

Celebrating Sisters

Note: The information below is provided as a guideline to assist the committee which may be assigned this area of responsibility. Needs may change from year to year, specific requirements and/or the need for this committee will be provided by the current convention chair after consultation with the presiding officer.

PRIMARY DUTIES:

- Review and understand the project that will benefit from the CS donations. If designed, request additional information or a presentation to be sure that volunteers can answer questions related to the designated project that will receive the donations.
- Work with the Convention Chair and Convention Planning and Review Committee (CPRC) on recognition and publicity associated with the Celebrating Sisters initiative
- Staff the donation table during convention (work with the convention chair on hours to staff)
- Ensure that all volunteers have been trained in advance on use of the credit card processing equipment
- Write a report per instructions

COORDINATION REQUIRED WITH OTHER AREAS OF RESPONSIBILITY:

- Printing and Signage
- Facilities
- Retail

TIMELINE:

Before Convention:

- Collaborate with Convention Chair and CPRC on printing, signage and publicity
- Review/confirm supply inventory, which may include but not limited to acknowledgement cards, pens, envelopes NOTE: Each year, there is a new acknowledgement card – discard any old ones
- Purchase/obtain any supplies
- Confirm location with Facilities
- Finalize “open” hours
- Finalize staffing
- Complete credit card processing training with Retail
- Determine how the committee will share donation totals during convention (sign board, etc.)

During Convention:

- Set up table and display
- Staff table during open hours with a minimum of 1 person and maximum of 2 per shift
- Provide updated donation totals to convention chair for announcements throughout convention

After Convention:

- Inventory and pack up any properties/supplies which will be handed over to next year’s convention steering committee
- Deliver inventory and properties to a central location designated by your convention chair
- Write a report per instructions and email to the CPRC chair by June 15
- Submit any outstanding expense reports with original receipts to your convention chair no later than June 15 NOTE: Per Washington State Chapter policy, expenses that are submitted after June 15 are not reimbursable.

Budget: \$ _____

Expenses: \$ _____