




Wildwood Wildcats Booster Club Discount Card Merchant Recruitment

Committee:	Fundraising Committee	Job Title:	Merchant Recruitment
Raptor Security Approval Required:	No	School Year	2022/2023
Committee Chairperson	Joel Lemmer, WWBC Director Joe Misner, Merchant Recruitment Coordinator	Chairperson Contact Information	joelalem38@gmail.com joe040408@aol.com
Training Required:	No	Estimated Time Commitment	May – June 10-12 Merchants averages one hour per merchant (travel, contact and potential repeat visits)
Contact Information			
EMAIL: WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM		WEBSITE: HTTP://WILDWOODWILDCATSBOOSTERCLUB.COM	
Job Description			
<p>Role and Responsibilities Member of the WWBC fundraising committee responsible for the renewal of existing merchants or recruitment of new merchants in support of the annual WWBC discount card fundraiser.</p> <p>Materials provided for recruitment process:</p> <ul style="list-style-type: none"> • List of merchants to solicit renewal of their merchant agreement • List of new merchants to recruit • Blank discount card merchant agreements • Current WWBC Discount Card • WWBC Business Card to leave with merchant representative (option to provide personnel email and phone number on reverse side) • WWBC Financial Pie Chart to display how WWBC funds are used • List of WWBC Accomplishments <p>Recruitment Process:</p> <ol style="list-style-type: none"> 1. Familiarize yourself with merchant recruitment materials prior to making initial contact. 2. Contact owner/manager of business, may take several tries to find the correct person <ul style="list-style-type: none"> – May need to contact corporate headquarters (example Russell Stover's) – May need to communicate via email – Do not get discouraged, may need to make several attempts 			

3. Review the WWBC Discount Card, highlight the financial pie chart and list of accomplishments during recruitment discussion
4. The WWBC Merchant Agreement requires the owner/manager to provide
 - Discount Card Offer percentage 10%, 15%, 20% or Other
 - Official merchant business name and phone number
 - Merchant business card or other document that contains merchant logo, address and phone number
 - Critical to ensure owner/manager signs document
 - WWBC Recruitment volunteer signature, date, phone and email.
5. Return completed WWBC Merchant Agreements to Joe Misner, joe040408@aol.com
6. Notify Joe Misner, joe040408@aol.com of all merchants who decline to renew or accept the WWBC Merchant Agreement.

Example of WWBC Merchant Agreement and 2021/2022 WWBC Discount Card

 <p style="text-align: center;">Wildwood Wildcat Booster Club DISCOUNT CARD MERCHANT AGREEMENT</p> <p>The Wildwood Wildcat Booster Club (WWBC) is a non-profit Florida corporation, with IRS 501(c)(3) tax exempt status. We support Academics, Arts and Music, Athletics, and Special Projects at the Wildwood Middle High School (WMHS). When you agree to offer the discount below to cardholders, sales of the cards support the students and provide advertising to your business. Your offer is good until December 31, 2023.</p> <p style="text-align: center;"><small>All cards will be printed with the following stipulations: Present card before ordering. Only one card per order and not valid with any other offer.</small></p> <p>Discount Card Offer:</p> <p style="text-align: center;"> <input type="radio"/> 10% <input type="radio"/> 15% <input type="radio"/> 20% <input type="radio"/> Other _____ </p> <p style="text-align: center;"><small>Print exactly as you want your discount to appear on the card including any limitations.</small></p> <p>Business Contact Information:</p> <p>Business Name: _____ Phone: _____</p> <p>Full address(es) of participating store: _____</p> <p><input type="radio"/> Business card with logo</p> <p>My store will accept the offer specified on the card (as stated above) and honor it until December 31, 2023.</p> <p>Name: _____ Title: _____</p> <p>Signature: _____ Date: _____</p> <p>Booster Contact Information:</p> <p>Club Member: _____ Date: _____</p> <p>Phone: _____ Email: _____</p> <p style="font-size: 8px;"><small>A COPY OF THE OFFICIAL REGISTRATION (CROSSING) AND FINANCIAL STATEMENT MAY BE OBTAINED FROM THE DIVISION OF CORPORATE SERVICES OR CALLING THE FLORIDA SECRETARY OF STATE AT 850-487-2729. NOT WITHIN THE STATE, REGISTRATION DOES NOT IMPLY ENDORSEMENT, RECOMMENDATION, OR APPROVAL BY THE STATE.</small></p>			
Author (s):	Joe Misner, Merchant Recruitment Coordinator	Date:	May 10, 2022
Approved By:	Joel Lemmer, WWBC Director	Date:	May 15, 2022
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