Quincy Service Club
Making Quincy a Better Place to Live

Quincy Service Club Foundation
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Policies, Procedures, and Programs

Tag Line

Making Quincy a better place to live

Mission Statement

Empowering individuals to create lasting change in our community through service, fostering unity, and raising awareness of our shared purpose.

Vision Statement

To cultivate a vibrant community where every individual thrives, fostering connection and compassion through service and collaboration, ensuring a safe, sustainable, and united environment for all.

Policy 1-1 Statement of Non-Discrimination

The Quincy Service Foundation is committed to providing a welcoming environment for all individuals, regardless of their race, ethnicity, national origin, gender, age, religion, disability, or any other protected characteristic. We value diversity and believe that everyone deserves equal opportunities, respect, and fair treatment. Discrimination of any kind, including but not limited to harassment, prejudice, or exclusion, will not be tolerated within our club. We strive to foster an atmosphere that promotes mutual understanding, acceptance, and collaboration among our members. Our commitment to non-discrimination is integral to our mission of creating a vibrant and harmonious community.

Policy 1-2 Code of Ethics and Conduct

Introduction

a) The Code of Ethics and Conduct Policy establishes the standards of behavior, professionalism, and integrity expected of all individuals associated with the service organization.

b) This policy applies to all directors, officers, employees, volunteers, contractors, and any other individuals engaged in activities on behalf of the organization.

Integrity and Ethical Conduct

a) Act with honesty, integrity, and transparency in all interactions and decision-making processes.

b) Adhere to all applicable laws, regulations, and ethical standards relevant to the organization's activities.

Professionalism and Collaboration

a) Demonstrate professionalism, competence, and continuous professional development to fulfill responsibilities effectively.

b) Foster a collaborative and supportive work environment, promoting teamwork, open communication, and constructive feedback.

c) Uphold the organization's reputation and promote its mission and values in all interactions with stakeholders and the public.

Compliance and Reporting

a) Understand and comply with this Code of Ethics and Conduct Policy and all other organizational policies and procedures.

b) Report any violations, concerns, or suspected misconduct promptly and honestly through the designated reporting channels.

c) Cooperate fully in investigations related to alleged violations and maintain confidentiality as required during the investigation process.

Enforcement and Consequences

a) Violations of this Code of Ethics and Conduct Policy or any of the Policies Described in this document may result in disciplinary actions, including but not limited to reprimand, suspension, termination, or legal action, as appropriate and in accordance with applicable laws and regulations.

b) The organization reserves the right to take appropriate actions to address violations and ensure compliance with this policy.

Review and Updates

a) All policies in this document should be reviewed periodically to ensure their ongoing relevance, effectiveness, and compliance with changing circumstances, laws, and regulations.

b) The foundation may seek professional advice or consult with investment experts to ensure the policies remain aligned with best practices and industry standards.

Policy 1-3 Conflict of Interest

Purpose

This Conflict of Interest Policy aims to ensure that the operations and decision-making processes of the foundation are conducted with the highest level of integrity and transparency. This policy is designed to prevent conflicts of interest that may compromise the foundation's mission, values, and the public trust it holds.

Definitions

a) Conflict of Interest: A conflict of interest arises when an individual's personal interests or obligations have the potential to influence their ability to act in the best interests of the foundation.

b) Interested Party: An interested party refers to any person affiliated with the foundation, including directors, officers, employees, volunteers, donors, contractors, or any other individual involved in the foundation's activities.

Disclosure of Conflicts

a) All interested parties must disclose any potential or actual conflicts of interest promptly to the Board of Directors or an assigned designated officer. This includes conflicts that arise during their tenure or that they anticipate in the future.

b) The disclosure should provide sufficient information regarding the nature of the conflict, the parties involved, and any relevant financial or non-financial interests. It is the duty of the interested party to update their disclosure if any changes occur.

Evaluation and Management of Conflicts

a) The Board of Directors, or an appointed Conflict of Interest Committee, will evaluate each disclosed conflict on a case-by-case basis. The evaluation will consider the nature, extent, and potential impact of the conflict.

b) The interested party involved in the conflict may be asked to provide further information and clarification, if necessary.

c) The Board of Directors or the Conflict of Interest Committee will determine whether the conflict poses a substantial risk to the foundation's best interests. If so, appropriate measures will be taken to manage, minimize, or eliminate the conflict.

Recusal

a) In situations where a conflict of interest exists, the interested party must recuse themselves from any discussion, decision-making process, or vote on matters related to the conflict. This applies to both Board of Directors meetings and any committees or subcommittees in which they participate.

b) The recused individual should not attempt to influence or participate in any discussion regarding the conflict, either directly or indirectly.

Documentation and Record Keeping

a) All disclosures, evaluations, and actions taken to address conflicts of interest must be documented and maintained as part of the foundation's records.

b) These records should be retained for a designated period, as required by applicable laws and regulations.

Policy 1-4 Whistleblower

Purpose

The Whistleblower Policy is established to encourage and protect individuals who report suspected misconduct, fraudulent activities, or violations of laws, regulations, or organizational policies within the foundation. This policy aims to create a culture of transparency, integrity, and accountability within the foundation.

Scope

This policy applies to all directors, officers, employees, volunteers, donors, contractors, and any other individuals associated with the foundation.

Reporting Channels

a) The foundation will establish multiple reporting channels to ensure that whistleblowers can report their concerns without fear of retaliation. These channels may include a designated whistleblower hotline, email address, or physical mailbox.

b) The foundation should provide clear instructions on how to access and utilize the reporting channels, maintaining confidentiality and anonymity whenever possible.

Protection and Confidentiality

a) The foundation is committed to protecting whistleblowers from retaliation, harassment, or any adverse actions as a result of their reporting. The foundation will not tolerate any form of retaliation against individuals who report in good faith.

b) All reports received will be treated with strict confidentiality to the extent permitted by law. The identity of the whistleblower will be disclosed only to those who need to know for the purpose of investigation or as required by legal proceedings.

Reporting Process

a) Whistleblowers should provide detailed information regarding the suspected misconduct, including the nature of the violation, the individuals involved, supporting evidence, and any other relevant information.

b) The whistleblower should submit the report as soon as possible after becoming aware of the alleged misconduct to facilitate prompt investigation and resolution.

c) If possible, the whistleblower should provide their contact information to allow follow-up communication during the investigation process. However, anonymous reports will also be accepted.

Investigation and Follow-up

a) The foundation will promptly and impartially investigate all reports received under this policy. An investigation team or designated individual(s) will be responsible for conducting the investigation.

b) Whistleblowers will be provided with periodic updates on the progress and outcome of the investigation to the extent permitted by law and without compromising the confidentiality of other individuals involved.

c) Upon completion of the investigation, appropriate actions will be taken based on the findings. These actions may include disciplinary measures, corrective actions, or referral to law enforcement authorities if necessary.

Non-Retaliation

a) Any form of retaliation against a whistleblower who reports in good faith is strictly prohibited. Retaliation includes but is not limited to termination, demotion, harassment, or any adverse employment action.

b) Whistleblowers who experience or witness retaliation should report it immediately to the designated authorities identified in the policy.

