



Wildwood Wildcat Booster Club

Discount Card Mail Station Coordinator

Committee:	Fundraising Committee	Job Title:	Discount Card Fundraiser Mail Station Coordinator
Raptor Security Approval Required:	No https://apps.raptortech.com/Apply/MTM2Mjplbi1VUw==	School Year	2022/2023
Committee Chairperson	Discount Card Coordinator, Doug Sackett	Chairperson Contact Information	269-579-0304
Training Required:	No	Time Commitment	5+ hours per week

Contact Information

EMAIL:

WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM

WEBSITE:

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

Job Description

Role

Member of WWBC Fundraising Committee that develops the **Discount Card Program**, supporting materials and recruits participating businesses. This position is responsible for the coordination of mail station volunteers through recruitment, scheduling and the distribution and collection of required materials.

Responsibilities

- Active member of the Fundraising Committee
- Recruit and manage mail station volunteers
- Maintain calendar of fundraising events by mail station.
- Work with WWBC Treasurer to establish a pool of monies to be used as start-up change for mail station events.
- Provide WWBC Treasurer a WWBC Receipt of Monies document with all cash proceeds from mail station fundraisers.
- Develop, request approval and procure all materials on behalf of the WWBC required to support the mail station discount card fundraiser events.
- Request all volunteers wear WWBC official shirts during events.
- Coordinate the delivery or pickup of fundraising materials provided to mail station volunteers. Listing of items provided below.
 - Fundraising Materials Provided to Volunteers
 - Discount Card Sign
 - Discount Cards
 - Starting Change

- List of 2021/2022 WWBC Accomplishments and WWBC Financial pie chart
- Blank Membership Forms
- Closeout form – Account for cards sold and donations collected
- Pen to record closeout records and for membership forms

ADDITIONAL NOTES

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