

CLUB FUNDRAISER COORDINATOR

Who Can Do This Job: Any parent or leader.

Time Commitment: Approximately 15 hours.

Description of Role: Each Club is strongly encouraged to have a coordinator for the Provincial 4-H Fundraiser. This person's objective is to ensure that every 4-H family within the club is adequately informed about the fundraiser (products, dates/deadlines & member/family responsibilities). This person will also be the main contact for the district coordinator/provincial office when ordering and distributing products for the club, and for collecting money.

Deadline: Fundraiser orders are collected in October, deliveries of product are made in December, with money needing to be collected and returned to the 4-H office before it closes for Christmas.

To Do List:

- *The Club Fundraising Coordinator will receive a package early in the 4-H year including all of the materials that a club requires for the Provincial Fundraiser.*
 - Flyer advertising the fundraiser
 - Post Me sheet
 - Notes to members with info for parents on the reverse side
 - Member selling forms
 - Club summary forms
 - Calculation sheet
- Give each member one or two of the Member Order Form (s), the Dear Parent Letter and tips for selling products.
- Go through the information with members/families. **Please stress to members that the designated selling period is October 6-31.**
- Collect orders at the end of the selling period (after October 31)
(**Yellow copy** remains with Club Coordinator, **white copy** remains with the member)
- Summarize total club sales on the **Club Summary Form** and submit to the District Fundraising Coordinator on or before date advised (First week of November)
(**White copy** remains with Club Coordinator, **yellow copy** goes to the District Coordinator)
- Products will be delivered to district drop-off locations the first week of December. Club Coordinators must be able to pick up products at the designated time. Club Fundraising Coordinator will be notified as to date and time for drop-offs.
- Organize & book a location for members to pick up product. Advise members of the time, date & location for pick-up.
- With assistance, sort product based on individual member orders. Advise 4-H office of any problems with orders.
- Collect fundraiser monies
- Club fundraising money (one cheque for total order preferred) and the club calculation form (green) **MUST** be in to the Provincial 4-H Office by the deadline.

