Fundraising

Congratulations, you have been selected to serve on the Fundraising Committee or be a Fundraising Head for the Ranger Club 2014-2015. This position allows you to have an opinion about where the money is going in Ranger Club/ROTC but also demands your creativity, time and dedication. Please be prepared to spend 3-5 hours of your week dedicated to this position and take this into consideration before accepting this position.

As you may have noticed, Ranger Club is becoming a more active Student Organization and therefore has revamped the way it runs in order to accommodate this evolution. Fall Semester was a learning experience for all and now there are going to be some necessary changes in order to better this organization and its money management. Please read the changes below:

Money Management:

In order to account for the money in a more efficient manner, the OIC of that fundraiser must fill out the following form at the end of the event: <https://docs.google.com/forms/d/1ukM-UoM7seWeZaRxRIpBHrws_kLOQYUXFCOFFSPmOCA/viewform?usp=send_form>

The form is also available on the Ranger Club Website: [www.grurangerclub.weebly.com](http://www.grurangerclub.weebly.com)

This form must be completed no later than 24hrs following the event’s conclusion. Failure to submit this form within the designated time frame will result in a negative counseling.

Planning:

In order to ensure successful planning of a fundraising event, there will be an implemented bi-weekly meeting solely for the Fundraising Committee. Committee Heads will be responsible for planning, coordinating for, and maintaining participation in these meetings. To ensure that these meetings are as efficient as possible, Committee Heads are required to fill out the following form: <https://docs.google.com/forms/d/1oUQFvimuPNyFV2MqobtPZjZOG2Eqv0XHB6vSV3H0Hpg/viewform?usp=send_form>

This form is also available on the Ranger Club Website.

Failure to complete this form will result in a negative counseling.

At the biweekly meeting, the committee is expected to discuss and reflect on past fundraisers as well as plan future fundraisers. Planning for a fundraiser must start at least one MONTH before the actual execution. All fundraisers planned MUST be voted on with the majority vote of the ENTIRE committee being the deciding factor on whether or not the fundraiser will be held. Committee Heads are responsible for making sure this democratic policy is upheld.

After an event is voted on and chosen to be executed, there are certain procedures that must take place. A brief description of the event, plan for advertisement (i.e. Flyers), cost analysis, and personnel roster must be turned in by the Committee Heads no later than 2 weeks prior to the operation. In addition to this report, a Committee Head or Fundraiser OIC must brief the Ranger Club at the weekly meeting at the 2 week mark.

Failure to accomplish these tasks will result in a negative counseling and possible termination of the event.

Execution:

Once planning is completed, there are some procedures necessary in order to ensure that each fundraiser is executed smoothly:

If the fundraising event requires any set up (i.e. JSAC Table), the event will be set up at least 15mins prior to start of the fundraiser. This requires the personnel responsible for set up the event to arrive at least 20mins prior to the fundraiser starting. All supplies and equipment must be secured prior to set up. Equipment necessary for ALL fundraisers will be the money box, at least $20 in change, and the square card reader.

Failure to set up on time, personnel arriving late, or failure to have all equipment will result in a negative counseling.

After the fundraiser starts, there are certain professional measures that need to take place. In order to maintain a professional demeanor, there will be no use of mobile devices except in case of emergency. This allows us to focus on the prospective customers. In addition, there will be NO disruptive behavior (i.e. loud music, foul language, shouting, horseplay) while working at the fundraiser. This is to ensure that we are welcome to utilize the privilege of venues that we host fundraisers at and to convey a professional image of the Ranger Club.

Failure to meet these professional standards will result in a negative counseling.

Upon the closing of the fundraiser, clean-up is to be executed swiftly and efficiently. Money is to be counted; taken directly to Galloway Hall; placed in an envelope that is marked with the fundraising name, date and total and locked in the money box.

Failure to accomplish these tasks will result in a negative counseling.

Once again, congratulations on being selected for this prestigious position. I hope after reading this you feel ready and prepared for this semester and to accomplish your mission. The intent is not to micromanage but to accomplish events to the best of our ability and inspire leadership throughout the organization. Thank you!

Please Sign Below, acknowledging the changes made and your willingness to participate.

Name Signature Date