Record Keeping

a) The foundation will maintain records of all reports received, investigations conducted, and actions taken in response to whistleblowing concerns. These records should be securely stored and retained as required by applicable laws and regulations.

Policy 1-5 Document Retention

Purpose

This Document Retention Policy was established to ensure the proper retention, management, and disposal of documents and records within the foundation. This policy aims to promote efficient record-keeping practices, compliance with legal and regulatory requirements, and the safeguarding of important organizational information.

Scope

This policy applies to all documents and records created, received, or maintained by the foundation, including both physical and electronic formats.

Document Categories

a) Financial Records: This includes but is not limited to financial statements, bank statements, invoices, receipts, payroll records, tax returns, and supporting documentation.

b) Governance Documents: This includes articles of incorporation, bylaws, board meeting minutes, resolutions, policies, and other legal or regulatory documents.

c) Contracts and Agreements: This includes contracts, memoranda of understanding, grant agreements, vendor agreements, and any other legally binding agreements.

d) Program and Project Records: This includes project plans, reports, evaluations, and other documentation related to the foundation's programs and initiatives.

f) Communications: This includes correspondence, emails, letters, and other communication records related to the foundation's operations, stakeholders, and donors.

g) Legal and Compliance Documents: This includes licenses, permits, registrations, legal opinions, compliance reports, and any other legal or regulatory documents.

Retention Periods

a) The retention periods for different document categories may vary based on legal, regulatory, and operational requirements. The foundation should consult with legal counsel or relevant authorities to determine the specific retention periods applicable to its jurisdiction and activities.

b) As a general guideline, the following retention periods may be considered:

- Financial Records: Typically, financial records should be retained for a minimum of seven years.
- Governance Documents: These should be retained permanently or as long as the organization is active.
- Contracts and Agreements: Retain for the duration of the agreement plus a specified period afterward.
- Personnel Records: Retain for a specific period after employment termination, usually as required by employment laws.
- Program and Project Records: Retain for a period of time necessary for reporting, evaluation, and potential audits.
- Communications: Retain as necessary for operational or legal purposes, depending on the content and significance.
- Legal and Compliance Documents: Retain as required by relevant laws, regulations, or legal proceedings.

Document Disposal

a) When documents have exceeded their retention periods or are no longer necessary for legal, operational, or historical purposes, they should be disposed of in a secure manner to maintain confidentiality and data privacy.

b) The method of disposal may include shredding physical documents or using secure digital deletion techniques for electronic records.

c) It is important to ensure compliance with applicable privacy laws, including the proper disposal of personal information or sensitive data.

Record Keeping System

a) The foundation should implement a record-keeping system that organizes and indexes documents appropriately for easy retrieval and management.

b) The system may include both physical and electronic methods, such as file cabinets, cloud storage, document management software, or other suitable solutions.

c) The record-keeping system should include clear guidelines on document naming conventions, folder structures, and access controls to maintain organization and security.

Policy 1-6 Gift Acceptance

Introduction

a) The Gift Acceptance Policy establishes guidelines and procedures for accepting donations, gifts, grants, sponsorships, and other forms of support by the small foundation.

b) This policy applies to all individuals involved in the solicitation, acceptance, and management of gifts on behalf of the foundation, including directors, officers, employees, volunteers, and any other authorized representatives.

Purpose and Objectives

a) The foundation's primary objective is to further its mission and support its programs and initiatives through philanthropic contributions.

b) The purpose of this policy is to ensure that gifts received by the foundation are consistent with its mission, values, and strategic goals, and comply with applicable laws and regulations.

Gift Evaluation and Acceptance

a) The foundation will evaluate all proposed gifts based on their alignment with its mission, impact potential, and feasibility of acceptance.

b) The foundation reserves the right to accept or decline any gift that is not in the best interest of the organization or may pose reputational, financial, legal, or operational risks.

c) The foundation will consider the source of the gift, its compatibility with the foundation's programs, the potential restrictions or conditions attached to the gift, and any ethical considerations.

Acceptable Forms of Gifts

a) The foundation may accept various forms of gifts, including but not limited to cash, publicly traded securities, real estate, tangible personal property, bequests, life insurance, charitable remainder trusts, and other planned gifts.

b) Gifts may be made outright or as part of a structured giving arrangement, subject to the foundation's evaluation and acceptance criteria.

Restrictions and Designations

a) The foundation may accept gifts with specific restrictions or designations, provided they align with its mission and are feasible to implement.

b) Gifts that are excessively burdensome, impractical, or inconsistent with the foundation's programs and policies may be declined or modified to better align with the foundation's objectives.

Donor Recognition and Stewardship

a) The foundation will acknowledge and recognize donors in accordance with its established recognition practices and policies.

b) The foundation will provide regular updates, reports, and appropriate stewardship to donors to demonstrate the impact of their contributions and foster ongoing engagement.

Legal and Tax Considerations

a) The foundation will seek legal and tax advice when necessary to evaluate the implications of accepting certain gifts, especially those with potential legal, tax, or financial consequences.

b) The foundation will provide donors with appropriate acknowledgments and tax documentation in compliance with applicable laws and regulations.

Compliance and Reporting

a) All individuals involved in the acceptance and management of gifts must adhere to this policy and related procedures.

b) Any concerns, questions, or potential violations of this policy should be reported promptly to the designated authority or ethics officer within the foundation.

Policy 1-7 Investments

Purpose

The Investment Policy outlines the guiding principles and strategies for managing the investment portfolio of the foundation. The primary objective is to prudently invest the foundation's assets to generate returns that support its mission and long-term financial sustainability.

Objectives

a) Preserve Capital: The foundation aims to protect the principal value of its investments while considering the need for long-term growth.

b) Generate Income: The foundation seeks to generate a reasonable level of income from its investments to support its ongoing operations and grant-making activities.

c) Maintain Liquidity: The foundation will maintain a portion of its investments in liquid assets to meet short-term funding needs and unexpected expenses.

d) Diversify Investments: The foundation will diversify its investments across different asset classes to minimize risk and optimize returns.

Risk Tolerance

a) The foundation's risk tolerance will be determined based on its financial goals, time horizon, and the ability to withstand fluctuations in the value of its investments.

b) The foundation acknowledges that investing in securities involves inherent risks and accepts a certain level of risk in pursuit of its investment objectives.

Asset Allocation

a) The foundation will establish a target asset allocation that reflects its risk tolerance and return objectives. The asset allocation may be reviewed periodically to ensure its alignment with the foundation's goals.

b) The target asset allocation will specify the desired percentages of the portfolio to be invested in various asset classes, such as equities, fixed income securities, cash equivalents, and alternative investments.

Investment Selection and Monitoring

a) The foundation will select investments that align with its investment policy, considering factors such as risk, return potential, liquidity, and alignment with the foundation's values.

b) The foundation will monitor the performance of its investments regularly, comparing them against appropriate benchmarks and evaluating the need for adjustments or rebalancing.

c) The foundation may engage professional investment advisors or consultants to provide expertise and advice in the selection and monitoring of investments, if deemed necessary and feasible.

