

Participation

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GENERAL

An objective of all officers and standing committees within the TelecomPioneers is to encourage the membership to participate in all aspects of Pioneering. To stimulate this participation requires strong enthusiastic leadership, effective communication and well-developed programs. Furthermore, the ability to involve a large portion of the membership – Regular Members, Life Members, Partners, etc. – demands innovative ideas, relentless effort and constant attention.

The participation committee is responsible for stimulating interest in various Pioneer projects and activities by making recommendations on how to improve participation. This means determining which members actually would participate if they had the opportunity. With this information, the committee can in turn offer ideas for new programs that other committees can implement.

The chapter president should distribute copies of this practice to current officers and committee chairpersons of the chapter, councils and clubs. Copies also should be available for use at spring training meetings.

Another Association document you may want to utilize is the membership recruitment and activation guide titled ***JUST ASK!!*** This document can be obtained from the Association manager in charge of membership, Ron Daffe. Ron's email is Rdaffe@telecompioneers.org.

DUTIES AND RESPONSIBILITIES

A standing participation committee should be established at the level of chapter, council, and club. The committee chairperson should be appointed by the Pioneer unit president. Like other committees, the participation committee should consist of a chairperson, co-chairperson and enough committee members to carry out all of its objectives.

The role of the participation committee is to analyze participation to determine the unit's strengths and weaknesses. The committee should also establish reasons why some members participate and others do not. It also should suggest new ways and means of improving participation and act as a support committee.

KEEPING RECORDS ON PARTICIPATION

The participation committee on the chapter, council or club level should develop a method of determining who has and has not participated in Pioneering. A list of members in all Pioneer units served by the committee should be maintained and records kept of activities in which each regular member, Life Member and Partner participates. This can be accomplished by having a good line of communication with the various standing committees.

The various standing committees must keep track of participation for all activities involving their committee. They give this information to the appropriate individual on the participation committee or chapter office for inclusion in the PA-7 activity report (see Defining Community Service Projects and Reportable Volunteer Information Practice.)

SURVEYS

The participation committee may use several tools to carry out its objective. One of these is the member survey (a sample is attached at the end of this practice), which can help Pioneer leaders develop plans to improve participation. This survey can determine the extent of participation, the interest of members in specific activities (such as education or environmental projects) and members' individual skills and interests.

The participation committee can recommend and should arrange for other surveys of actual and potential participation of the Pioneer membership and Pioneer Partners. Community surveys (a sample is attached at the end of this practice) should also be conducted within the community the Pioneer unit serves. Community surveys would include getting input from community leaders (e.g., mayors, city council representatives), as well as from members of the general community in order to get a different perspective as to what the real needs are in the community.

The attached sample surveys should serve only as an example. Each Pioneer unit should develop a survey that meets the needs of your unit. In order to get a larger response of completed surveys, they should be designed in such a way that they can be completed quickly and easily.

The information from the community surveys, which identify some of the major needs in the community, should then be compared to the skills and interests found on the member surveys. Common items from the community and member surveys can then be used to help the chapter determine which projects should be run. If done properly, the projects not only solve an identified need, it also will aid in getting a higher participation rate from members.

In order for a survey to be valid and statistically reliable, it usually must be developed by those with the necessary training and background. Expertise is required in developing the questions, determining the sample size and analyzing and evaluating the survey results. To assist in developing the needed surveys, it may be beneficial for the participation committee to utilize, if available, the appropriate internal company organization that conducts surveys.

PERIODIC REVIEW OF PARTICIPATION

Participation reports should be reviewed periodically and the results analyzed, including the probable reasons for high or low factors. This can be done by comparing results of other chapters and by analyzing the PA-7 information found on the TPA Pioneer web site. The participation committee should report on the results analysis to the Pioneer

unit's executive committee with appropriate recommendations for improving participation.

The participation committee also should recommend that participation be a subject for review at all executive committee meetings. In addition, the chapter president, working closely with the chapter executive committee, should set goals that support club, council, chapter, region and Association goals for participation. Association goals can be obtained from the Association vice president of your region.

