



GUIDELINES FOR ACC CIRCLES AND MEMBERS

ACC Circle Member Engagement

- Pay \$25 dues annually in the fall (new member pays when they start)
- Participate in the annual Endowment pledge
- Attend Circle meetings (fiscal year is September-June)
- Advocate, volunteer and participate in your Circle events
- Participate in All-Association fund-raisers (Labor of Love Auction, Celebrate the Children Event, Christmas fund, calendar sales, raffle, etc.), and the fund-raising efforts of other Circles
- Take a turn as a Circle officer, or as chair of a circle fund-raiser
- Stay current: Review information provided by Circle chair (via email, board meetings), ACC's website, AdvocacyandCaringforChildren.org, and social media including Facebook, Instagram, and Groopit

Circles Expectations to ACC Association

- Send online copy of your Circle roster and Circle Officers to the ACC office by October 31. Circle roster should contain the name, complete address, phone number, e-mail address, and parish (if applicable) of each paid member
- Collect and forward annual dues to the ACC Office by October 31st. Follow instructions of ACC By-Laws, Association Treasurer or Programs and Operations manager regarding other Circle funds
- Plan and forecast funds for your Circle fund-raising projects, turn this into ACC office by October 31st
- Plan and execute your Circle fund-raising events
- Collect and forward income from fund-raising projects to the ACC Office immediately after projects are completed. Circles cannot use these funds for any other purpose; all income must be turned in to the ACC Office in order to maintain our 501(c)-(3) non-profit status. Circles may not donate directly to any program or individual nor can they hold monies for the purpose of investment. All funds must be turned in to ACC office before the end of fiscal year on June 30
- Participate in our All-Association events
- Procure as a Circle and guide members to donate to:
 1. Labor of Love Auction: minimum value of \$25 per member
 2. Annual Luncheon raffle: minimum value \$50 per Circle
 3. Participate in our Celebrate the Children Event

Advocacy and Caring for Children (ACC) is a group of committed women who support a network of programs focused on the needs of underserved children and families in an effort to improve their quality of life. For over 100 years, ACC members have remained faithful to the needs of children and families by providing financial and volunteer resources through steadfast partnerships with organizations across Western Washington.



- Provide a Circle member to sit on the ACC Board or a representative to attend board meetings. Board meetings are open to all ACC members
- Send at minimum, a representative to the ACC General Meetings (September and May Luncheon)
- Review ACC Board actions published in the newsletter online or minutes at Circle meetings
- Tell our ACC story to friends and family to support our membership growth and increase sponsorship
- Read and be familiar with the ACC Constitution and By-laws
- Seek information when needed or request that a given matter be put on the Board's agenda for consideration
- Respond promptly to the requests of the Association President and the Office Programs and Operations Manager

ACC Board Responsibilities to Circles

- All major Board action shall be published in the Board minutes and/or newsletter, available online
- The Board will assist a Circle upon request, including providing volunteer opportunities for Circles
- The ACC Executive Board will hold a special orientation meeting each September for all Circles
- The ACC Programs and Operations Manager will have information packets ready for distribution to each Circle President at their meeting with the ACC Executive Board
- Each packet will contain: Board Member list, Circle President List, Board Assignments, Circle Treasurers information and reporting/transmittal forms, Memorial Envelopes. An All-Association Roster will be provided electronically as requested. Additionally, most documents will be posted on the ACC website
- The ACC Treasurer report will be available at the Board meetings
- The slate of nominees for the ACC Board positions will be presented to and elected by the general membership at the May Luncheon
- The June (fiscal year end) financial report will contain an accounting of all Association funds, receipts and disbursements for the past fiscal year. ACC's Circle fund raising report will be email to Circle treasurer and reported in fall newsletter
- The ACC Program and Operations Manager will keep members informed on the resources needed for the children in programs administered by Catholic Community Services, Archdiocese of Seattle

Important Dates including board meetings and [calendar of events](#) are listed on the ACC website

Updated 8/29/19

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