

Position Title: Fundraising Committee Member

Supervisor: Fundraising Committee Chair

Location: Stevens Point | Wabeno

Purpose: Fundraising committee members help plan, coordinate, and execute fundraising events (raffles and silent auction) at the WWOA Annual Meeting that support WWOA's year round actions. They also help plan an annual fundraiser/campaign.

Duties & Responsibilities:

Everyone is expected to attend the fundraising committee meeting if able. During the meeting new fundraising ideas are discussed and tasks for the year are assigned. Available tasks include:

- Encourage members to participate in fundraising activities
- Help solicit donations from people/businesses for raffle & silent auction
- Pick up donations from people/businesses
- Fill out applications for donations from large companies
- Update donation letter for packets
- Remind chapters about their chapter baskets
- Check items in for the silent auction
- Fill out description sheets for silent auction items
- Set auction items up
- Sort winning bids, collect money, and distribute items from silent auction
- Sell raffle tickets
- Count number of tickets sold in raffles
- Draw and announce names for raffle prizes
- Hand out raffle prizes to winners

***There is something for everyone, even if you are shy, we could always use help behind the scenes, with ideas, stuffing envelopes, day of set up, etc..

Qualifications & Skills:

- Willing to help and have fun!
- Friendly and welcoming
- Trustworthy and reliable
- Well organized

Length of commitment: Time spread throughout March-September. Attend 1 meeting in Stevens Point (usually in early summer). Assist at annual meeting in September.

Days/times volunteer is required: Meet 1 time in Stevens Point. The 2018 Annual Meeting is September 20-23 in Wabeno, WI. Help at the Annual Meeting will be in shifts (mostly needed Friday & Saturday), so you can still enjoy other activities. Solicitation occurs on the volunteer's time. Further contact is conveyed via email, phone, or mail.

Benefits to the volunteer: Meet new people and mingle, make new friendships. Have fun while giving back to WWOA. Become familiar with Wisconsin businesses.

Training provided or other details: Training is provided by WWOA staff and fellow committee members. Packets containing a letter, a *Wisconsin Woodlands* magazine, and a brochure are available to give to business when you are requesting a donation.