RECRUITING AND INDUCTION

Still another important function of the participation committee is to help chairpersons of other committees in recruiting new volunteers. Although there is no exact formula on how to do this, several methods may be used:

- Find out what other committees' needs for volunteers are – particularly what kinds of skills and experience would be helpful in meeting their objectives.
- Get lists of new members and determine their interests and qualifications. Contact them individually to enlist their participation. There is no substitute for face-to-face contact.
- Ask members who are already active in Pioneering if anyone in their immediate circle of friends and associates would be willing to serve on a Pioneer committee. Also, continue to invite the participation of inactive members.
- Use various publicity tools to enlist participants for a soon-to-be-held activity.

AIM FOR A BALANCED PROGRAM

The interests of people vary extremely, and the time they have available is often limited. As a result, they tend to be selective in their choice of activities. In order to attract as many Regular Members, Life Members and Partners as possible, it is important to offer a balanced program of interesting activities. The more varied and attractive the program, the greater the participation will be for a diversified membership.

Other Methods of Determining Interests

Information on how to improve participation can be obtained from a number of sources. One method is to interview members at meetings and social functions. Ask them what they would like to have added to or dropped from the Pioneer program.

Publications produced by the Association and other chapters, including the minutes of their chapter executive committee meetings, can also suggest project ideas.

Attracting Life Members, Partners and Non-members

Life Members, Partners and employees who are not yet members should also be considered in planning programs because they represent important sources of participation. Some chapters have found that certain activities, such as those involving children or the environment, are particularly appealing to younger employees and Pioneer Partners.

Life Members offer a wide variety of skills and interests and, as retirees, sometimes have more discretionary time to devote to community service. This cannot be assumed for all retirees, though. Many have retired from the sponsor company and have now started a second career. Many others, while retired and not working elsewhere, are involved in a myriad of other activities that will compete with Pioneer opportunities.

Pioneer Day/Week

November 2 of each year is designated as Pioneer Day, commemorating the date of the first Pioneer General Assembly meeting in 1911. Many Pioneers units also designate a Pioneer Week during the week that includes Nov. 2. This weekly typically runs from a Sunday to a Saturday in the week that includes Nov. 2. This is a good time to promote the many activities of the chapter and its sub-units. Additionally, recruiting new volunteers may be timely, too. Use the day/week to sell Pioneering to the employees of your sponsoring company.

Publicity

A well rounded, imaginative publicity program and an aggressive publicity chairperson is essential for increasing participation. The publicity program should include flyers, posters, bulletin boards, articles in company and Pioneer publications, displays and announcements in any other locally available news media. Assistance from the professionals in the company who are responsible for employee and outside media communications – usually public relations personnel – can be invaluable, if available.

LEADERS AS CHAIRPERSONS

An enthusiastic committee chairperson encourages others. Such enthusiasm, in fact, has resulted in some of Pioneering's most successful projects – those that have spread from one chapter to many across the Association.

There are many ways to increase the chairperson's effectiveness. One is to encourage the appointment of a co-chairperson. Not only will this help spread out some of the workload, it will also help in transitioning from year-to-year if one co-chairperson remains with the committee, and one is replaced each year. A second method to increase the chairperson's effectiveness is to recruit as large a committee as necessary for each activity.

APPRECIATION AND RECOGNITION

Showing appreciation – sincerely and often – and giving recognition to volunteer workers will help keep current participants coming back. Their enthusiasm will attract others.

Thank-you notes and letters, publicity in company and chapter newsletters, awards and certificates are some of the ways to express appreciation and give recognition. (Certificates of appreciation can be obtained from the Association.) In addition, bringing to the attention of all employees the letters of thanks received from organizations and

individuals who have benefited from Pioneering may encourage non-participants to become participants.

The Association's annual awards have been enthusiastically received as a way to give international recognition to deserving chapters. These projects are recognized at the Annual Meeting.

