

# *Fundraising – Christmas Tree Pickup*

## General Information

**Description:** Organize and coordinate a Christmas Tree Pickup. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair and the Troop Committee.

### Comments:

<b>Reports to:</b>	Committee Chair
<b>Term:</b>	Preference 2-3 years

## Qualifications

<b>Experience:</b>	Previous experience with any type of fundraising and/or group activity helpful.
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## Training

<b>Training:</b>	Work with former coordinator as needed.
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## Responsibilities

- Ensures all fund raising activity meets BSA guidelines.
- Obtains Troop Committee approval for all fundraising projects.
- Report to the Troop Committee as needed.
- Maintain a liaison with the Scoutmaster and Committee Chair to avoid scheduling conflicts with troop activities.
- Organizes scouts and parents to assist in fundraising activities.
- Submits Money Earning Application, approve by committee chair, to council office for fundraising project, if needed
- Tracks hours worked and funds earned and report to Treasurer where hourly rate will be calculated from profit and placed in scout's HA account.

## Detail

- Plan six months ahead of time; date is around New Year's Day
- Build committee of four folks
  - Equipment/Supplies
    - Maps for subdivisions for day of pickup
    - Rental trucks, Drivers and Chase Vehicles
    - Gloves, Saw, Pruners (for branches, if needed)
  - Marketing
    - Flyers to distribute
    - Notice in Troop Newsletter
    - Notice on Website
    - Email blast reminders to past donators
  - Volunteers
    - Sign-up sheet for scout volunteers
    - Sign-up sheet for Adult Drivers
    - Sign-up sheet for Chase vehicles
    - Sign-up sheet for scouts distributing to neighborhoods