



Description:

Will assume the responsibility for entire fundraising planning process and execution of each event. Fundraising committee will report directly to the Special Events committee before and after each committee.

Responsibilities:

- ⤴ Plan and coordinate fundraising events.
- ⤴ Support in the work conducted before, during and after the events.
- ⤴ Help bring awareness about planned fundraisers to parents, family & friends of Garvey.
- ⤴ Raise the amount needed to meet the proposed budgets.
- ⤴ Volunteer coordination.
- ⤴ Develop and monitor the budget for fundraising initiatives.
- ⤴ Work with the Newsletter, Volunteerism and Special Events committees.

Team Member:

- ⤴ Attends committee meetings to set strategy.
- ⤴ Must have excellent verbal communication and sales ability.
- ⤴ Candidates will be outbound calling/recruiting local business and community leaders through telephone sales to volunteer/participate in schools fundraising events.
- ⤴ Looks to Board for guidance on policy or strategy.
- ⤴ Helps recruit other committee members.
- ⤴ Work to set up standardized volunteer check-in at each event.

Skills

- ⤴ Friendly personality
- ⤴ Must have strong phone etiquette skills, positive and energetic attitude, and strong desire to meet goals and commitments
- ⤴ Belief in the mission of Marcus Garvey



Committee/Lead Parent Application

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Availability

During which hours are you available for committee assignments?

- Weekday mornings Weekend mornings
 Weekday afternoons Weekend afternoons
 Weekday evenings Weekend evenings

Interests

Tell us in which areas you are interested in volunteering

- Administration
 Classroom Lead Parent
 Special Events
 Fundraising
 Marketing
 Father's of Garvey
 Newsletter
 Mother's of Garvey

Special Skills or Qualifications

Summarize special skills and qualifications you have acquired from employment, previous volunteer/committee work, or through other activities, including hobbies or sports.

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Previous Volunteer /Committee Experience

Summarize your previous volunteer /committee experience.

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Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. I understand as a committee member I must attend at least 75% of the meeting .

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.