



Committee & Team Structure

People Committees

Contributors: *Becky*

- ◇ Soliciting & securing contributions
- ◇ Tracking financial contribution information
- ◇ Acknowledging contributions

Teams:

Acknowledgement (Sharon W.)
 Auction (Carrie R.)
 Grant (**EMPTY**)
 Sponsor (**EMPTY**)

Recipients: *Sloan*

- ◇ Locating, vetting & coordinating recipients for SPF
- ◇ Maintaining school, nominator, & recipient information

Teams:

REC Data Management (**EMPTY**)
 Nominator & Recipient
 Engagement (Donna W.)

Volunteers: *Beth (INT)*

- ◇ Organizing volunteers
- ◇ Maintaining volunteer contact information, interests, schedules and volunteer history
- ◇ Acknowledging volunteers

Teams:

Volunteer Management (Felicia P.)

Activity Committees

Events: *Beth (INT)*

- ◇ Planning and managing signature event(s)
- ◇ Planning and managing the annual appreciation luncheon

Teams:

Decoration (Pam S.)
 Flower (Julie P.)
 Venue & Catering (Michelle A.)
 Game, Activity & Prize (Kathy G.)
 Participant (Dana H.)
 Supply (Susanna B.)

Programs: *Carol*

- ◇ Planning and managing Sugar Plum Fairies
- ◇ Planning and managing participation in the Giving Tree Partner Program

Teams:

Basket (Kris D.)	Shoe, Sock & Underwear (Rita D.)
Baking (Linda B.)	Stocking (Karen M.)
Daily Wear (Monica R.)	Toy (Carolyn K. & Andrea C.)
Delivery (Pam D.)	
Gift Wrapping (Becca S.)	
Holiday Attire (Jessica J.)	
Pajama (Stephanie S.)	

Support Service Committees

Finance: *Wendy*

- ◇ Maintaining all financial records
- ◇ Preparing budgets
- ◇ Expense reconciliation & reimbursements

Teams:

Marketing: *Carrie*

- ◇ Maintaining all promotional materials & website content
- ◇ Social media & email campaigns
- ◇ Connecting with the community

Teams:

Photography (Kathy B.)
 Community Outreach (Susanna B.)

Technology: *Becca*

- ◇ Configuring & supporting all technology for all committees & teams
- ◇ Maintaining donor contact info
- ◇ Developing procedures

Teams:

Salesforce (Amanda F.)
 Website (**EMPTY**)