

**Position Title:** Fundraising Committee Member

**Supervisor:** Fundraising Committee Chair

**Location:** Stevens Point | Hudson

**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

**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 2020 Annual Meeting

is September 17-20th in Hudson, 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:** Become familiar with Wisconsin businesses. Mingle with others and make new friends, while also connecting with other WWOA members. More importantly, have fun!

**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.