

## FUNDRAISING CHAIRPERSON(S)

*Board Member*

### REQUIREMENTS

Must attend and chair fundraising committee meetings. Attend August through June Board meetings. If school is in need of additional fundraising monies, the chairperson will be able to identify additional fundraising possibilities and bring them to the Board's attention. Must have familiarity and comfort with Google Sheets and Google Docs. Must be able to keep meticulous records. Must have access to e-mail and use it regularly to contact members. If this is a shared position, it is highly recommended that 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 *May 1*. No further fundraising events are to be scheduled after *May 1* to ensure that fundraising obligations are paid by *May 1* due date.
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 total twice a year, ideally January and April, The obligation reminder should include either how much they have raised so far or how much more is needed to meet their fundraising obligation.
3. Give an oral presentation at the August General Meeting informing members of the planned fundraising activities for the school year and how fundraising helps each family meet their obligation through participation.
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* to transition the job.
  - b. Member 2 – Ticket/Raffle Sales Coordinator for Silent Auction

- c. Member 3 – On-going Fundraisers/Fundraising Board updates/Family Dine-Out Nights
- d. Member 4 – Fall Fundraiser Coordinator
- e. Member 5 – Spring Fundraiser Coordinator
- f. Member 6 – Fundraising/Finance Liaison (serves on both Fundraising Committee and Finance Committee)
  - See Liaison Job Description. Handles all fundraising monies.
  - Liaison should be selected by Fundraising Chair, Treasurer and Job Coordinator by *May 1* to transition the job.

**Note:** All Fundraising Committee members may be asked to participate in other activities other than their assigned event and all committee members are required to help with the planning and execution of the Annual Reception & Silent Auction.

*2. Head the Fundraising Committee.*

- a. Meet with fundraising committee members shortly after the August General Meeting. The Fundraising Chairs should determine the fundraisers that will be held throughout the year and assign to committee members accordingly.
- b. Take the planned activities to the Board for review, if necessary. Most activities are planned and approved directly by the Fundraising Chairs/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 Chairs have 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.

As a member of the board and a leadership position, this job requires confidentiality, discretion, professionalism, and respect for fellow membership.

**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. Children & Company is a nonprofit organization, so please use tax exempt card if possible for purchases. School may not reimburse for sales taxes incurred.

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