

**Cargill Cares Alumni
Volunteer Support – Twin Cities**

Organizational Profile

ORGANIZATION: Cargill Cares Alumni (CCA) Support

MISSION:

Provide various support activities to maintain a robust organization that nourishes our community and enhances the Alumni's active life styles.



LOCATIONS: Office center or done remotely

CCA VOLUNTEER ACTIVITIES:

CCA Support: ongoing operations

- respond to alumni queries
- update file content (Spark, Alumni files, web, etc.)
- coordinate events (seminars, tours, social)
- calling tree
- develop procedures, forms, etc.
- assist with newsletter (gather materials, write articles, photos, etc.)
- web site: development, maintenance, and support
- database: development, maintenance, and support
- develop training materials

CCA Organizing: Planning and organizing

- Board and committee meetings (recording, agendas, bylaws, special projects, strategy plans and other administrative activities)
- new member recruitment and promoting CCA
- financial (Treasurer)
- membership involvement
- recognition
- new project evaluation

ANNUAL CCA ESTIMATED VOLUNTEER HOURS:

In fiscal 2017, CCA support hours totaled over 2,500.

PROJECT LEAD/CONTACT INFORMATION:

CCA office 952/742-1688 email: CargillCaresAlumni@cargill.com