

Community Service Committee

10/24/08

Dear PIN Representative,

PIN recognizes the importance of honoring the outstanding community service work conducted by our member schools. We acknowledge these efforts by awarding monetary grants and recognition certificates. It is our hope that your school will participate fully and you, as designated PIN representative, have a very important role in this process. Included in this packet of materials are the things you need to successfully “get the balls rolling” at your school. Your first step is to share these materials with the person(s) responsible for coordinating community service projects at your school. Please do this as soon as possible. We encourage you to forward the applications and guidelines directly to the appropriate individual at your school and to follow-up with them to ensure a timely application. Applications received after Feb. 1st are not eligible for awards of any kind.

The process timeline is:

October	Application packets are distributed to PIN reps
December 1	PIN dues must be paid by this date.
February 1	Applications must be emailed by midnight
March	Applications are reviewed by the committee
April/May	Awards are presented at the final PIN meeting

We encourage all of our member schools to take advantage of the wonderful opportunity to apply for grant money or recognition. Please note that PIN dues must be paid by December 1, 2008 to be eligible and all applications must be emailed by midnight by February 1, 2009.

Please address any questions about this process to:

Lower/Middle: Mimi Irving, mgeorgemktg@comcast.net 508-358-4282

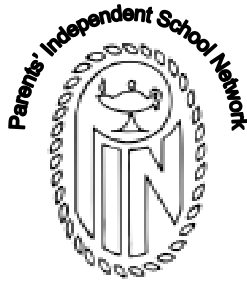
Upper School: Ellynmarie Theep, eqtheep@iLinkedge.com 978-597-6416

Welcome back to another school year. We look forward to receiving your community service applications.

Sincerely,

Gail Meniates and Judy Stefanini

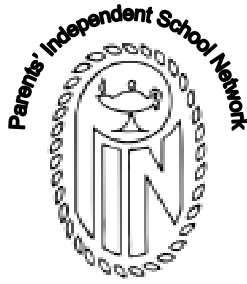
Co-chairs, PIN, Inc. Community Service



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Community Service Awards Time Line

- October Award application packets are distributed to each school's PIN representatives before the first fall division meetings. The packet contains a letter from the PIN, Inc. Community Service Chairs, a time-line of the process, an application form, and application guidelines and directions. It is the PIN reps' responsibility to distribute the application packet to the appropriate persons(s) at their schools.
- December 1 Schools must have paid PIN dues by this date in order to qualify for community service awards of any level.
- February 1 Applications must be emailed or postmarked by this date to be considered by the committee. Any change of proposal after this date invalidates the application's eligibility.
- March All eligible applications are evaluated relative to each other at the PIN Community Service Committee Review Meeting. Awards are made at the discretion of this committee. The Review Committee reserves the right to withhold the full distribution of funds available in any given year.
- April/May The Divisional Community Service Chair notifies the PIN rep and the head of schools for all schools that have been granted an award. Schools are invited to send a representative to accept their award at their division's final meeting. The PIN, Inc. Treasurer sends a check directly to the schools that have won monetary awards.



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Application Directions

- Applications may be completed by the students involved in the project or by an adult advisor.
- Each project must have its own application
- Each PIN-member school whose dues have been paid by Dec. 1 may submit as many applications as desired. Projects initiated last spring as well as projects proposed for the future are eligible for an award. Also, PIN encourages schools to apply for recognition only awards where no funds are sought.
- Email a completed application and detailed description to the PIN Community Service chair of your school's division: Lower/Middle School or Upper School (see below). If you use any separate description sheets, be sure to attach them to the application form.
- If you wish to include any other background information with (such as brochures, pictures, letters of support, newspaper articles, etc.) please scan them and attach to your email or you may use regular mail to send 1 copy of those along with a printed copy of your application.
- Applications must be emailed before February 1.

APPLICATIONS EMAILED AFTER FEBRUARY 1 WILL NOT BE CONSIDERED.

APPLICATIONS FOR SCHOOLS WHO HAVE NOT PAID DUES AS OF DECEMBER 1 WILL NOT BE CONSIDERED.

Upper School:

Ellynmarie Theep 978-597-6416 eqtheep@ilinkedge.com

Lower/Middle School:

Mimi Irving 508-358-4282 mgeorgemktg@comcast.net