

## **Fundraising Coordinator**

### **Dedication**

The Fundraising Coordinator must give up personal time and attend meetings that benefit the players and football program. He / She generally has excellent organizational and communication skills needed to work with the CGYFL Football Board Members.

### **Duties**

The Fundraising Coordinator shall be responsible for direction and maintenance of the league's sponsorship and fund raising programs.

The Fundraising Coordinator shall solicit support, create committees and teams as appropriate to successfully execute sponsorship and fund raising events.

The Fundraising Coordinator shall provide regular status reports to the Tackle and Executive Board.

The Fundraising Coordinator will be responsible for keeping inventory, status and maintenance of all fundraising activities.

The Fundraising Coordinator will be responsible for all monies collected through fundraising and sponsorships.

The Fundraising Coordinator will forward all monies to league treasurer and maintain all receipts received from the league treasurer.

The Fundraising Coordinator will be responsible for turning in all fundraising invoices to the league treasurer for prompt payment of those invoices.

The Fundraising Coordinator will submit an annual report in January to the executive board of all fundraising and sponsorship events for the upcoming season.