

Fundraising/Special Projects Committee

General Responsibilities:

The purpose of the committee is to raise money for education scholarships and for other purposes as determined by the Executive Committee. Fundraisers may be in the form of raffles, products sales, or any other form or method as approved by the Executive Committee.

Organization and Tasks:

1. The President of WMCA will appoint a Committee Chair, and as many committee members as necessary to accomplish the tasks of the committee. The Vice-President shall serve as liaison to the committee.
2. The committee will begin its work early in the year following the Annual Conference, coordinating and discussing its fundraising goals and objectives for the year.
3. The committee will meet and make a recommendation to the Executive Committee for consideration at their June meeting as to the item to be purchased and promoted for the major fundraising raffle (\$5 raffle).
4. The committee will have Grand Raffle Tickets printed, tracked, and monitored in accordance with regulations established by the Washington State Gambling Commission. The committee will endeavor to have raffle tickets available for distribution at the WMCA Fall Academy.
5. The committee will solicit donated prizes for the \$1 raffle held during the annual conference. Ticket sales will occur during the annual conference and fall academy. The committee may request \$100 from the WMCA Treasurer to be offered as a cash prize for a drawing held during the final session of the annual conference. The winning tickets, log of tickets sold, and payments received must be retained and tracked as required by the Washington State Gambling Commission.
6. The committee conducts the Grand Raffle Drawings during the annual banquet.
7. The committee may also conduct door prize drawings during breaks and meals in conjunction with the Conference Planning Committee (to be determined annually).
8. The committee will make a recommendation on items (i.e. product sales) to be sold during the conference to the Executive Committee, for consideration at their June or October Board meeting.
9. The committee will purchase, store, and transport items to be sold at the Annual Conference.
10. The committee will staff the product sale area at the annual conference. During the

annual conference, the sales area should be open during all times that the registration desk is open, including before daily classes begin, lunches, breaks, and other special events.

11. The committee will provide an inventory of all merchandise to the WMCA Treasurer prior to the Annual Conference and within 30 days after the close of the conference.
12. The committee will work on other fundraisers as determined by the Executive Committee.
13. At the President's request, the Committee Chair will submit a written report for inclusion in the Executive Committee meeting packet.
14. The Committee Chair shall prepare certificates for all committee members, which show the member's name, the committee and the year (i.e. 2013-2014) for distribution to the committee members at the Annual Conference or shortly thereafter.
15. All invoices for WMCA expenses shall be forwarded to the Executive Committee Liaison for review and sign-off prior to being sent to the WMCA Treasurer.