

Leadership Team
Ways and Means Chair Description

1. **Sell opportunity drawing tickets at all our general monthly meetings.**
2. **At end of meeting do the drawing for the donations that were brought in.** Give all money raised to Treasurer, for Happy Dollars and Opportunity Drawing at end of meeting. If Treasurer is not present money, goes to the President.
3. **Establish a committee to come up with ways to fundraise money for our general fund and Charities.** Also to help you with picking up donations and any other duties needed to complete your fundraisers/projects.
4. **Write letters or fill out applications to such places as corporations, restaurants, entertainment places to procure donations for our silent auctions or baskets at our fundraising events.** Do not wait until the event is about to happen, instead, do this in advance so that when we have an event we will already have donations on hand. Watch for expiration dates so that we can use them before they expire.
5. **Write letters or fill out applications to such places as corporations, department stores, Businesses to procure donations or sponsorships for our club.** This can be in the form of Grant money to be used for our charity of the year or other helping hands needs. Sponsorships can help with the costs of our fundraisers so that we will have more net proceeds. We can give the sponsors advertising at the event for their donations.
6. **Write articles for our monthly newsletter as needed.**
7. **Attend all Board and General Membership meetings. If you cannot attend one of the Meetings, send a committee member to take your place and/or send a report to 1stVP/Dean of Chairs to report/read at the meeting.**