

Job Description: Adult Fundraising Advisor



Board of Directors:

President: Marsy Chisholm
Vice President: Robert Soileau
Chief Financial Officer: Donna Chisholm
Director: Mike Parisciani
Director: Kevin Heard
Director: Chad Johnson
Secretary: Stephanie Evans

Adult Advisors:

| | <u>Voting Member</u> | <u>Non-Voting Member (backup)</u> |
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| Captains Committee: | | Stephanie Evans (Voting Member) |
| Finance Assistant: | Cassie Ferguson | Donna Chisholm (Voting Member) |
| Fundraising Committee: | Haileigh Ferguson | |
| Points Advisor: | Amanda Lassabe | |
| Public Relations/Social Media: | Katie Brown | |
| Rules and Safety Advisor: | Robert Soileau | Chad Johnson (Voting Member) |
| Sponsorship Committee: | | |
| Tournament and Event Coordinator: | | |
| Tournament Committee: | Nolan Michel | |
| Webmaster: | | Stephanie Evans (Voting Member) |
| Weigh-In Master: | Braxton Chisholm | |

General Description:

The Adult Fundraising Advisor(s) work with the Angler Fundraising Committee in creating fundraising events and helps in implementing and evaluating those events. All events must be discussed with the Board of Directors for any suggestions before presenting to the angler board. The suggested fundraiser must be approved by a majority vote from the anglers in the club.

Volunteer Responsibilities:

- Attend Club meetings and all fundraising events.
- Oversee the Angler Fundraising Committee in decision making and setting up the fundraiser.
- Evaluate the cost of the fundraiser, ensuring it will be profitable and for a good cause.
- Develop, maintain and evaluate database of all club fundraisers ensuring they are achieving target revenues and keeping within budget.
- Record and maintain inventory of supplies needed for fundraising events.
- Create financial report to include expenses and donations of the fundraiser and submit to the Chief Financial Officer and Secretary
- Communicate and coordinate with Sponsorship Committee for event shirts and ordering.
- Communicate and coordinate with Points Advisor for event signup sheets and points.
- Research and Solicit product sponsors for fundraiser events.

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Timeline:

- August
 - Create a budget and target revenue of the breast cancer awareness fundraiser
 - Confirm sponsorship fees have been collected for breast cancer awareness shirts
 - Place breast cancer awareness shirt order with preferred club vendor. Be sure to request mockup of shirt and have it approved before printing. Shirt approvals should come from the President, Chief Financial Officer, and Sponsorship Committee. Shirt colors are decided by committee in May/June of previous season
 - Create flyer for breast cancer awareness fundraiser
 - Ask if sponsor would like to cook for event.
- September
 - Club Meetings begin
 - Prepare to meet and introduce yourself and ideas to the newly appointed committee members. Explain what is expected of them throughout the year and encourage them to bring new and fresh ideas.
 - Coordinate and begin advertising the breast cancer awareness fundraiser with the Public Relations/Social Media Advisor and Webmaster. Reach out to local media outlets for promotion and attendance of breast cancer awareness fundraiser
 - Take inventory and request purchase/donation of supplies needed breast cancer awareness fundraiser. Research and Solicit product sponsors, if needed.
 - Communicate and coordinate with Points Advisor for breast cancer awareness fundraiser event signup sheets and points.
- October
 - Have committee design/create handheld signs to advertise for the breast cancer awareness fundraiser
 - Debrief and evaluate breast cancer awareness fundraiser. Did we reach our target goal? Was it within budget? Pro's Con's?
 - Create financial report to include expenses and donations of the breast cancer fundraiser and submit to the Chief Financial Officer and Secretary
 - Spirit nights/breakfast flyers, budget, something for kids to do on the side.
 - Pick shirt color and design for back the blue shirts
- November
 - Create a budget and target revenue of the back the blue fundraiser
 - Confirm sponsorship fees have been collected for back the blue shirts
 - Place back the blue shirt order with preferred club vendor. Be sure to request mockup of shirt and have it approved before printing. Shirt approvals should come from the President, Chief Financial Officer, and Sponsorship Committee. Shirt colors are decided by committee in October
 - Create flyer for back the blue fundraiser
- December

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- Coordinate and begin advertising the back the blue fundraiser with the Public Relations/Social Media Advisor and Webmaster. Reach out to local media outlets for promotion and attendance of back the blue fundraiser
- Take inventory and request purchase/donation of supplies needed for back the blue fundraiser. Research and Solicit product sponsors, if needed.
- Communicate and coordinate with Points Advisor for back the blue fundraiser event signup sheets and points
- January
 - Have committee design/create handheld signs to advertise for the back the blue fundraiser
 - Debrief and evaluate back the blue fundraiser. Did we reach our target goal? Was it within budget? Pro's Con's?
 - Clay for Kids – is that a fundraiser event
 - Create financial report to include expenses and donations of the back the blue fundraiser and submit to the Chief Financial Officer and Secretary
 - Create a budget and target revenue of the Annual Fundraising Tournament
 - Create and order flyer and Lowrance tickets for Annual Fundraising Tournament
 - Order gift bags for goodies to be handed out to registered teams, can also be used for end of year banquet.
 - Pick shirt color and design for Annual Fundraising Tournament
- February
 - Confirm sponsorship fees have been collected for Annual Fundraising Tournament shirts
 - Place Annual Fundraising Tournament shirt order with preferred club vendor. Be sure to request mockup of shirt and have it approved before printing. Shirt approvals should come from the President, Chief Financial Officer, and Sponsorship Committee. Shirt colors are decided by committee in January
 - Start reminding all anglers of Annual Fundraising Tournament requirements. Encourage additional raffle items and teams to fish.
 - Coordinate and begin advertising the Annual Fundraising Tournament with the Public Relations/Social Media Advisor and Webmaster. Reach out to local media outlets for promotion and attendance of back the blue fundraiser.
 - Go live with online tournament registration via website
- March
 - Take inventory and request purchase/donation of supplies needed for Annual Fundraising Tournament.
 - Request use of mobile stage from Folsom Services
 - Order tables, chairs, and tents
 - Order port o potty's from Kincaid
 - Reserve mobile light towers from Sherriff's office, preferably 2 of them (breakfast and parking)

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- Confirm with sponsorship advisor that sponsors were Invite vendors to set up tents at event
 - Create dinner menu and find a caterer
 - Purchase plates, silverware, cups, ice, drinks, etc.
 - Confirm with Cattleman's Association/Sheriff's Office about cooking steaks
 - Pre-order steaks from Winn-Dixie
 - Hand out Lowrance tickets and have parents sign for them.
- April
 - Create anglers assignments for the Annual Fundraising Tournament.
 - Registration
 - Boat Checks
 - Traffic control
 - Parking
 - Ticket and shirt sales
 - Servers
 - Bussers
 - Stage Setup
- May
 - Schedule bag stuffing day for those fishing.
 - Drinks, snacks, sunscreen, shirts, dinner tickets, raffle tickets
 - Create tags with names for pre-registered teams
 - Debrief and evaluate Annual Fundraising Tournament. Did we reach our target goal? Was it within budget? Pro's Con's?
 - Create financial report to include expenses and donations of the Annual Fundraising Tournament and submit to the Chief Financial Officer and Secretary
 - Have committee pick BCA car wash shirt.
- June
 - Pick shirt color and design for next seasons breast cancer awareness shirts
- July
 - Prepare report for annual adult board retreat

Experiences:

- Skilled in researching and securing gifts from individuals and businesses.
- Create defined fundraising targets and objectives.
- Effective communication skills to explain what the raised funds will be used for.