

Fundraiser Coach/Administrator Expectations

1

Administration

- Responsible for identifying all potential volunteers/participants.
- Recruit additional assistants to assist with coaching responsibilities as required.
- Coordinate with your Shop For Fundraising Consultant to prepare the Fundraiser Profile that includes all specifics regarding the fundraising program.
- Insuring all materials are available and distributed to the volunteers.
- Organize and facilitate any participant meetings and take an active role in communicating and training participants on fundraising specifics and instructions.
- Provide periodic updates to participants and the organization's leadership.
- Track order sales from each participant and identify appropriate awards.
- Collect and verify all orders for accuracy and completeness while insuring all payments are submitted. Work with organization to create single payment to accompany all orders payable to Shop For Missions.
- Be available to answer fundraising specific questions.
- Liaison between organization and Shop For Fundraising Consultant.

2

Atmosphere

- Create excitement for the fundraiser.
- Ideas include involving participants in creating posters and encouraging participation.
- Advertise any applicable award program.

3

Celebration

- Decide on best way to acknowledge the efforts of you volunteers.
- Recognize their contributions.
- Distribute sales awards. (A recognition and awards meeting may be appropriate.)
- Communicate to all customers thanking them for their support and encouraging them to continue support by shopping at www.ShopForFundraising.com.