



Woodland Park Jr. Wrestling Club Fundraising Coordinator Application

This position requires a large amount of extra time away from the club practice room. This position is not for someone who does not feel that they can be dedicated and consistent. Fundraising Coordinator is one of the most important roles in WPJWC. As a non-profit organization, this club relies solely on the donations, and fundraising events to operate and provide scholarships to those less fortunate. Please be mindful of this before completing this application.

Position Description

- 1) Fundraising Coordinator is a volunteer position lasting one year in duration
- 2) Non-Voting member
- 3) Report directly to the Team Manager and Director of Regulatory/Club Coordinator
- 4) Plans, coordinates, and attends all fundraising events for the WPJWC for the entire year (May '18-April '19)
- 5) Work with Team Manager and Director of Regulatory/Club Coordinator to obtain approval for events. May require Board approval depending on the event.
 - a. Planning fundraiser events
 - i. Reservation/permission requirements
 - ii. Coordinate fundraising event (supplies, dates, set-up, tear down, etc.)
 - iii. Solicit donations on behalf of the non-profit organization from business, organizations, or other entities
 - iv. Provide EIN information to donors as indicated
- 6) Work closely with parents and wrestlers to encourage active participation in all fundraising events.

Fundraising examples, but not limited to:

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| 1) Silent Auctions | 4.) Car Washes (weather permitting, typically in the off-season) |
| 2) Holiday Celebration Fundraisers | 5.) Bake Sales |
| 3) Face Painting Booths | 6.) Wrestling Decal Sales |

Fundraising Coordinator Requirements

- 1) Attend All Club Events / Parades / Fundraising
- 2) Maintain records of all donations to be validated by Board
- 3) Provide a written plan of scheduled events to the team manager and Director of Regulatory/Club Coordinator for approval at the start of the season.
- 4) Meet regularly with team manager and Director of Regulatory/Club Coordinator to coordinate opportunities, review fundraising books, etc.
- 5) Attend any other event deemed necessary by the Team Manager and/or Board of Directors

We understand that circumstances may arise that are out of your control that can lead to your absence at an event. The expectation is that you will be accountable for the position of fundraising coordinator. Should an absence occur, you will be expected to communicate with the team manager and/or board of directors. The board of directors may choose to replace/remove you at any time from your current position if the needs of the club are not being met.

By signing below, I agree to uphold the commitment and responsibilities of fundraising coordinator to the best of my ability.

Applicant Printed Name _____

Applicant Signature _____ Date _____