



Committee & Team Structure

Steering: *Beth*

◇ Managing Jira, creating project plans

Teams:

Salesforce Data Management (Trudi O.)

Supply (Bonnie B.)

People

Contributors: *Becky*

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

Teams:

Auction (Michelle G.)

Corporate Engagement (Matt P.)

Grant (Teri M.)

Sponsor (Deb L.)

Recipients: *Sloan*

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

Teams:

REC Engagement (Donna W.)

Volunteers: *Lisa*

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

Activity

Events: *Sheri*

- ◇ Planning and managing the signature event, appreciation event, and participation in community events.

Teams:

Baking (Linda B.)

Decoration (Chip P.)

Flower (Julie P.)

Food & Beverage (Michelle A.)

Gift, Activity & Prize (Peggy S.)

Participant (Sloan C.)

Programs: *Carol*

- ◇ Purchasing, managing and distributing wrapped gifts for Sugar Plum Fairies

Teams:

Baking (Linda B.)

Basket (Tracey T.)

Coat (Annette H.)

Daily Wear (Monica R.)

Gift Inventory Management (Julie I.)

Gift Presentation (Becca S.)

Gift Wrapping (Bev B.)

Holiday Attire (Jessica J.)

Pajama (Lisa B.)

Shoe, Sock & Underwear (Rita D.)

Stocking (Laura S.)

Toy (Stephanie S.)

Support Service

Finance: *Wendy*

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

Marketing: *Carrie*

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

Teams:

Community Outreach (Susanna B.)

Photography (Kathy B.)

Technology: *Becca*

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

Teams:

Procedure (Adam G.)