

COMMUNITY UNITY/WORLD ON THE SQUARE FUNDRAISING CHAIR

Since 2000, Community Unity (CU) has successfully raised funds to cover World on the Square (WOTS) and CU's other projects through donations from businesses, organizations and churches and from foundation grants. Raising approximately \$5,000 annually is accomplished by a group of volunteer solicitors and grant writers. CU was established in 1999 and has been a tax-exempt non-profit corporation since 2001. Information is available on its website <http://www.communityunity.org> and at <http://www.worldonthesquare.org> or you can call Karolyn Mangeot at 812 952-2273.

The Fundraising Chair currently accomplishes the following:

1. Prepares fundraising packets by June 10 for six volunteer solicitors with updated--
 - Individually addressed (mail-merged) letters to their previous donor contacts, plus envelopes & stamps
 - Generic letters to new donors
 - In-kind donation forms
 - Summary of previous years' donations for each donor
 - Instructions to solicitors: to send letters; follow-up with a visit or phone call; collect and record any in-kind donations (door prizes, services, etc.)
2. Keeps in contact with CU's Grants Chair to make sure that grant applications have been made to cover some of the larger expenses
3. Recruits new solicitors and/or personally solicits past (or new) donors not currently on any other solicitor's list (this currently is about 20 donors)
4. In coordination with CU's Treasurer, carefully records the amount of donations received from each donor and updates the historical records for each donor.
5. Conveys the donor information to the -
 - Publicity Chair – by July 1 for donors of \$500 or more because they are listed on the World on the Square poster
 - Solicitors – all solicitors are responsible for thanking their donors upon receipt
 - CU Exhibit Chair – by the Wednesday before WOTS so that all donors are listed on the exhibits at the 3 CU booths at WOTS
 - CU Recording Secretary – by November when a newspaper ad is placed thanking all donors.
6. Attends WOTS planning meetings if possible (these are monthly from April through August and may alternate between day and evening meetings.)