

# **OUTREACH COMMITTEE**

## Function Statement

October 2012

1. Store supplies, photo display, etc. at one's home.
2. Schedule events; we are sometimes requested to participate; we also watch for opportunities and ask if we can participate. Designate a person as contact for each event.
3. Publicize the event, in the newsletter, and also announce at the general meeting.
4. Recruit and schedule volunteers to work the event.
5. Set up and tear down on event day.
6. Keep brochures, materials, handouts, etc. up to date. Reorder as necessary.
7. Keep records of events in which we participate.