



Annual Fundraiser Committee Descriptions

Donation & Auction Committee Chair Responsibilities (Michelle Kaulback and Chris DellaVecchia)

- Coordinate and lead a team whose responsibility is to solicit, pick up, wrap and transport donations.
- Identify local businesses and past donors to be solicited and assign individuals with corresponding relationships and assign contact responsibility. Also assign contact responsibility for all non-relationship businesses as well.
- Solicit parish and school families for donations
- Ensure all follow up post-event is executed
- Determine which items are live and which are silent.
- Identify auctioneer and send Live Auction Package
- Coordinate with brochure coordinator to insert content into catalog. Proof and finalize.

Solicitation and Data Entry (Pre-Event Activities)

Solicitation Mailing Coordinator (1 person)

- Create, print, address, stamp and mail solicitation letter to all businesses (local and non-local)

Parish and School Coordinator (1 person)

- Solicit donations from the School and Home and School Association (playground name, school shows, class parties, etc.).
- Solicit donations from the parishioners.
- Coordinate all efforts to solicit donations from school families (flyers, reminders, parish bulletin, etc.).
- Follow up on all School and HSA Donation winnings. Coordinate all class parties, pew winner and playground signs, etc.



Annual Fundraiser Committee Descriptions

Donation Solicitors (10-15 people)

- Solicit donations from local businesses.
- Call all businesses that each is responsible for soliciting after letter has been mailed.
- Confirm letter was received
- If not, send them one
- If yes, inquire if interested in donating and make arrangements to pick up or receive by mail
- Pick up all donations and deliver to Donation Chairs

Donation Entry (2 people)

- Record received donations, including business/donor name, contact name, address, categorization, description and value information into Auction! software.

Brochure Creation (1 person)

- Send brochure information to Graphic Design Coordinator to insert content into catalog. Proof and finalize.

Basket Wrapping Coordinator (1 person)

- Facilitate the wrapping of all physical donations.
- Purchase all necessary basket wrapping supplies
- Coordinate having bows made
- Coordinate wrapping events with donation chairs
- Identify individuals to assist at wrapping events



Annual Fundraiser Committee Descriptions

Event Set Up

Basket Display Coordinator (2 people)

- Ensure proper set up and attractive display of all silent basket items
 - Pre-Event
 - Order tables
 - Work with hospitality and order appropriate number of linens
 - Get plastic display placards from HSA Closet
 - Get donated pens
 - Print bid sheets for silent items
 - Print placard descriptions for silent items
 - Event Set Up
 - Supervise set up and arrangement of tables
 - Set up table linens
 - Set up bid sheets
 - Set up placards
 - Place pens with each item
 - Ensure attractive and consistent display throughout
 - Collect placards, pens, stands, and materials that need to be returned to school or businesses



Annual Fundraiser Committee Descriptions

Event Activities

Live Auction Process (2 people)

- Pre-Event Responsibilities
 - Identify donations to be used for the Live Auction
 - Identify an auctioneer
 - Prepare a package of information and provide Live Auction Presentation Package
 - Print bid sheets for the Live Auction Items
- Event Responsibilities
 - Obtain signatures, bid numbers and winning bid amount on Live Auction bid sheet
 - Provide signed bid sheets to the Winning Bid Entry Coordinator

Silent Auction Section Closing Process/Runners (6 – 8 people)

- Runners collect bid sheets at each assigned closing time and deliver them to the Winning Bid Entry Coordinators.
- Move baskets to item pick up location.
- Assist with the Item Pick up Line.

Winning Bid Entry Coordinators (2 people)

- Facilitate and record the winning bid number and amount for all silent and live auction items into the software to be processed for checkout.
- Post winning bidders of each item in location to be seen by all guests
- Print Invoices in duplicate and provide invoices to the Invoice Line Coordinator



Annual Fundraiser Committee Descriptions

Checkout Process (6-8 people)

- Invoice Line managed by Invoice Line Coordinator broken up by bidder number
- Payment Line broken up by bidder number
- Item Pick Up Line broken up by bidder number

Post Event Activities

Thank you Mailing Coordinator

- Generate thank you letter to be mailed
- Sign letters
- Address (or generate mailing labels), stamp and mail thank you letters to all donators (business, parish and family)

Post Event Follow Up on Unclaimed Items Process

- Follow up on any silent or live auction items that were not paid for at the event and/or not claimed.

Post Event Follow Up to Execute on school donated items

(Principal for the Day, Class Parties, etc.)

- Follow up on all School and HSA Donation winnings. Coordinate all class parties, pew winner and playground signs, etc.



Annual Fundraiser Committee Descriptions

Classroom Theme Baskets (Alison Oshop and Ann Barnes)

- Work with homeroom parents to select basket themes
- Communicate basket themes to school community
- Gather the list of basket contents and create uniform basket content displays
- Coordinate the assembly and storage of baskets
- Coordinate the sale of basket raffle tickets after Masses on selected Sundays
- Coordinate the sale of basket raffle tickets for school students
- Coordinate the set-up of baskets in the gym or outside venue
- Coordinate the selection of basket winners with the Pastor who should pull the names
- Notify basket winners and ensure delivery of baskets to winners.