Investment Restrictions

a) The foundation may establish specific investment restrictions to ensure compliance with legal, ethical, and mission-related considerations.

b) The foundation will not knowingly invest in securities or engage in activities that violate applicable laws, regulations, or ethical standards.

Spending and Distribution Policy

a) The foundation will establish a spending and distribution policy that governs the allocation of investment returns to support the foundation's grant-making and operational needs.

b) The spending policy may consider factors such as the foundation's financial objectives, investment returns, inflation, and projected funding requirements.

Policy 1-8 Grantmaking

Purpose

The Grantmaking Policy outlines the principles, procedures, and criteria for awarding grants by the foundation. The primary objective is to support projects, initiatives, and organizations that align with the foundation's mission and contribute to positive community impact.

Mission and Focus Areas

a) The foundation will clearly define its mission, vision, and values, which will guide its grantmaking activities.

b) The foundation will identify specific focus areas or priority areas within its mission that will receive primary consideration for grant funding.

Eligibility

a) The foundation will establish eligibility criteria to determine which organizations or projects are eligible to apply for grants.

b) Eligibility criteria may include factors such as nonprofit status, geographic location, alignment with the foundation's focus areas, and compliance with legal and ethical standards.

Grant Types

a) The foundation will define the types of grants it offers, which may include project grants, general operating support grants, capacity-building grants, seed grants, and specific program grants.

b) Each grant type will have its own criteria, funding limits, and application requirements.

Application and Review Process

a) The foundation will establish a clear and transparent application process, including deadlines, submission requirements, and necessary documentation.

b) The foundation may require applicants to submit a proposal outlining their project or organization's goals, objectives, budget, and expected outcomes.

c) The foundation will assemble a grant review committee or designate individuals responsible for evaluating grant applications based on predetermined evaluation criteria.

Evaluation Criteria

a) The foundation will establish specific evaluation criteria to assess grant applications, ensuring consistency and fairness in the review process.

b) Evaluation criteria may include factors such as alignment with the foundation's mission and focus areas, demonstrated community impact, organizational capacity, sustainability, and financial accountability.

Funding Decisions

a) The foundation will make funding decisions based on the evaluation of grant applications and available resources.

b) The foundation may establish a budget for grant funding and allocate resources accordingly.

c) The foundation will communicate funding decisions to applicants in a timely manner and provide feedback when possible.

Policy 1-9 Financial Control and Accountability

Purpose

The Financial Control and Accountability Policy establishes guidelines and procedures to ensure proper fiscal management, control, and accountability within the foundation. The policy aims to safeguard the foundation's assets, promote transparency, and ensure compliance with applicable laws and regulations.

Financial Responsibilities

a) The foundation will clearly define the financial roles and responsibilities of individuals involved in fiscal management, including the board of directors, treasurer, and any other authorized personnel.

b) The foundation will establish compensating controls to prevent conflicts of interest and ensure checks and balances in financial transactions and reporting.

Budgeting and Financial Planning

a) The foundation will develop an annual budget that aligns with its strategic goals, mission, and available resources.

b) The budgeting process will involve input from key stakeholders, such as the board of directors and officers, to ensure a realistic and comprehensive financial plan.

c) The foundation will monitor and review budget performance regularly, making necessary adjustments as needed.

Financial Reporting and Recordkeeping

a) The foundation will maintain accurate and complete financial records, including income, expenses, assets, liabilities, and grants awarded.

b) Financial transactions will be properly documented, supported by appropriate receipts, invoices, or other relevant documents.

c) The foundation will prepare regular financial statements, such as income statements, balance sheets, and cash flow statements, to provide a clear overview of its financial position.

d) Financial reports will be shared with the board of directors and relevant stakeholders to ensure transparency and accountability.

Internal Controls

a) The foundation will establish internal control measures to mitigate the risk of fraud, misappropriation of funds, or financial mismanagement.

b) Internal control procedures may include segregation of duties, authorization and approval processes, periodic reconciliations, physical asset verification, and independent audits.

Cash Management and Banking

a) The foundation will establish procedures for cash management, including cash handling, banking relationships, and investment of idle funds.

b) The foundation will maintain separate bank accounts for operational and grant-related activities, ensuring clear separation and appropriate use of funds.

c) The foundation will regularly reconcile bank statements with financial records to identify discrepancies and address them promptly.

Policy 1-10 Data Privacy and Security

Introduction

a) The Data Privacy and Security Policy establishes guidelines and procedures to ensure the privacy, confidentiality, and security of data collected and processed by the small foundation.

b) This policy applies to all individuals involved in handling and accessing data on behalf of the foundation, including directors, officers, employees, volunteers, and any other authorized representatives.

Data Collection and Purpose

a) The foundation will clearly define the types of data it collects and the purpose for which it is collected.

b) Data collection will be limited to what is necessary to fulfill the foundation's mission and operations.

c) The foundation will inform individuals about the purpose and use of their data and obtain their consent when required by applicable laws and regulations.

Data Protection and Storage

a) The foundation will implement appropriate technical and organizational measures to protect data against unauthorized access, disclosure, alteration, or destruction.

b) Data will be stored securely, both physically and electronically, using industry-standard encryption and access controls.

c) The foundation will periodically assess its data storage systems and take necessary measures to ensure the security and integrity of the data.

Data Access and Use

a) Access to data will be granted only to authorized individuals who have a legitimate need to access it for the foundation's operations.

b) Data will be used only for the purposes for which it was collected, unless otherwise required or permitted by law.

c) The foundation will provide training and guidance to individuals managing data to ensure proper use, protection, and confidentiality.

Data Retention and Disposal

a) The foundation will establish a data retention policy that specifies the duration for which data will be retained, taking into account legal requirements and operational needs.

b) Data will be disposed of securely and in accordance with applicable laws and regulations, using methods that protect against unauthorized access or disclosure.

c) The foundation will periodically review and update its data retention and disposal practices to ensure compliance with changing laws and regulations.

Data Sharing and Disclosure

a) The foundation will not share or disclose data to third parties unless authorized by the individual or required by law.

b) When sharing data with third parties, the foundation will enter into agreements or contracts that ensure the third parties' commitment to data privacy and security.

c) The foundation will take reasonable steps to verify the privacy and security practices of third parties before sharing data with them.

Data Breach Response

a) The foundation will establish a data breach response plan to respond to any unauthorized access, disclosure, or loss of data promptly and effectively.

b) In the event of a data breach, the foundation will take immediate action to mitigate the impact, notify affected individuals and appropriate authorities, and implement measures to prevent future breaches.

Compliance and Review

a) The foundation will comply with all applicable data protection laws, regulations, and industry best practices.

b) The data privacy and security policy will be periodically reviewed and updated to reflect changes in laws, regulations, and technological advancements.

c) The foundation will provide training and awareness programs to ensure that individuals managing data understand and comply with the policy.

Policy 1-11 Communications and Media Relations

Purpose

The Communications and Media Relations Policy establish guidelines and procedures for managing external communications and media interactions of the small foundation. The policy aims to ensure consistent and effective messaging, protect the foundation's reputation, and maximize opportunities for positive public engagement.

