness Subcommittee at subcommittee update meetings and full committee meetings.
- Lead the Toolkits initiative and Educational Awareness initiative by incorporating non-profit recognition within toolkits.
- Lead Toolkits & Educational Awareness Subcommittee meetings.
- Help members with creating toolkits and educational materials.

Committee Members

- Attend full committee meetings as well as subcommittee meetings.
- Work on initiatives as instructed by the Chair, Vice Chair, and Subcommittee Chair.
- Consistently communicate with the Chair, Vice Chair, and/or Subcommittee Chair if missing meetings or unable to complete work assigned.
- Must be involved in at least one subcommittee.

Timeline:

Note: This timeline is tentative as projects progress and require adaptation.

September & October

- Committee Applications open.
- Vice Chair Applications due.
- Appoint Vice Chair.

November

- Membership Applications due.
- Organize committee communication.
 - Vote on communication.
 - Text
 - Discord
 - Other?
- Hold introductory meeting (attendance required).
 - Discuss initiatives for the upcoming year.
- Members choose subcommittees.
- Sponsorship teams are assigned.
- Create sponsorship contact list spreadsheet template (Chair, Vice Chair, Subcommittee Chair).
- Create toolkit template (Chair, Vice Chair, Subcommittee Chair).

December

- Start working on sponsorship materials.
 - Get to know the area/chapter (understanding the local community will help with knowing what companies/businesses are popular and would be able to help!)
 - Research the area's businesses and companies. Note down all contact information.
 - Create a sponsorship pamphlet.
 - Create an email template.
- Update Fundraising Toolkit with new ideas and information.
- Begin reaching out to region officer teams and adult boards about Miracle Minutes, fundraising at conferences, and fundraising special interest sessions (Chair).
- Contact NSP nonprofit offices for representation at State Conference (SIS, booth, speaker during General Session, etc), sample toolkit materials, and more (Chair).

January

- Continue any work on sponsorship materials.
- Start work on Community Service Project Toolkit.
 - Brainstorm ideas.
 - Research logistics.
 - Create event templates.
- Miracle Minute and other regional fundraisers to be posted on social media.
- Finalize and present proposals at the January Board Meeting (Chair)

February

- Regional Conferences.
- Regional updates/discussion.
- Continue any leftover Subcommittee work.
- Work on State Conference Special Interest Sessions.
 - Sponsorship & Chapter Fundraising
 - Educational Awareness

March

- Finish leftover Subcommittee work.
- Continue work on State Conference Special Interest Sessions.
- Promote ACS initiatives like Miracle Minute at the state conference through social media.
- Promote fundraising information and incentives through social media.

April

- Publish updated Fundraising Toolkit and Community Service Project Toolkit on website (Chair).
- Finalize State Conference Special Interest Sessions.
- Schedule Committee Meet-Up during State Conference.
- State Conference.

May

- Encourage members to return to the committee in the upcoming year.
- Get feedback from members.

June

- National Conference.