

FUNDRAISING COMMITTEE MEMBER

AVAILABILITY REQUIREMENT: Attend fundraising committee meetings. Be available for fundraisers. Begin to help organize the major fundraising event over the summer.

1. Serve on the Fundraising Committee.
2. Attend Fundraising Meetings. These meetings, usually held monthly, are **MANDATORY**, and are an important part of ensuring that the fundraising committee operates smoothly. It is your responsibility to inform the Fundraising Chair if you will not be able to attend a meeting and to make sure you receive the information distributed/discussed at any meeting you are not able to attend.
3. Help to determine the Fundraising Activities for the year.
4. Be responsible for at least one or more fundraising events.
 - a. Contact vendor for availability of dates to do a fundraiser.
 - b. Provide information (a brochure and/or flyer) to the members regarding the specifics of the fundraiser. You will need to send out emails to the school yahoo group to inform and remind members about the Fundraising event.
 - c. Collect monies for the fundraiser, deliver monies to the Fundraising Chair (or directly to the Treasurer, if appropriate), and obtain a check or money order to give to the vendor.
 - d. Distribute items that members have ordered.
 - e. Keep all records of transactions and give them to the Fundraising Chairperson (example, list of members' names with their credit amounts).
5. Seek out and evaluate new sources for Fundraising Activities.
6. Help with organizing the Children and Company main fundraising event (usually the Silent Auction). Duties include obtaining donations and organizing, attending, and running the event. Fundraising Committee members are required to attend.

Comments: Face-to-face solicitation of donations is a requirement of this position.

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.

4-5 Positions, representation from each class

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