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| **Red Deer Ringette**Working Instruction: Team Fundraising Coordinator |
| Location: |  | Owner | RDR Executive |
| Date of Issue | 2019.APR.18 | Revision Cycle | As Required |

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| Revision | Content | Issued/Revised By | Date |
| 0 | Initial Issue | RDR Executive | 2019.APR.18 |
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# Section 1.0 Introduction:

* This person collects the monthly grocery card orders and submits them to the Association Grocery Card Coordinator and ensures the cheques are given to the Team Treasurer in time to deposit them before the monthly cutoff date.  This person may also coordinate bottle drives or other fundraising activities.  They may also be responsible for lining up volunteers for Casino or 50/50 association fundraiser initiatives..

# Section 2.0 Approximate Time Commitment:

* Average of 2-3 hours a month.
* Delegation of attendance is recommended if you are away.

# Section 3.0 Responsibilities:

* Send out the grocery card program process to members of the team who have not taken part in the program before.
* Send out request to team members for grocery card orders each month for October - March.
* Compile team orders and send in to the Association Grocery Card Coordinator.
* Forward monthly grocery card order to Team Treasurer so they can update the team accounting tracking sheet.
* Ensure cheques are forwarded to the Team Treasurer in time to be deposited before the cutoff date set by the Assocation Treasurer
* Distribute the grocery cards to team members when they arrive each month.
* Pass on summer grocery card program contacts to team members in March each year .
* Depending on the team, the Fundraising Coordinator may also coordinate bottle drives or other team fundraising activities.
* Depending on the year, the Association may be eligible to take part in a Casino or Oilers 50/50 fundraiser. During those seasons, the coordinator will be tasked to line up team volunteers to assist in the special fundraisers.