



COUNCIL

FOR MILITARY SPOUSE CLUBS

Military Spouse Club: FUNDRAISING

Fundraising Committee Members:

1. Chairman – the person who pulls it all together and runs the Committee Meetings
2. Club Vice President or Club Philanthropic Manager – serves as the Advisor of this committee
3. Fundraiser Treasurer – some clubs will have Welfare Treasurers or Community Outreach Treasurers who will serve in this capacity
4. Volunteer Coordinator - for the event. Can be your clubs VC, but you can also “hire” someone else to fill the role
5. Publicity Person - for the event. Can be your clubs Publicity person, but you can also “hire” someone else to fill the role who will work with the Publicity Board member/Webmaster
6. Specialty Organizer – focus will be guided by the event
**(Bazaar or Craft Show? – then Vendor Coordinator, Basket Auction? – then Auction Coordinator, etc.)
7. Sponsor Coordinator – will attempt to recruit sponsors to support the event
**Again, this will be driven by the event – golf scramble? Then will get sponsors for holes, winner prizes, meals, etc.
8. Raffle Coordinator / Auction Coordinator - (if your main focus of the event is not one of these, but you are holding this as an extra fundraiser within your fundraiser)
9. Food and Drink Coordinator – if needed
10. Ticket Sales coordinator – if needed
11. Other positions - as dictated by the event you plan to host
12. Advisor – Club advisor should attend planning meetings to provide strategic “Big Picture” assistance if needed

TOPICS TO CONSIDER:

- The point is to divide up the work so it is not overwhelming for any one person.
- The committee positions can be filled by all board members, but this committee can be filled by club members as well as a way to pull in new volunteers who may take a board position the following year.
- You must have a specific event budget and track all the money coming in and out of this budget for tax purposes and accountability, so make sure your Treasurer knows how to track this \$\$ in the event’s own budget.