

Fundraising Chairperson

- You must attend monthly Board and General membership meetings.
- Volunteer to review the Treasurers books and the meeting minutes once during the year.
- You are required to attend the yearly budget meeting to receive the amount that needs to be raised throughout the year and by each family.
- You are responsible for finding out information for fundraising options to present to the Board.
- The Board will choose 2-3 different fundraisers to present to the general members. It is your responsibility to set up dates with each of these vendors, and get all the required information for the general members before starting their fundraiser.
- You manage the Fundraising Assistant. Make sure that they have things to do throughout the year.
- Set deadlines for collecting money and orders, product drop off and pick up, as well as any optional fundraisers.
- If you are doing a raffle make sure to get as many donations as possible and follow all State rules and policies.
- You are required to handle any situation where the parent cannot make their payment by the due date. If you continue to have any problems then contact the President, Secretary, and Board for further assistance.
- It is your responsibility to handle any and all tracking of paperwork for each members payments (the check#, amount, and reason), as well as giving them a receipt. You and the Accounts Receivable are responsible for making the deposit. These records will be needed for tax purposes.
- You are required to attend the yearly audit with the current and previous years President, VP, Treasurer, Accounts Receivable, and Fundraising Chairperson.
- It is your responsibility to amend or write a fundraising contract for each parent to sign at the first general membership meeting. This contract is to state the amount of money each family is required to raise, their options for raising this money, and the date by which this money will be raised.