



Tualatin Timberwolves Youth Football Association

P.O. Box 394
Tualatin, OR 97062
www.tualatinyouthfootball.org

Sponsorships

Objective:

The Sponsorships Director (SD) is responsible for locating sources for fundraising events. The SD shall submit information on the most reasonable and profitable events to the Board of Directors for approval. After an event has been approved, the SD shall plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records. The SD shall record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner. The SD will work closely with the Treasurer and the Board in order to produce the funds needed to meet the goals and needs of the organization. The SD shall attend all scheduled meetings and vote on motions. The SD shall perform other duties as prescribed by the Board. The SD is responsible for the safe and effective operation of this organization.

Responsibilities:

- Work with President and the Board to develop a fundraising plan
- Secure sponsors
- Coordinate team photos and advertising for the football program
- Present monthly fundraising reports to the treasurer for inclusion in the Treasurer's report
- Organize annual fundraising activities (car washes, pancake breakfast, etc.)
- Organize/supervise all fundraising activities
- Assist with special events
- Locating sources for fundraising events
- Submit information on the most reasonable and profitable events to the Board of Directors for approval
- After event approval; plan the event, place orders, make arrangements, distribute products or information, and maintain necessary records
- Record all monies collected, provide receipts as needed, and turn in all monies received to the Treasurer in an expedient manner
- Work closely with the Treasurer and the Board in order to produce the funds needed to meet the goals and needs of the organization
- Attend all scheduled meetings and vote on motions. If unable to attend a meeting or function, he/she must notify the President or Secretary
- Perform other duties as prescribed by the Board
- Continually review and modify any necessary changes to this job description to keep it up-to-date and provide those changes to the Secretary to update the master file

1/17/06