Spokespersons and Media Contacts

a) The foundation will designate specific individuals or positions as authorized spokespersons who are responsible for representing the foundation in media interactions and public communications.

b) The designated spokespersons will be trained and well-versed in the foundation's mission, programs, and key messages.

c) The foundation will maintain an updated list of media contacts, including journalists, reporters, and media outlets, to facilitate effective communication.

Messaging and Branding

a) The foundation will establish clear and consistent messaging guidelines to ensure that all communications align with the foundation's mission, values, and strategic goals.

b) Key messages will be developed and shared with board members and other representatives to ensure a unified and cohesive voice.

c) The foundation will protect and promote its brand identity, including logos, taglines, and visual assets, to maintain brand consistency and recognition.

Media Engagement and Press Releases

a) The foundation will develop protocols for engaging with the media, including the process for responding to media inquiries, interview requests, and media coverage.

b) Press releases or media statements will be prepared and disseminated to announce noteworthy events, initiatives, achievements, or other relevant news related to the foundation.

c) All press releases and media statements will be reviewed and approved by designated spokespersons and appropriate stakeholders before distribution.

Social Media and Online Communication

a) The foundation will establish guidelines for social media use, ensuring that social media platforms are used responsibly and in alignment with the foundation's values and messaging.

b) Representatives who manage social media accounts on behalf of the foundation will receive training on best practices, content guidelines, and appropriate engagement with the public.

c) The foundation will monitor social media channels and respond to comments, inquiries, and feedback in a timely and professional manner.

External Collaborations and Partnerships

a) The foundation will establish guidelines for engaging in external collaborations, partnerships, and joint initiatives.

b) All external collaborations and partnerships will be assessed based on their alignment with the foundation's mission, values, and strategic goals.

c) The foundation will establish clear communication channels with external partners to ensure consistent messaging and effective coordination of joint efforts.

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Policy 1-12 Emergency Preparedness

Risk Assessment and Planning

a) The club will conduct a risk assessment to identify potential emergencies and hazards that could affect its operations, members, or events.

b) The club will develop an emergency preparedness plan based on the identified risks, outlining specific actions and procedures to mitigate, respond to, and recover from emergencies.

Emergency Communication

a) The club will establish a reliable communication system to disseminate emergency information and instructions to its members.

b) Contact information for all members will be collected and maintained up to date.

c) The club will designate an emergency communication coordinator responsible for initiating and coordinating communication during emergencies.

Emergency Contacts

a) The club will compile a list of important emergency contacts, including local authorities, emergency services, and relevant community organizations.

b) The contact list will be easily accessible to club members and updated regularly.

Emergency Response Procedures

a) The club will establish clear procedures for responding to several types of emergencies, such as severe weather, medical emergencies, or security threats.

b) Procedures will include evacuation routes, assembly points, and protocols for reporting emergencies.

c) Designated individuals within the club will be assigned specific roles and responsibilities during emergencies, such as first aid, evacuation coordination, or contacting emergency services.

Member Safety and Awareness

a) The club will encourage members to report potential hazards or safety concerns promptly.

Collaborations and Resources

a) The club will establish relationships and collaborations with local emergency services, community organizations, or neighboring clubs to enhance its emergency preparedness capabilities.

b) The club will identify available resources, such as first aid kits, emergency supplies, or nearby facilities that can provide temporary shelter or support during emergencies.

Documented Procedures

a) The club will document all emergency procedures, including evacuation routes, communication protocols, and key contacts.

b) The documented procedures will be easily accessible to all members and regularly reviewed and updated as needed.

Procedure 2-1 Member Recruitment

Why Recruit?

New members are the lifeblood of the Club. By recruiting new members, the club expands its capacity to make a greater impact in the community. More members mean more hands-on-deck, more diverse skills and expertise, and increased resources to conduct projects, programs, and initiatives. New members also bring fresh perspectives, ideas, and experiences to the club. They can offer innovative solutions to challenges, bring in new networks and connections, and introduce novel approaches to community service. Introducing new members injects renewed energy and enthusiasm into the club. It helps prevent stagnation and complacency, keeping the club dynamic, vibrant, and forward-thinking. More members also offer the opportunity to connect with like-minded individuals, build friendships, and enjoy a sense of camaraderie. By recruiting new members, the club fosters an environment of friendship, support, and shared purpose, creating a fulfilling and enjoyable experience for all.

Outreach Strategies

The target audience that are likely to be interested in joining the Club include individuals who are enthusiastic about our programs of service and professionals looking to make a positive impact on the community. The Club has identified the following strategies for recruiting new members:

- Personal Recruitment by existing members. No form of recruiting strategy has been proven more effective than having a member ask an individual to join.
- Marketing. Marketing takes many forms from social media posts to public relations related to our fundraising efforts and projects to direct solicitation.
- Social Events. The Board of Directors have budgeted funds for semi-annual socials for the purpose of inviting prospective members to learn about what the club does for the community.

Process

An existing member shall function as a sponsor for each new member. The sponsor serves as a mentor for the new member and acts as a communication point with the new member when necessary.

Prospective members may attend one meeting of the club at no charge in order to see if the Quincy Service Club is for them.

An application for membership should be completed by the prospective member and presented to the Club Secretary for consideration by the Board of Directors.

A simple majority of the Board of Directors present and voting at a regular or special meeting of the Board is required to approve an application for membership.

Once approved by the Board of Directors, the secretary shall read the name of the proposed member to the general membership at a regular meeting of the Club. (Prospective members should not attend this meeting). Once approved by the general membership, the new members should be invited to attend the next meeting of the club, where they will be introduced into the club as active members.

See Article IV, Members, of the Bylaws of the Foundation for additional details regarding membership.

Procedure 2-2 Life Membership

Life Membership is a category of membership in the Club that provides all the rights and privileges of active membership with the annual dues being waived. It is a category of membership reserved for members who meet the following qualifications:

1. Age and length of service: Individuals who have demonstrated a long-standing commitment and dedication to the service club may be considered for life membership. This involves a minimum of 20 years of active participation and contribution to the club's activities for members who have reached the age of 65. Special exceptions may be made by the board in the case of permanent physical impairment for members who have not reached the age of 65.

2. Leadership and involvement: Individuals who have held significant leadership roles within the club or have been actively involved in its operations. This may include serving as a club officer, committee chair, or holding other important positions that have contributed to the club's success.

3. Impact and contribution: Life members are typically individuals who have made substantial contributions to the club's mission and goals. This could involve organizing and executing successful projects, fundraising efforts, community outreach, or other initiatives that have had a significant positive impact.

4. Character and values: Those considered for life membership exemplify the core values and principles of the club. They demonstrate integrity, a strong work ethic, and a genuine commitment to serving others and making a difference in the community.

5. Recommendations and endorsements: Nominations for life membership require endorsements or recommendations from existing club members or leaders. These endorsements may speak to the nominee's qualifications, achievements, and overall suitability for life membership.

Members who wish to nominate an active member for Life Membership should submit the recommendation to the Board of Directors with a narrative as to how the prospective member meets the qualifications described above.

Procedure 2-3 Bill Hageman Member of the Year

William "Bill" Hageman, a dedicated and esteemed member of our club, contributed significantly to its growth and success. Notably, he served as President during the term of 1968-69. In recognition of his exceptional dedication, Bill became the inaugural recipient of the Member of the Year award in 1975-76 (known as the Exchangite of the Year award at the time).

