

FUNDRAISING COMMITTEE

AVAILABILITY REQUIREMENT: Attend all fundraisers. You will work closely with other fundraising co-chair. One representative shall attend monthly School Planning meetings, or provide an update to the President if no major events are being planned that month.

General Responsibilities:

1. Work with the other fundraising committee members at the beginning of the school year to select 2-3 fundraisers in addition to the Fall Fling and the Spring Auction to complete throughout the year. Information on past fundraisers is included in the Fundraising binder and on the Fundraising jump drive. Some examples of fundraisers include: Original Art, Jump House, Paint Night, Dining Out.
2. Email the President with the fundraiser information and month that the fundraiser is planned for.
3. Set up ongoing fundraisers at the beginning of the school year. This includes Box Tops, Giant Rewards, and Amazon Smile.
4. Send an e-mail/flyer providing information on ongoing and other fundraisers in September so all parents know what fundraisers to expect throughout the year.
5. Plan and execute the Fall Fling in October. Including arranging for food, crafts, raffles and games. Coordinate with church to follow with Trunk or Treat.
 - a. For this event you will obtain a budget from the director at the Committee meeting in August. Submit reimbursements for expenses to the director. All reimbursement checks will be printed on or around the 1st of the month. You must receive prior approval from the director if you exceed the budget.
6. During the Spring Fundraiser handle Solicitation of auction items (Raffle, Silent Auction, Live Auction) and Donation organization/Basket Assembly.
7. Keep a log of each fundraiser completed. This should include names and phone numbers of business contacts for each activity, profit made for each activity, and comments about the fundraiser and any recommendations or changes for future fundraising events. Maintain this information in the Fundraiser binder and on the Fundraiser jump drive.
8. Verify totals for all fundraising activities.
9. Collect proceeds and pass them on to the director. For all checks received from a family, check that the GUMS family's name is in the memo section of each check.
10. Obtain checks or money orders from the director to pay vendors.
11. At the end of the year, meet with next year's Fundraising Chairs to discuss fundraising options.

Signature of agreeing to duties outlined above, and receipt of binder and jump drive:

Name Printed _____

Parent Signature _____ Date _____