

Dear Public Affairs and Community Service Evaluation (PACE) Committee Members,

Welcome to the PACE Committee! We wanted to thank you again for agreeing to join us as well as outline your responsibilities and remind you of our key meeting dates.

As we discussed when we spoke with you, the PACE Committee only meets twice but both meetings are mandatory for all members. ***Our Orientation Meeting is at the JCC on Thursday, February 20 from 9 am-1 pm.*** (The Orientation Meeting will begin with introductions and a process overview followed by – for the first time this year – brief presentations from each of the Project leaders about their projects.) ***The Deliberation and Allocation meeting will take place at the J on Friday, April 3, from 9 am-noon.*** Our hope is that both meetings will end early; however, please block the entire time.

In between the two meetings you will have three major responsibilities.

- First, you will need to review all the Project Submission Forms in detail. (These will be sent to you immediately after the Orientation Meeting.)
- Second, we need you to visit at least one project site; we encourage you to visit more than one if possible. (Dates and a sign-up sheet will be provided at the Orientation Meeting – please bring your calendars because you will be required to sign up before you leave the meeting!).
- Finally, we ask every committee member to speak with at least one volunteer about their project. (Details will be provided at the Orientation Meeting.)

In addition to these tasks, we will also ask you to sign a Conflict of Interest and Confidentiality form at the Orientation Meeting. We do this to ensure that no committee member is also part of a Community Service Project that they are evaluating. (If you do volunteer for one or more of our projects, please keep doing so! We will simply ask you to recuse yourself from deliberations on that project.)

Thank you again for agreeing to take on these responsibilities and be part of this important process. We greatly look forward to working with you!

If you have any questions, please don't hesitate to call any of us.