

Pelham Girl Scouts

Annual Giving Chair Outline

The Annual Giving Chair coordinates the Service Unit's campaign to request Pelham's Girl Scout families to support the GSHH Council with a fundraising donation.

- 1) Attend GSHH's Annual Giving Chair webinar (approx. 30 minutes)
- 2) Decide campaign start/end dates with the Service Unit Manager.
- 3) Fill out Annual Giving timeline & send to GSHH Fund Development Manager
- 4) 3-4 weeks before campaign, request troops to designate a Family Annual Giving troop chair as the contact person for troop families (at leader meetings & via email).
- 5) Keep list of troop chairs/emails for reminders
- 6) Prepare appeal letter to troop chairs explaining reason for campaign. Collate stacks of 10-20 brochures & attach cover letter. Distribute annual giving brochures to troop chairs (directly or through leaders). These are to be distributed to families.
- 7) Email appeal letter to troop chairs, which they can then forward to parents. Email 2-3 reminders to troop chairs of campaign start/end dates & ask them to follow up with troop families.
- 8) Collect donations from troops
- 9) Review donation brochures & ensure info is completed (fill in if necessary). This is the most time consuming part, as a lot of parents don't complete the entire form.
- 10) Fill in Family Annual Giving - Service Unit Bookkeeping form (see GSHH website).
- 11) Deposit cash/checks using GSHH-supplied deposit slips.
- 12) Send completed donation brochures & bookkeeping form to GSHH Fund Development Manager.
- 13) Repeat steps 7-11 if new donations come in.