**Landgrove Community Club Summary – April 2021**

**GENERAL**

**President** – oversees all committees, interacts with insurance agent Melissa Witt at Finn and Stone. Leads meetings. Writes summary for Town Report in January.

**Vice President** – Support person to all, future president

**Treasurer** – Receives donations, pays bills, reconciles bank statement, files biennial report with Vermont Secretary of State, prepares financial statements for club meetings and possibly for Town Report. Books are currently kept in Quickbooks Desktop.

**Secretary** – Schedules club meetings, coordinates with town email list for various event invites, writes thank you notes to donors

**GREEN UP COORDINATOR**– ***Will and Sarah Reed 2021*** The Town participates in the annual Vermont Green Up program on the first Saturday in May. The town appropriates $50 every year to Green Up Vermont. In exchange, we get tons of the Green Up VT bags and usually 2-3 Green Up Day posters. Specific Green Up Coordinator tasks include:

* setting out a plan for road assignments;
* sending out information usually via email (but we have used postcards in the past, too) to local residents;
* tracking which roads have been assigned/covered, and which are still available for volunteers;
* arranging bag distribution (e.g., collecting them from Town Hall), including instructions for disposal of filled bags;
* Getting the collected trash to the dump – the town can dump for free and green up bags are free to dump in Londonderry.

**HALLOWEEN PARTY COORDINATOR**– Traditionally, the town has hosted a Halloween Party on October 31st starting at 7pm. It has been a potluck supper at the town hall with a few decorations, a few games, and music. The scope of this party varies from year to year depending on the organizer. It has included a wagon ride, a spooky walk, a fortune teller, and dancing. Specific Halloween Coordinator Tasks include:

* establishing a committee;
* sending out a notice (either email or snail mail);
* decorating and set up, and clean up. (Note that when Halloween falls on or around a Thursday, set up and clean up must work around the hours that the Town Hall is open (usually 8 to 1pm).

Historically, trick or treating around town has not been managed by the Community Club – if you were available to host trick or treaters, you made sure your driveway was lit up appropriately. In the past few years, we have so many new families and new residents, the club decided to put out a town map of which houses were “open” to receive trick or treaters.

**JULY 4 COORDINATOR** – Historically, the Landgrove events are always held on July 4th, regardless of the federal holiday. The traditional events include (a) Hill versus Valley Softball Game (children’s game at 9, adult game to follow) in the morning; (b) Town Parade with Marching Band in the late afternoon; (c) Gathering at the Monument following the Town Parade; and (d) a Potluck Picnic Supper, in the late afternoon and early evening, after the monument event.

The Potluck Picnic Supper is probably the most labor-intensive activity. For the past several years, the Club has secured fireworks, but this piece of the event has come and gone depending on the organizers. The location of the picnic has moved around a bit due to circumstances. The 2021 Select Board has made a commitment to making sure the Luerich Field will be mowed and available for use. The Club has table clothes, garbage bags, flags and the donation bin stored at the town hall. The town does not have enough tables or garbage cans to support this event. These have to be obtained from volunteers.

Given that the day has several large components, historically different people tend to head up different aspects of the day. And they have a specific to-do list that is not included here. Following is a list of those event chairs for the past few years (as of April 2021):

Overall Chair – Ogden (stepping down)
Softball Game – Joder/Sweetman/Lux
Marching Band – Hausslein
Monument Gathering – Badger/Eckhardt (flag ceremony)
Picnic – Team Effort with Ogden (stepping down) as Field Marshall
Hand Cranked Strawberry Ice Cream – Hausslein
Fireworks – Licata
Clean Up – Team effort advertised to all on the invitation.

**JULY 4 GENERAL TO DO LIST**

* Confirm Chairs for individual events
* Determine Budget – for picnic and especially fireworks (which is the single largest budget item)
* Public information and outreach – mail/email announcements and invitations to the community
* Arrange for collection of donations – via mail and in-person at picnic

**JULY 4 POTLUCK PICNIC LIST**

* Confirm condition of Luerich Field and sand pile parking area
* Coordinate any plans for fireworks (e.g., budget, chief fireworks officer, siting and landowner permission)
* Insurance – coordinate with Town Select Board
* Secure Porto-potties
* Secure band (if live music is desired)
* Secure Tent (s) – rental or borrowed from community
* Secure tables – from Town Hall and borrowed from community
* Secure garbage cans and recycling bins
* Picnic set up – tent(s), tables, table clothes, garbage and recycling bins
* Volunteers to prove small flower bouquets for tables
* Torches/lights for exit of field
* Organize clean-up on July 5