



Starlight Quilters Guild Policies and Procedures

Fund Raising Activities

Description of Role –

Manage fundraising activities for the Guild, as determined by the Board of Directors.

Annual Responsibilities –

Create themed buckets through the use of donated or purchased items.

Collect donations for use in the buckets.

Purchase items to use in the buckets, if needed.

Responsibilities at Guild Meetings –

Develop a plan for the fund raiser.

Collect or sell items to raise funds.

Responsibilities to the Board of Directors -

Provide a summary of activities planned for the upcoming year to the Treasurer prior to the January Board meeting.

Provide an update of activities to the Treasurer one week prior to each Board meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year for your committee's needs before the October Board meeting.

Website, Newsletter and Facebook Expectations -

Provide update to newsletter, monthly, to include amount collected, items needed, pictures, etc.

Post information to Facebook or Website as needed.