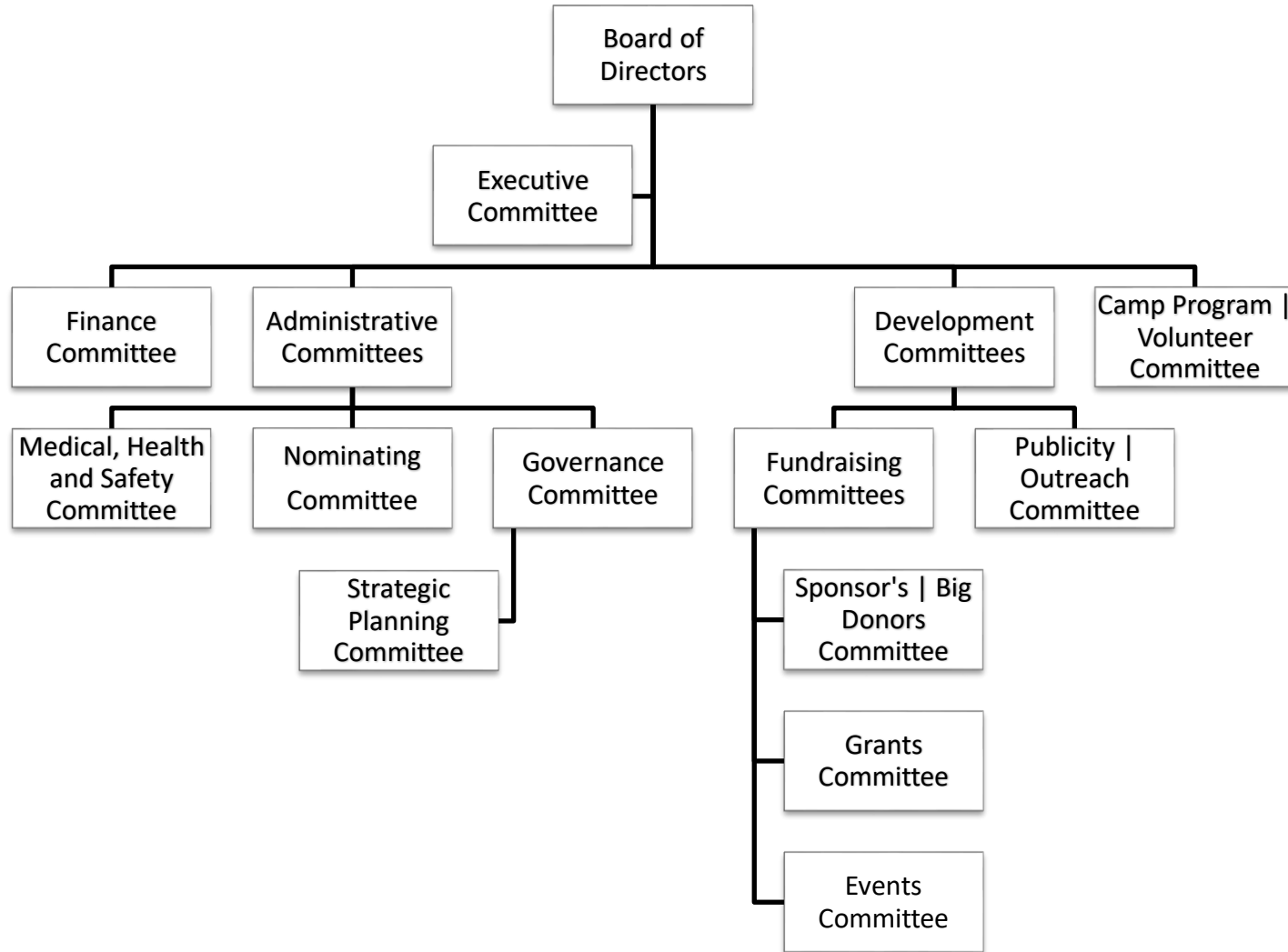




# Merry Heart Children's Camp Board Structure and Committee(s)





## Merry Heart Children's Camp Board Structure and Committee(s)

General: Although this committee does have some specific tasks; additional tasks will be needed depending of the committee itself.

### **Events Committee**

The committee creates a comprehensive event plan including goals/desired outcomes and theme(s) of an event.

### **Tasks:**

- Recruit non-directors to participate on the committee.
- Develop a large annual fundraising event.
- Establish fundraising or participation goals for special events or specified time periods.
- Generate a budget.
- Identifies possible sponsors for your event.
- Develops a strategy for acquiring sponsors.
- Direct or coordinate web-based fundraising activities, such as online auctions or donation Web sites.
- Plan and direct special events for fundraising, such as silent auctions, dances, golf events, or walks.
- Holds a procurement brainstorming party to identify items to target for donation.
- Locates and gathers items for both the silent and live auctions.
- Creates an item request letter to be sent out to possible donors.
- Creates an item donation form for tracking purposes.
- Sends thank you letters to item donors.
- Packages items together as needed for both the silent and live auctions.