

Topic: Community Service Council (CSC) Submission Procedures	OPR: Family Morale, Welfare, and Recreation (FMWR), Army Community Service (ACS), (760)380-3776
Reference: IAP World Services SOP No: 05-06-001, 1 November 2007, Work Instructions Community Service Council Meeting, Work Instructions Volunteer of the Month, Army Volunteer Corps Coordinator SOP No: 05-06-007	
<p>Procedure:</p> <ul style="list-style-type: none"> • The Community Service Council (CSC) meeting is held on Regeneration Day 3 at 1000 at Ingalls Recreation Center. <p>Government Awards</p> <ul style="list-style-type: none"> • All government recognition awards to be presented at the CSC meeting, need to be submitted to the Community Life Program Manager (CLPM) by RSOI 2. The CLPM is located at ACS, building 548, (760) 380-3776. • Awards can NOT be added to the agenda after this point. • If an award recipient is unable to attend the meeting, his or her award should NOT be submitted for CSC presentation. • If an award recipient is unable to attend the meeting after his or her name has been submitted for the agenda, the CLPM should be notified as soon as possible. • Awards to be presented should be given to the CLPM, in proper presentation form (jackets or such), no later than (NLT) Training Day 10. • The awarding organization is responsible for informing the award recipient of the date and time of the meeting. <p>Volunteer Awards</p> <ul style="list-style-type: none"> • Any agency within the community may submit a nomination for Volunteer of the Month by filling out AFZJ-PA Form 680-1C-Volunteer of the Month Nomination Form obtained at the Army Volunteer Corps Coordinator's (AVCC) office. • The nominated volunteer must be registered within the Fort Irwin Community. Volunteers may register at www.myarmyonesource.com. • The submitting agency determines the criteria for their monthly volunteer nominations. Each month two nominations can be accepted from each agency. • The Volunteer of the Month Nomination Form is due to the AVCC office by RSOI2 of each month. • The AVCC will contact each volunteer to request their attendance at the next CSC meeting. 	

Topic: Community Service Council (CSC) Submission Procedures	OPR: Family Morale, Welfare, and Recreation (FMWR), Army Community Service (ACS), (760)380-3776
Reference: IAP World Services SOP No: 05-06-001, 1 November 2007, Work Instructions Community Service Council Meeting, Work Instructions Volunteer of the Month, Army Volunteer Corps Coordinator SOP No: 05-06-007	

Procedure (cont):

- After the certificate has been signed by Garrison, it is put in a certificate holder by the CLPM to be presented at the CSC meeting.

Agenda

- An agenda is approved through the Directorate of Family Morale, Welfare, and Recreation (DFMWR) to the Garrison Commander no later than Training Day 3. Garrison Commander will submit the agenda to the Commanding General 3 business days before the meeting.
- Any organization wishing to brief must contact the CLPM to be listed on the agenda by RSOI 2.
- Any slides to be presented during a briefing must be submitted to the CLPM by RSOI 2.

Room Lay Out and Seating Chart: (next page)

Community Service Council Meeting: Layout and Seating Chart

