



RESPONSIBILITIES

The 10 Club is dedicated to making a difference in the community, with our main focus being women & children. Each month, with every person's \$10 donation, we will find and meet needs in our community. We have a monthly meeting, where some type of hands-on project is completed.

When it is your month to host the meeting, your responsibilities include:

- **Choosing and following through with the service project(s).**
It is YOUR choice what will be done with the money. If you need help with your project, or would like others to be involved, there is a list in this binder of everyone's e-mail address and phone numbers.
- **Running the meeting.**
When we meet together, please explain the projects that will be done, providing an overall perspective of the outcome of that month's donations.
- **Organize a Hands On Activity.**
A small service project that will be done at the meeting in which EVERYONE can be involved.
- **Provide Treats (optional)**
- **Monthly Paperwork**
Fill out the month's expense chart and write notes at the bottom explaining what was done that month. Also, please place all receipts in the envelope provided.