

Responsibilities of Fundraising Chair:

1. Call committee meetings as necessary, 2-3 times per year. Add or delete items to inventory offerings. Encourage team members to submit new ideas to keep something "new" available for repeat customers and other club members.
2. Determine quantities of inventory to be obtained in time for scheduled event
3. Request table fee checks and inventory checks from treasure with 2 week notice.
4. Engage club members in selling at event.
5. Train new members on products sold at event.
6. Request cash bags from treasure.
7. Return cash bag and income to treasure for deposit.
8. Take an annual inventory, July 1 for each new year
9. Give square administrator new inventory when items are made or purchased
10. Order and pick up orders of hazelnuts, spices, jams.
11. Give seamstress members ample notice to sew bowl caddies, table runners, cosmetic bags, hand towels or other handmade products
12. Plan a club craft project that can be sold at Tell & Sell. Examples: succulent pots, To Go cups, wooden snowmen, birch tree candle sets, etc.
13. Report sales to club at meetings
14. Place fundraising announcements in Chamber E blast
15. Support Soup's On Chairperson with fundraising ideas each year.
16. Organize Soup's On auction baskets, apron raffle, Soro store or other new ideas for additional funds.
17. Consider new fundraisers that will be profitable and an addition to the community. For example two that are being considered are: Wrapped in Chocolate: Valentine's wine & Chocolate Pairing
A cribbage tournament with funds raised by entry fees & lunch or snacks

Time Commitments:

30-40 hours for each bazaar or festival, which includes 30 hours of sewing time.

5-10 hours for each Tell & Sell. Packing, unpacking, selling time, sewing

8 hours for Truffle Festival

4 hours for area meeting

2 hours for each committee meeting

5-10 hours for report writing of Soroptimists Celebrating Success, E blasts, articles.

Overall time commitment would be significantly if chairperson was not a seamstress.

Total hours estimated are: 160