

Sponsor-A-Bulb

Subcommittee of Festive Program

Goal: This is the annual fundraiser the proceeds of which are used to pay for all expenses pertaining to the lighting of the Friendship Tree on the Town Green. Donations are accepted from the Community and Manchester Woman's Club members who may designate the names of loved ones or friends they wish to remember during the season. Names are published in The Manchester Cricket.

- Club's Executive Board determines where money is needed; Communications Committee and/or Publicity Chair edits donation envelope blurb to reflect fundraising effort.
- Sponsor-A-Bulb Chair prints 200 (Daily Printing, Beverly Farms) in October; gets display stands.
- Distribute envelopes to membership on tables at the October and November meetings.
- Donation requests should be sent the first of November.
- Sponsor-A-Bulb Chair or a volunteer receives all donations; retains all returned envelopes with amount written on it; creates and updates an EXCEL spreadsheet updated weekly with donor's first name, last name, amount donated, and as indicated by the donor, Donated in Memory of and in Honor of.
- Electronically submit "Donated in Memory of" and "in Honor of" lists to Publicity Chair.
- Publicity works with the Cricket to produce articles to announce the campaign and introduce the weekly donors list; get it in the Scott Oil community announcements early November; clip and save copies of all articles.
- Sponsor-A-Bulb Chair or volunteer sends list of donors with address and amount weekly to the Club President; President emails or writes thank you note to every donor.
- Send a list of donors (names only) to the Communications Chair to publish on our website.
- Sponsor-A-Bulb Chairperson approves all bills, forwards bills and receipts to Treasurer at regular intervals.