

Outreach Committee Report

Date: 9/12/2025

Prepared by: Katie and Erin

Presented to Board Chair (Deadline is 9/17/25)

1. Committee Purpose & Scope

Outreach Committee

This committee is to provide outreach to personal and professional networks to gain new donors, board members, parents, community partners, guest speakers and more. They are to provide promotion of LCS at any venue available to the member such as community bulletin boards and organizational newsletters. They will participate in community events, especially on evenings and weekends to avoid paying staff overtime wages.

2. Goals for Current Year

Oct: Identify key community events.

Dec: Report on events attended/contacts made.

Feb: Host or co-host 1 outreach event.

Apr: Attend 2+ more events; share outcomes.

Jun: Summarize participation and recommend future engagement.

3. Committee Roles

Committee Chair: Katie

Committee Secretary: Erin

4. Meeting Schedule & Structure

Frequency of meetings: monthly, 3rd Wednesday of every month at 4:00

Progress tracking method: (shared drive, report template, etc.)

Shared google doc, email check-ins

* find out if we can use a similar format as last year's committee document

5. Action Plan

Goal 1. Lebfest 9/20

Action Steps: recruit help, get code to pick up supplies from school, find out who is responsible for crafts and baked goods, confirm people are available if needed on rain date

Responsible Person(s): Katie and Erin

Timeline: ready by 9/20

Status/Notes: Katie- 10 am set-up

Patrick - 11am-2pm

Lucretia- 12pm -2 pm

Erin - 1:30 pm- end and clean up

Goal 2: involvement in other events. Discussed Halloween ideas (trunk or treat), student thankfulness messages for Thanksgiving event, winter farmers market in Powerhouse Mall, other ideas

Action Steps: look into other events in the area during the year. Ask Wendy about events the school is already doing or would like to do, and whether the committee can support those.

Trunk or treat: use school van? students decorate? Daytime on Sat or Sun prior to Halloween?)

Responsible Person(s): Erin and Katie

Timeline: discuss at Oct committee meeting and decide next steps

Goal 3: establish 2 new community partners

Action Steps: start with Katie checking with her nonprofit development team about grants, etc. Kristine will ask about Mascoma Bank foundation

Timeline: discuss at Oct committee meeting and decide next steps