

# California Academy of Nutrition and Dietetics

## Coastal Tri Counties District

### Fundraising Chair Job Duties/Annual Timeline

**The “New Year” begins June 1<sup>st</sup> of each year**

#### **May/June:**

- Obtain fundraising materials from previous Fundraising Chair and have meeting to discuss job responsibilities, tips, etc.
- Attend Summer board meeting and collaborate with other board members on fundraising ideas for the year. Examples of ideas include:
  - Catalog fundraising ([Dodo bags](#), [Just Fundraising](#), etc.)
  - Yoga Fundraising event
- Start research and communicate with the other board members via email the instructions on how to participate in fundraising opportunities (ie: catalog fundraising)
- Start emailing local businesses for donations. These items are used for raffles to fundraise at CTC events. When emailing the businesses, make sure that they understand this is a win-win situation, where they have the opportunity to promote their business to a large group of RD's. Examples of previous donations:
  - Talley Farms Harvest Box
  - Wineries (wine tastings, wine)
  - Blues Baseball (tickets)
  - Bambu Batu (bamboo utensils)

#### **All Other months (Start of the year (June)-End of the year (May 31<sup>st</sup>)):**

- Participate and collaborate in subsequent board meetings and CTC events (Fall networking event, winter workshop, spring fling and any phone board meetings.)
- Collect and send thank you emails to all of those who donated raffle items.
- Collaborate with other CTC board members on marketing and promotion of the fundraising events.
- Send reminder emails to the board about participating in Fundraising opportunities (catalog fundraising, etc.)
- Bring fundraising items to events and maintain responsibility for event raffles.