

PCOTW Mission Trip Fundraising Guidelines

Updated 9/3/10

Please note that while some of these guidelines are purely meant to be helpful to the process, others are required by Session.

- Meet and come up with a detailed plan. Date, time, location, # of volunteers needed (can they be in shifts?), any \$ needed to buy things before hand? Remember each event needs two adults present. Also, check the church calendar at pcotw.org to verify if there is any events which may conflict.
- As with all fundraisers, the Finance Committee must provide approval: Contact Joe Kilpatrick at joeandcarole@comcast.net. Tell him about the event, dates, times, location, etc. This is essential if the fundraising event is happening at PCOTW as it needs to be approved by the Finance Committee. (They will request that fundraisers held at the church are not held too close together.)
- Calendar: When approved call Angi at the church office or at angi@pcotw.org to put it on the calendar for you. Check pcotw.org a few days later to verify that it has been posted.
- Newsletter: In order to advertise in the newsletter, provide info to Angi (angi@pcotw.org) by the 2nd Friday of the month before you want it in. Example: For October, it must be to her by Aug 13th. If you have questions, contact her directly.
- Sunday Bulletin: Provide info to Angi by Tuesday before the Sunday you want it included. If on the pcotw.org calendar, it will show up in the week's schedule - but to have more info included you need to send it to her. You can also submit to her a bulletin insert or have her help you create one.
- Announcements: If you want to make an announcement in church, mention to Todd or whomever is doing announcements before worship starts that morning.
- Connections (church e-mail): Provide all info to Ward Sessing (wsessing@sessing.com) by Sunday before you want it to go out (goes out Mon/Tues). This is a great reminder for those who weren't in church.
- PCOTW.org feature: Provide all info to Ward Sessing (wsessing@sessing.com) to have the event featured on the front page of the website.
- Sign in front of PCOTW: Contact Leslie Hahn (lesliehahn2003@yahoo.com) to have info posted on the display sign in front of the church on Lexington. You will need to reserve the dates you want it up way ahead of time...so let her know as soon as you know. (Then remind her shortly before it needs to go up.)

- Signs in PCOTW: Feel free to post signs, but don't do too many as to conflict with other activities.
- Submitting earnings to the Mission Trip Fund: Submit all earnings as soon as possible to Stephanie Friant (or Trish Laedtke during Stephanie's maternity leave).
- Recording earnings: Record the event name, date and amount earned on the fundraising chart near B-12. Also "color in" the amount earned.

Reminder of who signed-up to coordinate things as of 9/1/10:

Applebee's - John & Ian

5k Walk/Run - Dana, Laurel, Suzy

Garage Sale/Homemade Sale - Drewe

Drive-in (get Session approval w/ detailed plan before doing much work) - Drewe, John

Wed. night meal in Fall - Ian, Henry (Contact Linda Ruesch to schedule)

Wed. night meal in Spring - Aggie, Stephanie, Dana, Ian, John, Henry (Contact Linda Ruesch to schedule)

Car Wash - Drewe, Emily

VonHanson's - Henry

Themed Dinner - Dana, Drewe, Ian, John

Iron Chef (Jan 9th) - Emily, Ian, John, Henry

Kid's Camp - Maddie, Drewe, John

Cub Food bagging Fall (get leader to confirm date w/ manager) - Jonathan, Suzy, Emily

Cub Food bagging Spring (get leader to confirm date w/ manager) - Jonathan, Emily

Haunted House (get Session approval w/ detailed plan before doing lots of work)- Megan, Maddie, Dana, Ian, John, Emily, Drewe

Grants - John, Maddie

Comedy Club @ MOA - Jonathan

Bake Sale - Megan, Drewe, Maddy