Hospitality Chair (Mary Jane Lorenz)

- Secure an event caterer (inside) or location (outside).
- Obtain comparative pricing from several venues, select site with Board approval, negotiate and manage contract, and coordinate payment and other activities.
- Negotiate and manage “extras” including room rates, work suites, setup availability, etc.
- Coordinate activities with chef/caterer, including menu selection and set-up.
- With assistance of Donations & Auctions Chairs, design the layout for check-in, buffet, bars, auction, DJ, dancing, etc. Work with venue for appropriate set-up.
- Create or purchase table centerpieces and other decorations as needed.
- Day of: ensure event space is adequately prepared as desired.
- Lead contact for all discussions with outside venue staff.



Annual Fundraiser Committee Descriptions

Graphic Design (Sheila Doherty)

- Design an event logo to be used on all communications
- Design the event invitation
- Design the Narthex Sales Poster, and Lucky Raffle Winner Poster
- Identify the brochure printer
- Design the layout of the brochure, and coordinate the brochure printing efforts directly with the printer.
- Coordinate with the Sponsor Committee and create all sponsor posters and display signs.

Brochure Creation and Distribution (Sue Zebrowski)

- Work with the Graphic Designs coordinator for the creation of the brochure, including managing deadlines.
- Coordinate all efforts for distribution of the brochure one week prior to the event.

Lucky 7 Raffle (1-2 people)

- Identify the seven (or other number) prize dates.
- Coordinate all efforts to create raffle tickets
- Coordinate all efforts related to selling raffle tickets to the school community.
- Work with the Volunteer coordinator to assist with efforts to sell tickets after Masses.
- Coordinate the drawing of winning tickets and the communication of the winnings to the winner and the Parish Community (Narthex Poster and Church Bulletin)
- Work with the HSA Treasurer to facilitate the payment of winnings



Annual Fundraiser Committee Descriptions

Bank Chair People (Shannon & Greg DiFonzo)

- Coordinate all activities related to the exchange of funds during the fundraiser (auction payments, raffle tickets, theme basket tickets, etc).
- Create and communicate a schedule of volunteers to assist at the Bank during the event
- Work with Donations Committee Coordinators for Winning Bid entry and Checkout process
- Receive payment for Silent and Live auction items from winning bidders.

Ticket Sales (1-2 people)

- Work with the graphics design coordinator to create an event invitation.
- Coordinate all activities related to issuing an event invitation
- Track all ticket sales information and input into Auction! Software
- Work with the Volunteer coordinator to assist with efforts to sell tickets after Masses.
- Propose creative options for increasing ticket sales
- Record payments received in Auction! software for deposit/cash flow tracking information.

Check-in (2 people)

- Coordinate all activities related to checking-in guests the evening of the fundraiser.
- Create name tags, check-in packages, and auction item addendums.
- Coordinate a team to work the check-in table

Volunteers (Michele D'Alessandro)

- Work with Event Chairpersons to host a "Volunteers Night" for the fundraiser kick-off. **Date: Tuesday, January 8, 2013 at 7:00 p.m.**



Annual Fundraiser Committee Descriptions

- Develop a list of interested volunteers for special projects. (Brochure assembly, set-up activities, name tags, etc.)
- Solicit and assemble a team of volunteers to sell tickets after weekend Masses
- Solicit volunteers to work during the night of the event at the Bank and with the Donations & Auction Committee.

Parish Communications (1-2 people)

- Coordinate all Parish Communication
- Prepare and distribute the parish mailing from Pastor.
- Prepare and communicate all Church Bulletin announcements
- Solicit student Mass speakers; prepare their speech; and, rehearse with them in Church.

Audio and Sound (1-2 people)

- Coordinate all aspects of audio and sound requirements for the event (will vary with restrictions or requirements of outside venue).

Auctioneer (Dave English)

- Acts as the auctioneer for the Live Auction portion of the evening

Artistic Gifts – (1 person)

- Pick Artistic Gift
- Get a team of volunteers to help make, decorate
- Coordinate with school/students if necessary



Annual Fundraiser Committee Descriptions

Event Chairs (Lead Team of 6 people. Barbara Downing-chair)

- Coordinate and lead all aspects of fundraiser activities to achieve desired results (desired results may include attendance, financial or participation targets)
- Identify the theme for the evening
- Set a budget for the event, and manage to the budget
- Communicate regular status to the HSA Board, notifying them of any issues and concerns, as well as successes.
- Coordinate the effort to fill all Committee and Volunteer positions detailed below.
- Coordinate all activity with outside vendors and submit contracts to Board for approval
- Manage the committees below through regular status updates and meetings as needed
- Coordinate and approve all school and parish communications, including updating the website, teacherweb and Crusader Times.
- Responsible for the general management and troubleshooting of issues during the actual event night.
- Conduct a follow-up survey after the fundraiser and discuss any learning's with the Board and Committee chairpersons as appropriate