



**Lancaster Family Reunion
Planning Committee
Recommendations/
Guidelines/Responsibilities**
October 5, 2014

Lancaster Family Reunion Planning Committee Guidelines/Responsibilities

Select Co-Chairs (Need 2 people with leadership skills and time to devote to the effort)

- ***Organize family meeting to assign various Committee Leaders who will select volunteers to assist with numerous responsibilities that are needed to carry out a successful Reunion.***
- ***Committees Needed: Correspondence, Entertainment/Program, Picnic, Banquet, Youth Activities, Reception/Meet & Greet/Hospitality, Ground Transportation, Vendors***
- ***Schedule regular monthly meetings to have leaders report on their progress***
- ***Prepare Budget Estimates Using input from Committee Leaders (Reconcile Budget Spending)***
- ***Select 4-5 hotels to solicit group rates***
- ***Select 3-4 parks for rates/picnic info***
- ***Set up bank account (Checking account suggested to make payments/deposits to vendors)***

1. Mailings/Invitations/Announcements/Printed Programs

- ***Save the date flyer for future Reunion***
- ***Letter to all Communication Contact/National Reps, to share info via Website, Facebook, email or U.S. mail***
- ***Design Invitation Letter/Registration Form/set Timeline for completion***
- ***Secure current addresses from previous year host (Chairperson)***
- ***Mail invites/Registration forms no later than February***
- ***Acquire hotel info to include with invite***
- ***Contact airlines for discount fare info (Contact Foundation for possible resources)***
- ***Contact airport for ground transportation info (Same as airlines)***
- ***Include special event committee program info***
- ***Track RSVPs for final arrangements***
- ***Develop Budget guidelines (postage, printing, etc.)***

Committee

P –

S -

P = Primary Responsibility

S = Secondary Responsibility

2. REGISTRATION

- **Registration Desk (Compile Registration List/Database of Attendees – get info from RSVPs) Work with Correspondence Committee**
- **Name Badges (Get Catalogues or Internet/Design/Get quotes/Order)**
- **Kits (Registration Bags – Determine Contents (at least 3 ideas for presentation to family for selection).**
- **Contact Convention & Tourism Bureau to request booklets & other items to use in Registration Bags**
- **Order bags and acquire souvenir items to stuff –set date to stuff at hotel, request family to help**
- **Staff Registration Desk for Thursday, Friday & Saturday morning**
- **Develop budget guidelines**

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3. VENDORS

- *Solicit vendors (maximum determined by space available at hotel)*
- *Work with hotel on vendor areas/storage*
- *Work with vendors on schedules & special needs*
- *Prepare contract for vendors based on family's charge agreement (\$50/table) Sample letter is available-Gerri Shaw*
- *Ensure variety of quality merchandise*
- *Follow-up with vendors 2 weeks in advance of reunion confirming their participation and to answer questions if any*

Committee

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4. FOOD COORDINATION (Hospitality, Picnic, Banquet)

- **Work with each Committee Leader to plan meals for: Hospitality Room, Picnic, Banquet (Snacks all weekend Hospitality Room)**
- **Obtain menus/prices from hotel Banquet Manager (Include buffet and served pricing) Caterers for picnic and present to family for selection**
- **Make recommendations (pros/cons) for each**
- **Select colors of linens based on Theme colors – Banquet**
- **Secure and arrange for audio visual aids – Banquet/Memorial Service**
- **Set up Budget guidelines**
- **Determine paper goods, other needs for Hospitality Room & Picnic**

Committee

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5. SPECIAL EVENT COMMITTEE

- **Plan Bid Whist Tournament (#tables needed, cards, tournament instructions, decide \$amount/person to play, prize amount & number of prizes (1st and/or 2nd and/or 3rd place)**
- **Family Activity (Tour, Skating Party, Casino etc.)**
- **Sat. Banquet/Entertainment (Theme, Band, DJ, Photographer, Décor etc.)**
- **Sun. – Memorial Service (Special tribute to deceased family members, coordinate speakers & song leaders, flowers, candles, printed programs)**
- **Arrange for photographer at appropriate events**
- **Set up Budget guidelines & cost per event**
- **Picnic (Arrange setup of tables, seats, sporting equipment for ball games, corn toss, children’s games, adult bingo, cards, coolers with ice, drinks)**

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6. HOSPITALITY

- **Staffing for each day of Reunion (involve everyone)**
- **Provide snacks, food, drinks, serving trays & utensils, paper supplies**
- **Include daily scheduled open hours in at Meet & Greet/Reception or in Registration/Itinerary packet**
- **Provide music, games, cards, movies, decorations, etc.**
- **Work with Housekeeping to keep clean table linens available**
- **Organize cleanup committee for Sunday morning (include everyone)**
- **Set up Budget guidelines**

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Lancaster Family Foundation

Guidelines 501c3 Tax Exempt Status

The 501c3 has been developed for the use of the Ruben Lancaster and Maryann Lancaster Thompson Family Foundation. This packet contains guidelines that each host city will need to follow if they choose to use the 501c3 status.

These guidelines are based on those that the Ruben Lancaster and Maryann Lancaster Thompson Family Foundation received from the IRS and must be followed. They cannot be changed due to IRS tax exempt laws.

Please remember that the National Board of Directors (Lancaster Family Foundation) has total liability of all tax exempt transactions conducted under the Ruben Lancaster and Maryann Lancaster Thompson Family Foundation Tax ID number. Therefore IRS rules must be followed. If not, the non-profit status will be terminated.

