

Local Advisory Committee Action Outline



- Local Advisory Committee members review revised "Local Office Initiatives Guidelines"
 - Committee designates a team leader and forwards that name to andrew.hayes@bairdwarner.com
 - Committee members meet and select local organization(s) to support
 - Committee presents organization to office for approval
 - Committee prepares proposal
 - Manager signs proposal
 - Committee submits proposal to Andrew Hayes
 - Board of Advisors reviews proposals at quarterly meeting
 - Board of Advisors approves proposal(s)
 - Andrew Hayes notifies team leader of approval and asks when they would like the check
 - Committee/Office begins to plan activities in support of designated organization(s)
 - Chicago Community Foundation issues check
 - Check forwarded to team leader for presentation to designated organization(s)
 - Office announces support of organization(s)
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