

Grocery Cards Coordinator

The Grocery Card Coordinator will work closely with the Fundraising Director.

- A spreadsheet system has been created that makes tabulation fairly easy. Each team/outside group receives a set of instructions along with a tracking sheet and an order sheet. Reminders are sent out to start the process each month. The Coordinator takes in all monthly orders (pdf) via email. Tabulate all team orders into the master spreadsheet, to place orders with three stores (Sobeys, Coop and Sav-On). After placing the monthly orders, a list of orders is sent to the treasurer so funds can be transferred from team accounts to the fundraising account to facilitate payment. The Fundraising Coordinator is cc'd the list of orders to help with the collection of outside cheques. A copy of each groups order (pdf) is sent to the gift card sorter, so team/outside group orders can be packaged for delivery to the team gift card volunteers.