

*To be given to
Community Chest Committee
next fall -*

June 1935.

RECOMMENDATIONS TO THE COMMUNITY CHEST COMMITTEE.

Purpose

I. The reason for organizing a Community Chest Committee was to avoid the clumsy, intermittent canvassing by house chairmen which had proved so inefficient and tedious, by placing the management of all appeals for money made to the college as a whole in the hands of a small, centralized, and responsible body. The business of the committee is, therefore, to receive and answer all such appeals and to raise and disburse the money given to charity by the community.

Membership

II. The committee need not be members of the community Council, but should be selected by virtue of their special ability to handle the job which requires:

- a.) A knowledge of the methods and purpose of investigating the appeals.
- b.) From the investigation, the ability to evaluate the worth of the various organizations and to draw up a budget guided by their findings.
- c.) And a reasonable efficiency in business matters.

Duties

III. The work of the committee includes the following:

- a.) It should act as the official recipient of all appeals for money made to the community by outsiders, and should be responsible for any correspondence entailed.
- b.) Each year it must raise a definite sum from the members of the community to be given before Christmas to the employees. As this is the only form of gratuity given by everyone during

the year, it is expected that no one will fail to contribute. For the exact amount needed, consult the Superintendent of Buildings and Grounds and the Director of Dining Halls.

c.) The following are among the points to be considered in investigating an appeal:

1. The legitimacy of the appeal to the College Community.
 2. The manner in which the money given would be used.
 3. And any facts which would lead to a thorough knowledge of the status and merit of the organization which is appealing.
- d.) In November, having received and evaluated the most important appeals, the committee should divide the contributions to be made proportionately, according to the estimated worth of each appeal (apple-pie method). The amount to go to the employee's Christmas fund, since it must be a specific sum, will of course not be included in the pie. There should, however, be a certain proportion set aside for further appeals received later in the year. The budget thus planned should be submitted to the Community, after being approved by the Council, in the form of a chart showing the exact proportion to be distributed to each organization. In canvassing the entire community to cover the needs as designated, the amount needed for the employees fund might be used as a basis for the minimum asked. (Otherwise the committee would have to determine how much the community should give to this or that organization and hence derive a minimum for their entire budget).

e.) It has been suggested that the committee also take care of the disposal of old clothes or any other matters of charity which are not purely financial.