

## WMHS Auxiliary

Join an active group doing good for our community!

We want you to join us as we actively support the very best healthcare for our community. The WMHS Auxiliary promotes UPMC Western Maryland through the work of fundraising, public relations, and as ambassadors, and we invite you to join us in our mission to hold up our caregivers and the patients they support and improve medical outcomes for our region. Let us know if there's a particular area where you would like to serve!

## Join the WMHS Auxiliary today!

To learn more or sign up, contact Membership Chair Dani Rossi at 570-977-9798 or at [danineupauer@yahoo.com](mailto:danineupauer@yahoo.com).



## Summary of Committee Engagement

### **Employee Appreciation Committee** – Chair Katie Beam

Members of the **Employee Appreciation Committee** function as ambassadors by interacting with hospital employees and staff during special events. Our “thank you for your efforts,” goodwill-generating efforts are open for all Auxiliary members to participate in and create an easy, fun, and positive way for members to volunteer for a few hours!

*Activities:* The chair creates a number of activities in tandem with the UPMC Employee Engagement Council that demonstrate support for UPMC WMD staff. Examples include volunteering at the UPMC WMD annual picnic, giving away prizes at one of our specialty sales, and providing UPMC-branded t-shirts to all the members of the staff.

### **Membership Committee** – Chair Dani Rossi

The **Membership Committee** actively recruits and engages Auxiliary members in volunteerism and support for the organization's goals.

*Activities include* coordinating with Auxiliary liaison to implement and promote a member renewal outreach plan, track receipt of dues payments to update member database and deposit funds, follow up with expired and/or lapsed members to retain their engagement, develop member booklet, and continually look for new ways to engage members.

### **Publicity Committee** – Chair Julie Westendorff

The **Publicity Committee** promotes events, activities and initiatives of the WMHS Auxiliary in coordination with Auxiliary staff.

*Activities include* updating the Auxiliary Facebook page with updates and events, engaging with Auxiliary groups (i.e., Past Perfect) to obtain dates and information related to committees & events, and ensure consistent messaging between Foundation and Auxiliary communications.

### **Scholarship Committee** – Chair Kayla Ellis

The **Scholarship Committee** reviews applicants for scholarships that are awarded annually. The committee meets to review each application and collectively decide the recipients.

*Activities include* marketing the scholarship program, setting a deadline for applicants to submit, collecting applications from the Auxiliary mail box, setting a date for review, examining applications, and selecting winners, inviting scholars to spring member dinner and introducing them, and monitoring awardees to ensure they submit second semester grades for their award.

### **Snow Ball Committee** – 2024 Chairs Julie Westendorff and Dani Rossi

The purpose of the **Snow Ball Committee** is to plan and execute the Auxiliary's largest fundraising event of the calendar year. The following coordinators have many ways you can help!

**Event Co-Chairs** plan the overall vision of the event and oversee the work of the sub-committees. Traditionally, these co-chairs are the standing Auxiliary president and president elect. Together, they schedule the date of the event with the venue, obtain necessary rentals for the event, oversee

development of the program, and monitor all other duties required to ensure the success of the event.

**Corporate Sponsorships Coordinator** solicits for corporate donations, appealing to potential sponsors through a letter and brochure, determines the benefits associated with each sponsor level, oversees the corporate table design, and greets corporate sponsors at the event and ensures their satisfaction.

**Food and Beverage Coordinator** plans the menu and beverage choices, coordinates with chef at the club to plan menu, organizes a food tasting prior to final selection of the menu, and ensures proper service of food during the event.

**Entertainment Coordinator** selects and hires the entertainment and arranges accommodations for out-of-town band members.

**Decorating Coordinator** works with event co-chairs' vision to decorate the club for the event, takes inventory of existing stock and orders new supplies (at the discretion of the co-chairs and within established budgetary guidelines), and supervises volunteers, who are especially needed the week ahead of the event.

**Invitations Coordinator** schedules the mailing of invitations, designs the invitation and save the date according to the co-chairs' vision for the event, works with printer to proofread and complete materials, and supervises volunteers at an "invitation-stuffing party" held at UPMC (typically 3 hours) before returning the materials to the printer for mailing six weeks before the event.

**Reservations Coordinator** receives and tracks reservations for the Snow Ball through an online credit card portal or response card mailing, forwards ticket sale revenues to Auxiliary treasurer, creates spreadsheet of attendees, coordinates check-in of guests by supervising volunteers and paid workers, and supplies final count of those present to compare to the club's count.

**Auction Coordinators** oversee a high-end auction that is hosted during the Snow Ball, recruit donations for the auction, coordinate with donors to pick up the auction items, create a spreadsheet of inventory and projected revenues, send thank yous to all donors, decorates the auction set up and create enticing display of all the items, invites Snow Ball attendees to visit the auction during the evening, and officially closes the auction at the specified time, working with Foundation staff to close out and report winners, collect their bids, and collect their items.

### **Volunteer Committee** – Chair Patty Wright

This committee recruits, orients, trains, and places volunteers in the hospital – matching the needs of the organization with skills and availability of volunteers.

Activities Include all information-giving areas: Same Day Surgery intake desk, Information Desk in the main lobby, Diagnostic Center in-house, and Gift shop (various roles but those willing to learn the cash register and take a regular shift are most needed).

All volunteers working at UPMC Western Maryland must complete an application, meet health appraisal requirements, including an annual flu vaccine (currently COVID vaccinated as well), attend an orientation and training, pass a background check, and abide by all UPMC policies which are provided at orientation. Interested individuals may apply online or call Volunteer Services (240-964-8499) for a paper application packet.