In this packet you will find:

- 1. After Action Report
Summary/Results of Reunion*
- 2. Financial Fiscal Report
Financial report forms that must be completed and copies sent to the Foundation Treasurer to be included in the yearly reports to the IRS.*
- 3. Ruben Lancaster and Maryann Lancaster Thompson Family
Foundation Letterhead
Letterhead that must be used by when:
requesting donations corresponding with vendors for tax exempt
purchasing of services or products.*

Treasurer will need copies of all letters concerning donations, hotel contracts, catering and any other business dealings under Ruben Lancaster & Maryann Lancaster Thompson Family Foundation tax id number. (All host city co-chairs are allowed to sign contracts and agreements with vendors as needed.)

- 4. IRS Letter Approving 501c3 Status
Feel free to contact any Foundation officer via
LancasterRubenFam@gmail.com if you have any questions or
comments pertaining to the use of 501c3 status guidelines.
The Ruben Lancaster and Maryann Lancaster Family Foundation
10-3-2014***

LANCASTER FAMILY REUNION AFTER ACTION REPORT

After Action Report/Executive Summary from Host Family

This After Action Report to summarize results of the reunion and then submitted to the Ruben Lancaster and Maryann Thompson Lancaster Family Foundation. This report covers four areas that are needed for the foundation documentation of activities and fiscal accountability. It will also help in developing recommendations for future host cities. Please answer the following questions in paragraph form when applicable. Feel free to add additional sheets if needed.

Part (1)

Host Committee	
Host City	
Host Hotel	
Year of Reunion	
Registration Costs Per Person	
Future Host City	
How well did your Host committee plan work	
What were your Host committee successes ?	
Describe any limitations of your Host committee plans that were identified	
Describe general lessons learned	
What advice would your Host Committee like to share with future hosts.	

Part (2)

SOURCES OF REVENUE /INCOME FOR REUNION	
Revenue Category	Amount
Registration	\$.00
Donations	\$.00
Program Advertisements	\$.00
Vendors	\$.00
Corporate Donations	\$.00
Total Revenue	\$.00
EXPENSES FOR REUNION	
Categories	Amount
Cost/Per Room x number of rooms	\$.00
Equipment / Audio Visual	\$.00
Banquet Facility Cost / Conference Rooms	\$.00
Catering	\$.00
Entertainment	\$.00
Reunion Shirts	\$.00
Printing Postage /Website/Social Media/Technology	\$.00
Park Facilities	\$.00
Total Expenses	\$.00

Continues: Part (2)

DETAILED ENTERTAINMENT BUDGET	
Categories	Costs
Reception/Hospitality	\$.00
Dinner Band	\$.00
DJ	\$.00
MISC. (Speaker etc.)	\$.00
Total	\$.00
Separate Venue	\$.00
Total Costs	\$.00
DETAILED PARK FACILITY BUDGET	
Categories	Costs
Name of Park	
Transportation Costs	\$.00
Equipment, Games, etc.	\$.00
Food/Drinks	\$.00
Electrical Needs	\$.00
Catering	\$.00
Special Permits for Parking/AV/Reservations	\$.00
Total Costs	\$.00

Part (3)

REUNION ACTIVITIES PROGRAMMING SUMMARY				
Categories		Comments		
Family Tradition (Genealogy)				
Business and Finance				
Health (Seminar, Speaker, Literature)				
Education				
Youth Council				
Sunday Memorial Service				
Recognitions: Federal, State and Local Government Officials				
Activities: Cards, Chess, Park Games etc				
Vendors				
VENDOR	Purpose	Telephone Number & Contact Name	Costs	Recommended for use in future reunion
Air Travel				
Hotel				
Rental Car				
Reunion Shirt/Caps				
Graphic Design				
DJ/Music				
Catering				
Others				

Ruben Lancaster & Maryann Lancaster Thompson

Family Foundation



BOARD OF DIRECTORS

GERALDINE SHAW
President

STEVE S. ARRINGTON
1st Vice President

VANESSA T. WARE
2nd Vice President

ELLEN PETERSON Treasurer

FELICIA BELL
Assistant Treasurer

SHARON JOHNSON
Secretary

JEROME JOINER
Communications Director

TONIA COUSETT
Scholarship Coordinator

JACKIE HERRING
Historian & Community
Services Coordinator

RENEE FLOWERS
Youth Advisory Council Coordinator

DONALD LANCASTER, ESQ.
Legal Counsel

FOUNDERS
Eulette Arrington
Ionie Dothard
Est. 1970



MAILING ADDRESS:
7087 Wetherington Dr.
West Chester, Ohio 45069

Email contact at :
LancasterRubenFam@gmail.com

Date _____

Ref: Tax Id Number 90-0762472

To Whom It May Concern:

This letter authorizes the holder, _____, to use the attached 501c3 ID number for tax exempt purchases and/or services. A picture ID can be used for proper identification. If you have any questions, please contact me at 513-325-3751 or Mr. Steve Arrington at 330-431-0677.

Thank you for your cooperation in this matter.

Yours Truly,

Ms. Geraldine Shaw, President

Ruben Lancaster and Maryann Lancaster Thompson Family Foundation

The Ruben Lancaster and Maryann Lancaster Thompson Family Foundation is a 501(c)3 charitable organization. The Mission is to ensure that the ties that have bound the families of a brother and sister since circa 1830 will remain unbreakable for centuries to come and in perpetuity through an annual family reunion the second Friday in August, a scholarship fund to promote education, a Lancaster day of service to help those in-need and a youth advisory council to ensure that the Lancaster legacy remains intact.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 03 2014

RUBEN LANCASTER & MARYANN LANCASTER
THOMPSON FAMILY FOUNDATION
C/O GERALDINE SHAW
7087 WETHERINGTON DR
WEST CHESTER, OH 45069

Employer Identification Number:
90-0762472
DLN:
17053232312043
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
July 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 4, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

