

November 15, 2011

Dear Board of Directors:

On behalf of the Board of Directors and Staff of the Clark County Youth Shelter and Family Services, Inc., we would like to extend a warm welcome as we begin our new fiscal year. We appreciate your interest in helping the Shelter make a difference in the lives of youth and families in Southern Indiana. The mission of the Shelter is "Serving youth and families in a safe and caring environment". We appreciate all of the work you all do to help us with our mission.

Enclosed you will find a Board Commitment Letter which sets forth the expectations and time commitments involved in serving on our Board. Please sign both copies of the Board Commitment Letter. One is for your records and one should be returned to the Shelter. If you feel there is any reason you will not be able to fulfill these duties during the coming year, please contact me. In addition, if you are no longer able to serve on the Board because of time constraints, you may serve on a committee as a non-Board member.

Sincerely,

Laura Fleming-Balmer
Executive Director

CLARK COUNTY YOUTH SHELTER AND FAMILY SERVICES, INC.
(CCYSFS)
BOARD COMMITMENT LETTER

Thank you for agreeing to serve on the Board for CCYSFS. The following is a listing of expectations for Board Members.

- **Meeting Requirements:** Attend Board Meetings the fourth Monday of July, October, January, and April. Attendance is expected at all Board Meetings with a minimum of 50% attendance. Attend assigned Committee Meetings, usually four times per year.
- **Special Event Requirements:** Attend the Family Fun Festival in May and the Celebrity Waiter Dinner in December. Attend the Annual Board Retreat in the Fall. In addition, attend any other Special Events that may be held during the year.
- **Fundraising:** Make a personal financial contribution to the Shelter. In add, help with fundraising during events. A form will be given so you may choose how you would like to assist. We ask each Board member to contribute and/or help raise \$500 each fiscal year.

Please sign below indicating you have read and understand the time commitments and responsibilities and are willing to undertake the responsibilities of serving on the CCYSFS Board. By signing, you are also indicating that you have read and understand the Board of Directors Manual.

Name

Date