

## **FUNDRAISING CHAIRPERSON**

### **Board Member**

**AVAILABILITY REQUIREMENT:** Must attend and chair fundraising committee meetings. Attend Board Meetings, August through June. If school is in need of additional fundraising monies, the chairperson will be able to identify additional fundraising possibilities (bookfair, yard sale, Pizza Hut night etc.) and bring them to the Board's attention. Knowledge of spreadsheets is a plus. Must be able to keep meticulous records. Must have access to e-mail and use it regularly to contact members. It is highly recommended the Fundraising Co-Chairs meet the summer before school starts to plan the fundraising events and job descriptions for the Fundraising Committee.

### **C&C MEMBERS AND FUNDRAISING**

1. Assure that all members of Children and Company fulfill their fundraising obligation by April 1<sup>st</sup>. No further fundraising events are to be scheduled after April 1<sup>st</sup> to ensure that fundraising obligations are paid by April 1.
2. See to it that all currently enrolled members are aware of the status of their fundraising obligation by providing periodic updates during the year. Provide members with their Fundraising Totals at the February General Meeting:
  - a. How much they have raised for the school;
  - b. How much more they need to raise before their obligation is fulfilled.
3. Give an oral presentation at the August general meeting informing members of the planned fundraising activities for the school year.
4. Give fundraising information and news to the Newsletter Editor for inclusion in the newsletter.

### **FUNDRAISING CHAIR & THE FUNDRAISING COMMITTEE**

1. Assign Fundraising Committee Members to respective Fundraising Events/Activities:
  - a. Member 1 – SCRIP
    - See Scrip Job Description in Fundraising Chair files
    - Scrip Coordinator should be selected by Fundraising Chair and Job Coordinator by May 1<sup>st</sup> to transition the job.
  - b. Member 2 – Silent Auction
  - c. Member 3 – Sales (Joe Corbi's, Yankee Candle, etc.)
  - d. Member 4 – In-School Events (Carnival, Disney on Ice, Fieldtrips, Room Rentals, etc.)
  - e. Member 5 – Out-of-School Events (Applebee's, Poker Night, etc.)

*Note:* All Fundraising Committee members may be asked to participate in other activities other than their assigned event.



2. Head the Fundraising Committee.
  - a. Meet with fundraising committee members shortly after the Board changeover dinner in June. The fundraising committee will determine how many and what specific fundraising activities will be held during the school year to meet the fundraising goals set by the board.
  - b. Take the planned activities to the Board for approval, if necessary. Most activities are planned and approved directly by the Fundraising committee.
  - c. Assure that all duties related to each activity are completed by a committee member.
  - d. Provide guidance to the committee members with their assigned tasks (note for SCRIP, one of the main fundraisers: SCRIP must be ordered twice a month, on time, and delivered promptly to members to be successful).
  - e. Determine the number of meetings that will be needed throughout the year.
  - f. It may be helpful to designate a committee member to act as Secretary for the meetings to maintain and distribute fundraising committee meeting minutes.

**ADMINISTRATIVE DUTIES:**

1. Oversee the collection of funds for all fundraising activities for the school year.
  - a. Verify totals of all activities.
  - b. Collect proceeds from all committee members and pass them on to the treasurer using the attached form.
  - c. Obtain checks or money orders from the Treasurer to pay vendors.
  - d. Assure that the Treasurer receives all checks written by members in fulfillment of their fundraising obligation.
2. Maintain accurate records.
  - a. Keep names and phone numbers of business contacts for each activity.
  - b. Record profit made for each activity.
  - c. Maintain an archive file containing all fundraising information.
  - d. Keep written notes on recommendations or changes for future fundraising events.
3. At the end of the year, assure that next year's Fundraising Chair has had an in-depth, in-person orientation to the job.
4. Distribute Fundraising Feedback Survey to get opinions from members about specific and general events that were liked or disliked, along with other input to help plan for next year's efforts.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of *all* receipts for all disbursement made on behalf of the school.

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