Beyond his contributions to our club, Bill actively engaged with the community, holding a life membership in the Quincy Masonic Lodge. His remarkable commitment was evident through his 18-year tenure as Wagon Master of the Belgian Hitch, during which he played a pivotal role in the construction of the Belgian Hitch Clubhouse. In recognition of his outstanding Masonic service, Bill received several prestigious accolades, including the Meritorious Service Award, Everett L Lawrence Award for Outstanding Masonic Service, and Shriner of the Year.

Moreover, Bill's passion for community involvement extended to other organizations, as he held life memberships in the Quincy Boat Club and Mart Heinen Club, alongside our club. His culinary talents were renowned throughout Quincy, as he generously shared his cooking skills with various groups and events.

Given his extensive service and unwavering commitment, it is befitting that this award bears his name, serving as a testament to Bill's long-standing dedication to our community.

The process of selecting the Member of the Year follows:

1. The immediate past recipient of the Member of the Year Award serves as Chair of the selection committee for the current year, with all past, active recipients (active or life members) serving on the selection committee. If the immediate past recipient is no longer a member of the club, the next to last recipient shall serve as chair).
2. The process for selecting the Member of the Year should be completed near enough to the end of the administrative year to encompass the majority of the projects for the year but with enough time to get the award ordered and received in time for a presentation at the induction of the new board and officers of the club (typically the last meeting in June).
3. The criteria for consideration as member of the year includes:
    a. A member who has been consistently active in the club's activities and initiatives throughout the year;
    b. Has shown exceptional leadership skills and has taken initiative in driving the Club's mission by organizing projects, motivating the membership, or spearheading initiatives that have made a significant impact;
    c. Demonstrated outstanding dedication to the Club's service activities, going above and beyond in their commitment to serving others;
    d. Shows strong collaboration and teamwork skills;
4. Members of the selection committee make recommendations of members who meet the criteria described in 2. Above, with the committee reaching a consensus on the recipient.
5. Once selected, the Chair should inform the Club Secretary who will order the appropriate plaque.
6. The Committee Chair is responsible for notifying the family of the recipient and inviting them to the club meeting where the award will be presented.

Procedure 2-4 John Tripp Distinguished Service Award

The John Tripp Distinguished Service Award commemorates the remarkable contributions of John Tripp, who dedicated his career to serving the membership of our Club. With a tenure of over 20 years as the Bulletin editor, John not only ensured that we were well-informed but also delighted us with his entertaining content. His commitment extended beyond communication, as he played a significant role in our annual presentation of the Book of Golden Deeds as the esteemed keynote speaker. Additionally, during difficult times of loss, John served as a heartfelt eulogist at the visitations of our departed members.

In 1988-89, John's leadership skills shone through as he served as President of our Club, guiding us with wisdom and vision. Recognizing his exceptional dedication, he was honored as the Member of the Year in 1990, reflecting his outstanding service and commitment to our collective mission. An enduring memory of John is his presence at Washington Park each Memorial Day weekend, where he tirelessly cooked brats, burgers, and dogs during Gus Macker. His culinary skills and infectious enthusiasm brought joy to all who tended the grill. Moreover, John's unique approach to delivering "the News" was a delightful blend of humor, information, and occasional sharp wit.

John's involvement with other organizations was equally impactful, particularly his renowned broadcasts of YMCA little league baseball games alongside Jeff Dorsey. Their partnership became legendary, creating timeless and cherished memories for players, families, and fans alike. Additionally, in 1982, John took on the role of director and founder of the Blessing Hospice and Hannibal Hospice programs. These programs were established to provide compassionate care and support for individuals facing terminal illnesses and their families. John's dedication to this cause helped ensure that those in need received quality end-of-life care, easing their pain and providing emotional support during a difficult time.

Tragically, John's untimely passing in 2009 left a void in our hearts and in the Club. In honor of his enduring legacy, the Club's Board established the John Tripp Distinguished Service Award, ensuring that his memory lives on through recognizing individuals who embody the same exceptional dedication and service that he exemplified. Through this esteemed award, we pay tribute to John Tripp's profound impact, his unwavering commitment to our Club, and the enduring spirit of service that he instilled within our community.

The process of selecting the Distinguished Service Award follows:

1. The immediate past recipient of the Distinguished Service Award serves as Chair of the selection committee for the current year, with all past, active recipients (active or life members) serving on the selection committee. If the immediate past recipient is no longer a member of the club, the next to last recipient shall serve as chair).

2. The process for selecting the Distinguished Service Award recipient should be completed near enough to the end of the administrative year to encompass the majority of the projects for the year but with enough time to get the award ordered and received in time for a presentation at the induction of the new board and officers of the club (typically the last meeting in June).

3. The criteria for consideration as member of the year include all the requirements of the Bill Hageman Member of the Year award described in Procedure 2-3 but based on the prospect’s entire tenure as a member of the Club.

4. Members of the selection committee make recommendations of members who meet the criteria described in 2. Above, with the committee reaching a consensus on the recipient.

5. Once selected, the Chair should inform the Club Secretary who will order the appropriate plaque.

6. The Committee Chair is responsible for notifying the family of the recipient and inviting them to the club meeting where the award will be presented.

Programs of Service 3-1 Americanism

In Americanism, we aim to promote patriotism, civic engagement, and a deep appreciation for the principles that define our nation. We accomplish this mission and provide funding for other projects through our Field of Honor ® and Flags of Honor fundraising programs as well as our Stars and Stripes for All, Proudly We Hail, One Nation Under God and Freedom Gallery programs. Following is a brief description of each of these programs.

Field of Honor ®

The Colonial Flag Foundation's Field of Honor program is a powerful and poignant display that honors the sacrifices and service of military personnel, veterans, and first responders. Our program involves setting up a vast field filled with one thousand U.S. flags, representing a symbol of collective appreciation for those who have served to keep our country free.

The Field of Honor serves as a solemn and visually striking tribute, capturing the attention and hearts of all who witness it. The flags, meticulously placed in uniform rows, create a breathtaking sea of red, white, and blue, symbolizing unity, patriotism, and remembrance.

This program not only pays homage to those who have dedicated their lives to protecting their fellow citizens and upholding the values of freedom and democracy but also serves as a powerful reminder of the sacrifices made by individuals and their families. It provides an opportunity for the community to come together, reflect, and express gratitude for the bravery and selflessness exhibited by these heroes.

The Colonial Flag Foundation's Field of Honor program is more than just a display of flags; it is a deeply moving and unifying experience that encourages reflection, appreciation, and respect for those who have served and continue to serve our nation. It serves as a visible and impactful tribute that honors their contributions while inspiring individuals to carry forward the spirit of patriotism and service in their own lives.

Our Field of Honor is held annually on the weekend following Labor Day. The Flags Committee solicits sponsorships from foundations and businesses to underwrite the cost of flag replacement and has fundraising to support our other programs of service. All members are expected to help in some way during this project, whether through setting up, taking down the field, or manning the tent for one or more shifts during the weekend.

