

Fundraising Manager Duties

The general goal of the Fundraising Manager your goal is to set up fundraising events with companies and encourage your classmates to attend. You have to be willing to contact companies in any way possible.

1. Grades

- a. The Fundraising Manager must maintain an overall GPA of 2.5 for EVERY grading period throughout the year.
 - i. Should the GPA dip below 2.5 for any grading period the Fundraising Manager will be put on probation for next 9 weeks. If the GPA is not brought to above 2.5 after the next grading period the position will be forfeited and the sponsor will appoint a new Fundraising Manager.

2. Leadership

- a. All officers must be enrolled in a minimum of ONE theatre class BOTH semesters.
- b. All officers must be present for every drama club and officer meeting; on time and prepared with full knowledge of agenda and prepared to answer questions.
- c. All officers must conduct themselves in a manner that represents not only GSHS, but also our Drama Department; being polite, respectful and responsible young adults.
- d. All officers must keep the sponsor and booster club updated on all projects and happenings in their position.
- e. All officers are responsible for bringing new ideas to the program.
- f. Whether or not you audition, it is mandatory that all officers participate in the play. That can be on the tech crew, set construction, house managing, costumes, props, publicity, etc. Each officer MUST be a part of EVERY show we produce. This is not an option.
- g. There must be at least one officer at each booster club meeting.

3. Other duties

- a. The Fundraising Manager will need to communicate with the booster treasurer to ensure that you have all necessary monetary documents.
- b. Discuss any event you are planning with the booster organization
- c. Communicate correct dates, times, and locations of any event with you classmates
- d. Ensure that students and parents alike are excited to engaged in each fundraising event.

4. Consequences

- a. Any officer failing to comply with any of the above is subject the consequences which may include loss of position and title.
- b. In the event that an officer loses their position, a replacement will be appointed by the sponsor for the remainder of the year.