



Wildwood Wildcats Booster Club

Discount Card Development and Merchant Recruiting

WWBC Committee	Fundraising Committee	Job Title:	Coordinator of Discount Card Development and Merchant Recruitment
Raptor Security Approval Required:	No	School Year	2022/2023
Committee Chairperson	Joel Lemmer, WWBC Director Gary Carbone, Coordinator of Discount Card Design /Procurement and Merchant Recruitment	Chairperson Contact Information	joelalem38@gmail.com gw.carbone@gmail.com
Training Required:	No	Estimated Time Commitment	

Contact Information

EMAIL:

WWBC.BOOSTER@WILDWOODWILDCATSBOOSTERCLUB.COM

WEBSITE:

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

Job Description

Role and Responsibilities

Member of the WWBC fundraising discount card committee
 Maintain a list of potential merchants to solicit for next year's discount card and solicit feedback on the existing merchants
 Manage the review process of existing discount card participants annually for potential removal or renewal
 Manage and update the Merchant agreement as required.
 Recruitment of WWBC members to renew or recruit merchants for the discount card fundraiser
 Establish timeline for the merchant recruitment process that supports discount card printing deadlines.
 Manage the design, approval and procurement of the discount card

Merchant Recruitment Process

- March – April: Discount Card Working Meeting
 - Review feedback on existing merchants for renewal or removal
 - Review potential merchants to add to discount card
 - Develop working list of merchants for the 2023 discount card
 - Establish list to assign individual volunteers for recruiting processing
- May – July: Recruit/Renew Merchants
 - Manage volunteers during merchant recruitment process
 - Establish final listing of merchants for 2023 discount card

- August – September: Design/Print Discount Card
 - Work with printer to develop/approve discount card design and material
 - Card Colors
 - 2023 Blue
 - 2022 Red
 - 2021 Black
 - Establish initial order quantity and authorize print run
- September – May
 - Coordinate additional print run(s) as required

Supporting Documents



**Wildwood Wildcats Booster Club
DISCOUNT CARD MERCHANT AGREEMENT**

The Wildwood Wildcats 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, 2022.

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.

Discount Card Offer:

- 10%
 15%
 20%
 Other _____

Print exactly as you want your discount to appear on the card including any limitations.

Business Contact Information:

Business Name: _____ Phone: _____

Full address(es) of participating store: _____

Business card with logo:

My store will accept the offer specified on the card (as stated above) and honor it until December 31, 2022.

Name: _____ Title: _____

Signature: _____ Date: _____

Booster Contact Information:

Club Member: _____ Date: _____

Phone: _____ Email: _____

A COPY OF THIS OFFICIAL REGISTRATION (CEN0046) AND FINANCIAL STATEMENT MAY BE OBTAINED FROM THE DIVISION OF CORPORATE REGISTRATION BY CALLING TOLL FREE (800) 435-7353 WITHIN THE STATE. REGISTRATION DEBTS ARE PAID BY CHECK OR MONEY ORDER TO THE COMMISSIONER OF REVENUE BY THE STATE.

Author:	Gary Cardone	Date:	May 10, 2022
Approved By:	Joel Lemmer	Date:	May 15, 2022
Last Updated By:	Cindy Titsworth, WWBC Secretary	Version	1.0.0 May 10, 2022