Flags of Honor

Our Flags of Honor program aims to promote patriotism, unity, and community engagement by distributing and displaying U.S. flags in residential yards on significant national holidays such as Independence Day, Memorial Day, Labor Day, and Flag Day. The program involves club members that coordinate and the Quincy Blue Devil Football team who distribute and retrieve the flags.

Residents who participate in the program pay an annual fee to have a U.S. flag placed in their front yard or designated area for the duration of the holiday.

The program seeks to create a visually impactful and cohesive display of national pride throughout the community. It serves as a visible reminder of the values and sacrifices that the flag represents, honoring the nation's history, veterans, and those who have fought for freedom and democracy.

Participating in the "Flags of Honor" program provides residents with an opportunity to show their support for the country, express their patriotism, and contribute to a sense of unity within the community. It also serves as a source of inspiration and reflection, fostering conversations about the significance of the flag and the importance of national holidays.

Overall, the "Flags of Honor" program encourages community members to proudly display the U.S. flag in their yards, fostering a sense of collective appreciation for the nation and its values on important federal holidays.

Stars and Stripes for All

The "Stars and Stripes for All" program is a festive and engaging initiative that aims to distribute U.S. flags along a parade route to “kids of all ages.” This program seeks to instill a sense of patriotism, pride, and excitement by allowing children to wave their own small American flags as they enjoy the parade festivities.

The program involves club members who are responsible for handing out the flags to children along the parade route. Members are easily identifiable with club shirts and hats, creating a fun and recognizable presence. They are equipped with bundles of small U.S. flags to distribute to eager children lining the streets.

As the Club carries a 20’ x 30’ American Flag in the parade, members move through the crowds, interacting with children and offering them flags to hold and wave. The children are encouraged to embrace the spirit of celebration and patriotism by proudly displaying their flags as the parade floats, marching bands, and other participants pass by.

The "Stars and Stripes for All" program not only creates a vibrant and colorful scene with the sight of waving flags but also provides an interactive and educational experience for children. It helps foster a connection to national symbols and encourages a sense of unity and appreciation for the country's history, values, and diverse community.

By distributing flags to kids of all ages, the program promotes inclusivity and ensures that everyone has the opportunity to participate and feel a part of the celebration. It brings joy and excitement to the parade experience, making it even more memorable for the young attendees.

Proudly We Hail

Annually, in conjunction with Flag Day, the Club recognizes individuals and business who properly fly the American Flag on a daily basis for the following reasons:

Promoting Patriotism: Recognizing individuals and businesses for their proper flag etiquette encourages a sense of patriotism and pride in the community. It sends a message that displaying the flag with respect is an act of reverence for the nation and its values.

Setting a Positive Example: Recognizing those who consistently and correctly fly the flag sets a positive example for others to follow. It highlights the importance of understanding and adhering to flag etiquette, inspiring others to do the same and fostering a culture of respect for national symbols.

Educational Opportunity: Recognizing flag-flying practices provides an opportunity to educate the community about the significance of the flag, its history, and proper handling. It helps raise awareness about flag etiquette and encourages people to learn and follow the established protocols.

Honoring Veterans and Service Members: Recognizing proper flag etiquette serves as a tribute to veterans and service members who have fought and sacrificed for the country. It honors their service and sacrifice by upholding the flag's symbolism and ensuring it is displayed in a manner that reflects their dedication to the nation.

Freedom Galleries

The Freedom Gallery is a project of the Roots of Freedom Foundation, whose mission is to inspire youth, families, and citizens in general to understand, respect, and preserve for future generations the values, freedoms, and ideals established by the Founding Fathers and fundamental documents of the United Sates of America.

The centerpiece of the Roots of Freedom education program is the Freedom Gallery. This stunning 23-piece display presents the story of America's founding in a visually stimulating manner. The Freedom Gallery was created to be a beautiful addition to any public or corporate building. Some schools refer to their gallery as the "learning wall" because of the many life lessons which are taught.

Each document contains a storyboard and replica of a famous portrait that explains a particular piece of American History from the events that led to our declaration of independence from England through the ratification of the United States Constitution and Bill of Rights.

Programs of Service 3-2 Prevention of Child Abuse

More than 600,000 children are victims of child abuse each year. In Adams County, the rate of abuse is 16.4 children per 1,000, or roughly 650 children each year. The prevention of child abuse is crucial for making our community a better place to live. By working collectively to prevent child abuse, we can create a safer and more nurturing environment for children to thrive and contribute positively to society by:

Protecting the Well-being of Children: Children are the future of any community, and their safety and well-being should be a top priority. Preventing child abuse ensures that children grow up in a nurturing and safe environment, free from physical, emotional, or sexual harm. It promotes their healthy development and allows them to reach their full potential.

Building Stronger Families: By focusing on preventing child abuse, communities can support families in developing healthy and positive relationships. This includes providing resources, education, and support systems that empower parents and caregivers to provide a nurturing and loving environment for their children. Strengthening families strengthens the foundation of the entire community.

Breaking the Cycle of Abuse: Preventing child abuse helps break the intergenerational cycle of violence and abuse. Research has shown that individuals who experience abuse during childhood are more likely to perpetuate abusive behaviors in their own relationships and families. By stopping child abuse, communities can interrupt this harmful cycle and create a safer environment for future generations.

Promoting Mental Health and Well-being: Child abuse can have long-lasting negative impacts on a child's mental health and well-being. It can lead to various psychological and emotional issues, such as depression, anxiety, post-traumatic stress disorder (PTSD), and substance abuse. By preventing child abuse, communities foster a healthier population, reducing the burden on mental health services and promoting overall well-being.

Strengthening Community Bonds: A community that actively works to prevent child abuse demonstrates its commitment to protecting the most vulnerable members. It creates a sense of collective responsibility, encouraging community members to look out for one another and report any signs of abuse. This shared commitment to child safety strengthens community bonds and fosters a culture of care and compassion.

Promoting Education and Awareness: Efforts to prevent child abuse involve raising awareness about its signs, consequences, and available resources. Community education programs can empower individuals with knowledge and skills to recognize and respond to child abuse. By educating the community, communities can create a network of vigilant individuals who actively contribute to the prevention of child abuse.

Upholding Human Rights: Every child has the right to grow up in a safe, nurturing, and loving environment. By preventing child abuse, communities uphold the fundamental human rights of children and create an environment that respects and protects the dignity and well-being of every child.

Give-a-Kid-a-Chance

"Give-a-Kid-a-Chance" is an initiative that aims to provide Christmas dinner and gifts from Santa Claus to foster children. Here is how the program works:

Program Objective:

The main objective of the "Give-a-Kid-a-Chance" program is to bring joy, warmth, and a sense of belonging to foster children during the holiday season. It recognizes that many foster children may not have the same opportunities for a joyful Christmas experience as their peers and seek to bridge that gap by providing them with a memorable holiday celebration.

Identifying Foster Children:

The program collaborates with foster care agencies, social services, or other relevant organizations to identify foster children who would benefit from the program. This ensures that the support reaches those who truly need it. Foster parents or guardians are also involved in the identification process.

