

Crimson Fundraising Chair Responsibilities

1. Coordinate date(s) of fundraiser (if applicable) with other MHS fundraising chairs, MMS fundraising chairs, and other community events so as not to overlap unnecessarily.
2. Contact fundraising supplier for your particular fundraiser to acquire order forms and details of fundraising opportunity.
3. Advise Crimson Fundraising Committee Chair, Board Members, and then Booster Club, of fundraising dates, selling price per unit, anticipated credit earned per unit, delivery dates of items, order form instructions, and due dates. Make order forms available at regular booster meeting.
4. Attend band class in order to advise students of fundraising opportunity and to hand out order forms. Explain when forms are due and potential credits earned per unit. All forms and money should be handed in to Mr. Moreland **prior** to deadline. Make sure color guard is advised of fundraiser and provide the necessary forms in a timely manner.
5. Collect order forms personally from Mr. Moreland on a routine basis. (Please do not have the forms and money sent home with your child.)
6. Prepare master order form for submission to fundraising Supply Company. Keep original order forms as submitted and make and retain a copy of the master order form in order to facilitate distribution.
7. Coordinate payment for product, depending on requirements of fundraising supplier, with Crimson Treasurer. Some suppliers want payment submitted with the order forms and some want payment on delivery of items. **(We always require that the money be submitted with the order form. If payment is not submitted with an order form that particular order should not be included on the master order form.)**
8. Coordinate delivery of items from supplier. Organize drop off location and enough help to unload and repackage items for distribution if necessary.
9. Advise those that submitted orders of when and where to pickup. Do this as far in advance as possible. Remind sellers of pickup date a few days in advance either via e-mail or phone call. Notify Crimson Fundraising Committee Chair so that person can post a notice on the Crimson Website. Have a list of phone numbers available on pickup day in case a call is necessary to remind someone to pickup.
10. Complete a "Fundraising Summary Sheet" in a timely manner and submit to Crimson Fundraising Committee Chair for review.
11. Make a final report to Crimson Boosters at a regular booster meeting.

FUNDRAISER SUMMARY REPORT

Name of Fundraiser _____ Date of Event _____

Chairperson _____ Date of Report _____

Steps to figure per unit/hours worked profit

A. Enter total income here..... _____

B. Enter expenses here (attach receipts)..... _____

C. Subtract B from A and enter here..... _____
(gross profit)

D. Multiply C by 10% and enter here..... _____
(amount to general fund)

E. Subtract D from C and enter here..... _____
(net profit)

NOTE: Complete steps F and G only if tickets were sold for credits and hours were worked for credits. If ticket sales were not a part of the fundraiser skip F and G and proceed to step H then skip step J.

F. Multiply C by 20% and enter here..... _____
(total credits for hours worked)

G. Multiply C by 70% and enter here..... _____
(total credits for tickets sold)

H. Enter total hours worked (a) _____ and/or items/tickets sold (b) _____

I. Divide H(a) (hours worked) into F (E if tickets were not sold) _____
(per hour rate for hours worked)

J. Divide H(b) (items/tickets sold) into G above and enter here _____
(credit value for each item/ticket sold)

Use these figures to complete "Credit Dispersal Summary" below.

Please forward completed forms to Crimson Fundraising Committee Chair for review. Committee Chair will forward to Treasurer.

Thank you for all your hard work in chairing this fundraiser.

Credit Dispersal Summary For Fundraisers That do not include Ticket Sales
 If tickets were a part of the fundraiser then skip this page and proceed to page 3.
 List Workers/Sellers (keeping same format use reverse side if necessary)

Name	Units Earned	Per Unit Profit (line I for hours worked or line J for items sold from sheet 2)	Individual Credits Earned
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
		X	=
TOTALS			

*Unit equals one hour worked or one item sold.

