

## **50 Acts of Service**

Service Project Title	Big Brothers Big Sisters Festival of Trees
Date(s)	11/17/17 - Decorating Day; 11/18/17 - Day of Event
Brief Description	Decorate a Lakeland 50 <sup>th</sup> Anniversary Theme TREE!
Number of people needed Full Description	Big Brothers Big Sisters of Northeast Ohio (BBBS) provides "Bigs", mentors to single parent children in Lake, Geauga and Ashtabula counties. The Festival of Trees (FOT) is one of BBBS largest events of the year. As part of the Festival of Trees project we will decorate a 7' Christmas tree that will be included in the November 18th live auction event. Besides the creative aspects of planning the decorative theme, the committee will also be engaged to work closely with the community to solicit donated and/or purchased items that can be used on the tree to enhance the look/feel of the tree and to enhance its overall value. The Lakeland Christmas tree will be auctioned off to help raise funds for BBBS, and will be featured as the Lakeland 50th Anniversary Tree. The holiday tree will be put together at LaMalfa on Friday, November 17 <sup>th</sup> . Members of the committee may also have an opportunity to attend event on Nov 18 <sup>th</sup> .
Location	LaMalfa Center Heisley Road, Mentor ,OH
<b>Resources Required</b>	Solicit donations, purchase items, decorate, volunteers
Date and Time	Attend meetings, assist in acquiring donations. Be available from 8 a.m 3 p.m. on Friday, November 17. Optional attendance to event on Saturday, November 18, 2017.
Important Information	Commitment as described above.
Contact Person	Kristina Willey, Holden University Center Email: <u>kwilley@lakelandcc.edu</u> Phone: 440.525.7745
Web resources	http://www.bbbsneo.org/category/events/
	So long as employees have their supervisors' approval, then reasonable amounts of time away from the regular work assignment to assist with limited, non-recurring, episodic college



from the regular work assignment to assist with limited, non-recurring, episodic college sponsored service projects does not have to be claimed as benefit time. Employees are encouraged to consider how they might, with supervisory approval, flex their work schedule to

accommodate the volunteer activity.