Christmas Dinner:

As part of the program, a Christmas dinner is organized to create a festive atmosphere for the foster children and their families. We partner with the Elks Club and Refreshment Services Pepsi to provide a turkey dinner with all the trimmings and provide an opportunity for foster families to come together, share a meal, and create cherished memories.

Gifts from Santa Claus:

One of the highlights of the program is the distribution of gifts from Santa Claus to the foster children. Prior to the event, the program collects toys, books, clothing, and other age-appropriate gifts which are then sorted and wrapped, ready to be distributed during the Christmas event. The program ensures that each foster child receives a personalized gift to make their holiday season brighter.

Through the "Give-a-Kid-a-Chance" program, foster children are given the opportunity to experience the joy and magic of the holiday season. The program not only provides tangible gifts but also fosters a sense of community, love, and belonging for these deserving children.

Financial Support

By financially supporting organizations that provide child abuse prevention services, we play a crucial role in promoting the well-being and safety of children. Our financial support to organizations such as Cornerstone Foundation for Families, Transitions, and the Advocacy Network for Children, contributes to child abuse prevention by:

Funding Prevention Programs:

Enabling the organizations to develop and implement effective child abuse prevention programs. These programs include educational campaigns, parenting classes, workshops, and support groups that aim to raise awareness about child abuse, teach positive parenting techniques, and equip individuals with the knowledge and skills to prevent abuse.

Training and Education:

Helping the organizations offer training and educational opportunities to professionals and community members involved in child welfare, such as teachers, social workers, healthcare providers, and law enforcement personnel. These trainings enhance their ability to recognize signs of abuse, respond appropriately, and take necessary actions to protect children.

Support for At-risk Families:

Supporting the provision of direct assistance to at-risk families. This includes offering counseling services, mental health support, and access to resources such as affordable housing, healthcare, and childcare. By addressing underlying risk factors and providing support to families in need, these organizations help reduce the likelihood of child abuse occurring.

Public Awareness Campaigns:

Contributing to public awareness campaigns that aim to educate the general public about the importance of child abuse prevention. These campaigns may include media advertisements, online initiatives, community events, and outreach programs. By reaching a wide audience, these efforts help shift societal attitudes, raise consciousness, and promote a collective commitment to preventing child abuse.

Programs of Service 3-3 Youth Activities

It has been said that our Club is all about kids and veterans and that sums up what we do. We provide scholarships to seniors, encourage sportsmanship among athletes and fans, and financial support for schools, including the deaf and hard of hearing programs and other youth organizations.

Dr. Lenny Biallas Youth of the Year Program

Each year, six high school seniors, three each from Quincy Notre Dame and Quincy Senior High Schools, are selected to receive recognition as the Youth of the Month by the Club in September, October, November, January, February and March. Recognition includes lunch for the student and family, their high school counselor and school principal at a club meeting. Each student receives a handsome Lucite award in recognition of their accomplishment. These six recipients are then tasked with submitting an essay, based on a topic selected by the youth committee of the club, which is then judged for selection as the Youth of the Year in April. In 2024, the Club chose to honor Dr. Len Biallas, who served for many years on the Youth Committee until his death in 2022. In addition to being a long-time member of the club, Lenny was an educator, receiving degrees from the University of Notre Dame, Holy Cross College and his Doctorate from the Catholic Institute in Paris, France. A professor of Theology and Religious Studies at Quincy University from 1973-2004, he chaired the division for 12 years. A world traveler, Lenny taught in Paris, Rome, India, Uganda, Kaunas, Lithuania, and Viet Nam and lectured in eight different countries in his 53 years as a professor. The recipient of the Dr. Len Biallas Award is invited with their family and school counselor/administrator to a celebratory luncheon and receives an engraved award and a college scholarship of $2,500 from the Club.

James “Bud” Willer Resilience Award

The Bud Willer Award annually recognizes a high school student who has overcome mental or physical disabilities or made dramatic changes in their life or attitudes and performance to enable them to graduate. Adversities can include child abuse, drug abuse, medical or physical handicaps or any other disability that has disadvantaged the student during their school years. School principals are invited to nominate candidates from their school who meet these criteria. The Youth Committee then selects the recipient. James "Bud" Willer was recognized for his 25 years of portraying Santa Claus in Washington Park in 1970. He retired from playing Santa in 1971. Bud was a well-known athlete in high school and college, playing quarterback and running track for both the Blue Devils and the Iowa Hawkeyes. He lettered three years in football at Iowa and was a member of the Iowa relay team that once set a world record in the 480-yard run. After graduation, Bud sold Putnam dyes and was later named director of Adult Education Programs of the Works Progress Administration (WPA). During World War II, he served in Army Counterintelligence in France, Germany, and Czechoslovakia. Beginning in 1940 until his retirement in 1977, Bud was a rehabilitation counselor for the Division of Vocational Rehabilitation. At the time, his 37 years in the position was longer than any other counselor in the state. Following his death in April 1978, the Club started the Bud Willer Award in his name to honor Bud's legacy of working with those who required vocational rehabilitation. The recipient of the James “Bud” Willer Award is invited with their family and school counselor/administrator to a celebratory luncheon and receives an engraved award and a college scholarship of $2,500 from the Club.

Deaf and Hard-of-Hearing Christmas Program

Since December 15, 1962, the Deaf and Hard of Hearing Program of Quincy Public Schools began presenting a heartwarming Christmas program. Fast forward 60+ years, and this cherished tradition continues to captivate our members and students alike, who eagerly anticipate the annual event. As soon as the school year commences, students and teachers embark on planning the delightful songs and skits they will present to the Club in December, while also dedicating themselves to crafting enchanting costumes. Historically scheduled on the first Friday of December, the Club treats attendees to a delightful "kid-friendly" meal and extends a warm invitation to the families of the students, encouraging them to witness the captivating performances of their children. Following the conclusion of the skits and songs, the venerable figure of Old Saint Nick makes his grand entrance, attentively listening to the students' Christmas wishes and generously distributing gifts among the young attendees. To further support the program, the Club also makes a financial contribution, assisting with expenses that may not be covered by the public school budget.

Pepsi Little People's Golf Championship

The Pepsi Little People's International Junior Golf Tournament is an esteemed event catered to boys and girls aged 3 to 18. It has been held annually in Quincy, Illinois, USA, since 1974. Starting from its 51st edition in 2024, the Quincy Service Club took responsibility of hosting the tournament. Over the past 50 years, Little People's has welcomed approximately 24,000 junior golfers and their families. Many of these participants have gone on to pursue successful careers in professional golf, playing on prestigious tours such as the PGA, LPGA, European, Korn Ferry, PGA Champions, Sunshine, Symetra, and others. Others have excelled as college players, golf professionals, coaches, or in various golf-related businesses.

The Pepsi Little People's tournament holds significant recognition and affiliations within the junior golf community:

AJGA Performance Based Entry System: The tournament has been included in the AJGA Performance Based Entry system, offering Performance Stars to participants in the boys/girls 14-18 and 12-13 age divisions.

Qualification Opportunities: Little People's serve as a qualifier for various prestigious events, including the IMG Academy Junior World Golf Championship and the Future Champions Golf. Additionally, it is a qualifier for the PLAY Junior Golf Tour in Canada, providing valuable opportunities for boys and girls aged 5 through 14.

