

EVENTS AND MARKETING CHAIR's Both are to split the duties:

Objectives/ Monthly items:

- Collect donations from local businesses Sept-April of each school year
- Seek sponsors for school year (Gold and Platinum)
- Organize October and May Chipotle Fundraisers (online form request)
- Organize silent auction baskets the first week of April
- Assist with any additional school events (spaghetti night, trunk or treat, chili cookoff/registration night), etc * see google calendar *
- Get TY Email/ Password from Director to access Google Drive, Email etc
 - Check Email regularly for any items that are yours and categorize them appropriately
- Coordinate with your parents of the Month for job duties if you have any.

Monthly To Do's and Tip Sheet

- July
 - Check the donation list for current vendors, get familiar with it.
 - Prep Thank you notes for when you receive Sponsorships.
 - Try and start getting a bike/bike certificate to raffle off at the event
- August
 - Attend Set up
 - Take inventory of all Cheers supplies
 - Update the Supply spreadsheet in Google Drive
 - Read your timeline for the Cheers Event and get familiar with your dates
- September:
 - Update donor and sponsor letter details (dates, monetary goals, etc)
 - Schedule Chipotle fundraiser for November
 - Update mass email information to email past donors
 - Have Save the date ready for the Cheers Event
 - Give the technology Chair an update to post on social Media sites.
- October:
 - Start getting ready for trunk or treat & attend
 - Pass out flyer from Church
 - Assist in Spaghetti Dinner plans
 - Begin to canvas businesses for donations/sponsorships
- November-January:
 - Continue to canvas businesses for donations/sponsorships
 - Pick them up as their ready
 - Brainstorm restaurants for food and coffee, water, and snacks for Cheers Event
 - Contact The Works Pizza in Loveland to schedule fundraiser night (contact Heather Frye 513-543-9932 heather.frye@sizeholdings.com).
- February-March
 - Finalize Food, coffee, snacks, and drinks
 - Pick up Donations that have not been picked up yet
 - Start to group together donations/gift cards for silent auction baskets

- Have Families forms ready by 3/1 to pass out
- March:
 - Follow up with Heather at The Works Pizza in Loveland for Spring Pizza night fundraiser night (2023 was March 29th).
 - Work on Prize Sheet for kids for what they raise.
 - Prep Thank you notes for after Cheers for all Donations Given
 - Give the technology Chair an update to post on social Media sites.
 - Make sure to give Each Family 3 Rally pledge sheets and envelopes with collection letters.
- April:
 - Build baskets beginning of the month to allow for odds and ends to be finalized
 - Baskets will be assembled and photographed at spring clean- see calendar for date
 - Create presentation on slides for Auction Baskets
 - Take photos of each basket along with descriptions of each basket.
 - Meet/Talk with the director regarding the website for online auction and split the pot.
 - Delegate pickups for coffee, food etc ** see each board member for help**
- Timeline of the event:
 - -4weeks before the event
 - Go over final items for the fundraiser, order any items needed
 - Contact Food/Drink and confirm
 - Contact parents and volunteers and give final timeline for the day
 - 2-3 weeks before the event
 - Order 10 Balloons for the Start/Finish Race
 - Make sure the technology chair has live and posted on social media:
 - Donation site
 - Split the pot
 - Silent auction
 - 1 week before the event (April Board Meeting in Person)
 - Drop off all small items
 - Final confirmation of your parents and volunteers
 - Day Before the event
 - We should be able to set up Friday night before see diagram/ photos given for set up.
 - Drop off all baskets and stage them
 - Make sure all last-minute items needed are delivered to the school
 - Day of the event
 - Arrive with your parents and volunteers to set up (approx. 1 hr. before pending if we can be in there friday.)
 - Set up silent auction/ activities/ and check in with all vendors
 - Day of Event: Assist director with overall tasks of the event, help with purchasing of tickets, answer questions from guests, and be available as needed
 - HAVE FUN!!!
- May

- Send out thank you notes no later than 1 week after the event
- Attend EOY picnic
- Attend Tear down and Inventory Cheer's supplies with Co-chair and update spreadsheets.
- Organize binder for final board meeting
 - When you switch hands make sure to show new member where Cheer's items are located
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