



**American Association of University Women
Lake/Sumter (FL) Branch**

FUNDRAISING

AUTHORITY

Branch Bylaws
Article X Officers
Section 3

“The...directors...shall perform such duties as the president and board shall direct.”

GENERAL

- Attend Executive Committee, Board of Directors, and General Meetings
- Submit reports, as needed, to Dropbox designee in preparation for Board meetings
- Become familiar with the branch bylaws, strategic plan, and the Board position descriptions
- Submit a Continuity Report (“end of year report”) prior to the May Board meeting

TASKS & TIMELINE

- Beginning of the new Board year (July 1), determine the monetary needs to support the yearly budget
- Contact members for ideas and support for fundraising efforts
 - Timeline - Set up calendar of possible fundraising events
 - Bring each event idea for fundraising to the Board for approval
 - Preparation – Name fundraising chair for each event
 - Chairs will set up committees and hold meetings as necessary to plan and execute the event
 - Chair creates financial plan to include the expected cost, profit, and promotional strategy
- Attend monthly AAUW-Florida online meetings of branch Development (Fundraising) Directors

TIPS

- Keep planning meetings to a minimum
- Include as many members in each event process as practical
- Major fundraising events (before Covid) were held every other year

- Past fundraising events include: 50/50 drawings at General Meetings, thank you drawing for scholarship donations, Pre-ordered *Great Decisions* books and non-member donation, Taste and Bid (2 times), Casino night, Music of the Night, Mahjongg night, STEAM (zoom) talks, International Food Tasting and Dance Performance, Grants and/or donations from organizations such as Women United and Mt. Dora council, Adopt a Precinct
- A 501 (C) 3 designation will open possibilities to more fundraising opportunities