Rankings: The tournament holds rankings in renowned junior golf platforms, including the Junior Golf Scoreboard for boys and girls aged 10-18, the Golf Week/Sagarin Junior Rankings for boys and girls aged 14-18, and the Global Junior Golf Rankings for boys and girls aged 5-18.

The tournament schedule encompasses several exciting activities and competitive rounds:

Sunday Activities: The tournament kicks off each year on Father's Day (Sunday) with optional events such as the Applebee's Parent-Child event, putting contest, and driving contest, providing an enjoyable start for participants and their families.

Monday Practice Rounds: Participants engage in practice rounds on Monday to familiarize themselves with the golf courses. Additionally, a Closest to the Pin Contest takes place, adding a fun element to the day.

Family Celebration Picnic: Monday night is dedicated to the Family Celebration Picnic, fostering a sense of community and enjoyment for all participants and their families.

Tuesday and Wednesday Competition: The primary competition takes place on Tuesday and Wednesday, featuring various divisions for boys and girls. Participants showcase their skills and compete for victory during these two action-packed days.

Programs of Service 3-4 Community Service

Service is our middle name. Our club is dedicated to serving the community by acknowledging the remarkable contributions of volunteers and first responders. We understand the invaluable role these individuals play in making our community a better place to live, and we strive to show our gratitude and appreciation for their selfless acts.

Through various initiatives and events, we aim to recognize and honor the efforts of volunteers who dedicate their time and energy to helping others. Whether they engage in local charities, community organizations, or grassroots initiatives, we believe it is essential to shine a spotlight on their impactful work.

Additionally, we hold our first responders in high regard and recognize the sacrifices they make to ensure the safety and well-being of our community. From police officers and firefighters to paramedics and emergency personnel, we are committed to expressing our deep appreciation for their unwavering dedication.

First Responder Recognition Luncheon

Law Enforcement Officer of the Year:

For over 70 years, the outstanding accomplishments of law enforcement officers from the Quincy Police Department, Adams County Sheriff Department, Illinois and Missouri Highway Patrols, and other state and federal agencies have been recognized. We are proud to continue this tradition by hosting the presentation of this award annually. This annual award recognizes officers who have displayed exemplary service, demonstrated exceptional professionalism, and made significant contributions to maintaining public safety.

Firefighter Recognition:

Since 2009, the first responder recognition includes the commendable work of firefighters from the Quincy and Tri-Township Fire Departments. Through this initiative, we highlight the courage, bravery, and invaluable service provided by these individuals who protect our community from fires and other emergencies.

Emergency Management Service Person of the Year:

In addition to law enforcement and firefighters, we also acknowledged the crucial role played by Emergency Management Personnel. These dedicated individuals work behind the scenes to ensure effective response, coordination, and preparedness during crises and disasters. Their contributions are vital in safeguarding our community, and we take pride in recognizing their efforts.

Citizen Volunteer of the Year:

More recently, we have introduced an annual recognition for citizens who go beyond by volunteering their time to assist our emergency personnel. This award honors individuals who demonstrate exceptional dedication, commitment, and a strong spirit of community service. Their selflessness and willingness to support our first responders have had a significant impact on our community's resilience and well-being.

Quincy's Book of Golden Deeds: Honoring Quincy's Outstanding Volunteers

Since 1953, exceptional contributions of volunteers who tirelessly devote their time and talents to improving the quality of life in Quincy have been recognized and memorialized in a Book of Golden Deeds. Beginning in 2024, the Quincy Service Club Foundation continued this tradition. Quincy's Book of Golden Deeds award serves as a tribute to these remarkable individuals or groups, celebrating their selfless efforts in making our community a better place to live.

Nomination and Selection Process:

Each year, we invite the public to submit nominations for the Book of Golden Deeds award. We receive heartfelt nomination letters detailing the outstanding work and impact of deserving volunteers. Our dedicated committee members review and assess these letters to select a recipient who has displayed exceptional dedication, commitment, and made significant contributions to the betterment of Quincy.

The Book of Golden Deeds:

To commemorate the chosen recipient, we compile all the nomination letters into a bound "Book of Golden Deeds." This book serves as a symbol of gratitude and admiration for the recipient's exemplary service. It is presented to the recipient during a banquet held in May, where we gather to honor and celebrate their achievements. A second copy of the book is preserved in the Illinois Room at the Quincy Public Library, ensuring a lasting tribute to their remarkable contributions.

Celebration Banquet:

The recipient is recognized and celebrated at a special banquet, attended by past recipients, and esteemed members of our community. This festive event brings together a network of dedicated volunteers and community leaders, fostering a sense of unity and appreciation for their collective efforts.

Honoring Unsung Heroes:

While some of our past recipients, such as former Quincy Mayor Chuck Scholz, are well-known figures, the majority of awardees have been the unsung heroes working diligently behind the scenes. These quiet, dedicated volunteers contribute to the strength and vitality of their respective organizations, leaving an indelible impact on Quincy.

Committee Responsibilities:

In addition to selecting the recipient, our committee undertakes the planning and coordination of the celebration banquet. This includes organizing the event logistics, extending invitations to past recipients, and securing speakers who can inspire and uplift attendees.

The Book of Golden Deeds award has been a cherished tradition for 70 years, representing our deep appreciation for the exceptional volunteers who shape the fabric of our community. By recognizing their selfless acts and documenting their stories in the Book, we hope to inspire others to follow them and make a positive difference in Quincy.

Adopt a Grandparent Buddy Program

The Adopt-a-Grandparent Program is a cherished initiative that has fostered meaningful connections between elementary school students and seniors residing in nursing homes. The program has had a positive impact on both the students and the seniors involved.

Program Origins and Purpose:

Max Johnson and Sonny Christner initially led the program, with assistance from other dedicated club members. Its primary objective is to match elementary school students with seniors at the Illinois Veterans Home who may not have family or regular visitors. By creating intergenerational bonds, the program aims to bring companionship, joy, and a sense of belonging to the seniors, while also providing valuable learning experiences for the students.

Matches and Participating Institutions:

We pair students from St. Dominic School with residents of the Illinois Veterans Home.

Program Activities and Impact:

During their visits, the students are matched with an "adopted" grandparent and engage in various activities together. These activities included fishing, crafts, holiday parties, and more. The students are encouraged to maintain communication through letter writing, and many continue their relationships with their adopted grandparents even after graduating from school.

Program Costs and Logistics:

The program's expenses mainly included providing t-shirts for the students, covering the cost of meals or snacks, and arranging bus transportation from St. Dominic's to the Veterans Home and back.

Benefiting Veterans and Students:

The Adopt-a-Grandparent Program serves as a valuable opportunity to support our military veterans residing in the Illinois Veterans Home while also providing enriching experiences for the participating students. Although perhaps not as widely recognized as some of our other service programs, this initiative holds immense significance for all involved.

The Quincy Service Club Foundation Board of Directors approved and adopted the policies, procedures, and programs herein documented on March 17, 2026.

Barry R. J. Cheyne, President
Quincy Service Club Foundation