

## **TERMS OF REFERENCE**

### **CLUB FUNDRAISING COMMITTEE**

**January 2013**

The Fundraising Committee is an established committee of Sovereign Lake Nordic Club (SLNC). It is responsible to the Board of Directors, SLNC members and the General Manager

#### **PURPOSE:**

1. To organize prizes for the SLNC ski race season for races and volunteers.
2. Establish and maintain good working relationships with local, provincial and national companies to partner with SLNC.
3. Identify and recognize new ways to promote SLNC in our community and the greater Nordic community through fundraising and or sponsorship partnerships.
4. Participate as needed with other SLNC fundraising efforts.

#### **ACTIVITIES:**

1. Create and maintain a comprehensive list of contacts.
2. Write letters and email to the sponsors with all the dates for the clubs annual races.
3. Follow up with email or telephone call to establish final sponsors.
4. Pick-up and organize all the donated prizes for the season.
5. Pickup and hang corporate sponsor banners for the stadium area.
6. Write thank-you letters and send with photos of the sponsored event to sponsors following the event.
7. Keep track of the final retail value of all donations for SLNC Competitions final report.
8. Involvement in other fundraising efforts as needed.

#### **COMPOSITION:**

Board Member  
Volunteers (1 to 4+)

#### **REPORTING:**

Provide reports to the Board and General Manager at regular board meetings.  
Report to the club membership at least once per year (e.g. at the AGM)