COMPANY MANAGEMENT SUPPORT

The support of company management is a valuable and necessary aid in getting maximum participation at every Pioneer level. This support can be demonstrated in a number of ways, including published statements endorsing Pioneering, attendance at meetings and social events, and by actually participating in projects and programs. Management personnel can also show support by encouraging their subordinates to accept Pioneer assignments.

To accomplish any of the above, Pioneer officers should keep management informed of the organization's objectives, programs and activities. And, like everyone else, participation of management personnel should be solicited on an ongoing basis.

INTERNAL MEMBER SURVEY

CHAPTER / COUNCIL / CLUB NAME: _____ YOUR NAME: _____

WORK ADDRESS:

HOME ADDRESS:

WORK PHONE NUMBER:

HOME PHONE NUMBER:

E-MAIL ADDRESS:

I. General Meetings:

1. Please circle the months you are normally able to attend Pioneer functions.

January	February	March	April	May	June
July	August	September	October	November	December

2. Would you like to have monthly meetings at the same place each month or rotate to different locations?

3. Do you have any suggestions for meeting locations?

4. Do you have any suggestions for speakers/entertainers for our meetings?

5. Do you have any suggestions for increasing attendance at our meetings?

II. Chapter / council / club Projects:

1. Of the projects we ran last year, which ones do you feel we should continue or discontinue in the coming year? Also, please indicate if you might be able to assist with manpower, be on the committee or if you would like to chair a given project. Please put an x in the appropriate column(s).

Discontinue	Continue		I will	
This	This	I Will	Be On The	I Will
Project	Project	Assist	Committee	Chair
	Project:Connect			
	Heart Pillows			

Hug-A-Bears

Talking Book Repair

(Some surveys ask their members to rank their projects to determine which projects should be given the highest priority.)

- 2. What new projects do you think our chapter / council club should run on behalf of our community (i.e., Voter Registration, Junior Achievement, Park Beautification)?
- 3. Do you have any suggestions for any fundraisers we could run?

III. Personnel Data

- 1. Do you have particular skills/expertise, which might prove valuable for current or future projects?

- | | |
|---|--|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Baking |
| <input type="checkbox"/> Technical/Computer | <input type="checkbox"/> Quilting |
| <input type="checkbox"/> Woodworking | <input type="checkbox"/> Sewing |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Other (please list) |

- 2. Are you: Yes No

Working

At Home

- 3. Would you consider serving as one or more of the following officers of our club someday?

- President
- Vice President
- Secretary
- Treasurer
- Member-At-Large

- IV. What other suggestions do you have to help our chapter / council / club become the best it can possibly be?

Please return this survey by July 1 to: Jane and John Doe
 123 Main Street
 Anytown, Florida

If you have any questions, please call us on 813-555-1234.

COMMUNITY SURVEY

The “ABC Company” TelecomPioneers Life Member Club is a group of retired telecommunications company employees who now reside in _____. One of the objectives of our club is to assist in addressing the needs of our community. We are asking for your input in identifying key areas of community needs as you see them in your capacity as:

- ____ Member of City Government _____
- ____ Member of Chamber of Commerce _____ Individual’s Name
- ____ Member of Local Media _____
- ____ A Community Service Organization _____
- ____ Area Business _____
- ____ Sponsoring Company _____
- ____ Community Resident _____
- ____ Business/Organization/Official _____

For each of the below areas, please identify critical needs within the community. In addition, please advise us as to any activities currently underway in which we might assist.

I. Education

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

II. Senior Citizens

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

III. Youth

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

IV. Energy/Environment

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

V. Crime

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

VI. Governmental Affairs

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

VII. Handicapped/Disabled

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

VIII Health Care

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

IX. Other

- a. Critical needs/issues
- b. Current activities or projects addressing these needs

Please return this survey by July 1 to:

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Anytown, Florida

Jane and John Doe

If you have any questions, please call us on 813-555-1234.