



## Wildwood Wildcat Booster Club

### Discount Card Mail Station Fundraiser

<b>Committee:</b>	Fundraising Committee	<b>Job Title:</b>	Discount Card Fundraiser at Mail Stations
<b>Raptor Security Approval Required:</b>	No <a href="https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==">https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==</a>	<b>School Year</b>	2022/2023
<b>Committee Chairperson</b>	Doug Sackett, Coordinator Discount Card Fundraiser	<b>Chairperson Contact Information</b>	269-579-0304
<b>Training Required:</b>	No	<b>Time Commitment</b>	3-hour time frame / mailbox station / day Recommend 2-5pm

#### Contact Information

**EMAIL:**

[WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM](mailto:WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM)

**WEBSITE:**

[HTTP://WILDWOODWILDCATSBOOSTERCLUB.COM](http://WILDWOODWILDCATSBOOSTERCLUB.COM)

#### Job Description

**ROLE**

Volunteers represent Wildwood Wildcats Booster Club during this fundraising activity. Volunteers are expected to greet Villagers as they pass the table. If comfortable ask if Villager is interested in supporting Wildwood Middle High School students by giving \$10 toward a Discount Card.

Location of Mailbox(s): Village Mailbox Stations

**Fundraising Materials Provided:**

- Discount Card Sign
- Discount Cards
- Starting Change \$100 in 10-dollar bills
- List of 2021/2022 WWBC Accomplishments and funding pie chart
- Blank Membership Forms
- Closeout form – Account for cards sold and donations collected
- Pen to record closeout records and for membership forms

**Additional Suggested Items**

- Chair(s) for volunteer(s) to sit

**Responsibilities**

Prior to Mailbox Fundraiser:

- Plan with Discount Card Coordinator to have fundraiser materials delivered or picked up prior to the Discount Card Sales event.
- Count monies received for change to ensure it equals \$100
- Confirm number of Discount Cards received match number provided
- Agree on a time to return or have fundraiser items and money given to the Discount Card Coordinator
- Review and know the businesses on the card. When close to one or more of the businesses mention them during the fundraiser.
  - 41 business participants
  - Money goes to scholarships, academics, arts/music and athletics
  - Supports area businesses

Day of the Mailbox Fundraiser:

- Request that all volunteers wear a WWBC shirt and name tag

Set-up

- Arrive 5 minutes prior to agreed start time
  - Set-up sign so it is visible from parking and sidewalks (do not place on building)
  - Set up table chairs
  - Make available the list of accomplishments and blank membership forms. If windy you will need to have something to set on top of these items.
  - Keep monies in the container provided
  - Keep a low profile
- Let individuals come to you  
Do not block access to mailboxes or ATM's

Communication

- Review and know the businesses on the card. When close to one or more of the businesses mention them during the fundraiser.
- Mention how the money is used  
(Detailed on accomplishments list and the financial pie chart provided in folder)

Shut down

- Record number of cards sold/dollars
- Record amount of donations received
- Place monies and cards in envelope / money bag you received them in.
- Place remaining accomplishment list and blank membership forms in folder
- Retrieve sign

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- Based on method agreed upon with Discount Card Coordinator return all fundraising materials.

### **Additional Information**

If at any time you receive a request from The Villages Community Watch to discontinue the fundraiser you are to comply and notify the Discount Card Coordinator of the situation.

Author (s):	Doug Sackett, Coordinator Discount Card Fundraiser Cindy Titsworth, WWBC Secretary	Date:	May 3, 2022
Approved By:	Joel Lemmer, Director at Large	Date:	Date
Last Updated By:	Cindy Titsworth, WWBC Secretary	Version	1.0.0 5/3/2022