



Job Title: Godwin Athletic Association Spirit Night Coordinator

Purpose: Contact local restaurants to set up Spirit Night fundraiser events for Godwin Athletics in which all proceeds go to support all athletic programs at Godwin.

Key Responsibilities:

(1) Contact local restaurants via email to set up a certain date and time, usually Wednesday nights. Once or twice a month. (A GAA spirit night Gmail account is setup so you don't have to use your personal email)

(2) Help create flyer or simply revise old flyer with proper info.

(3) Distributes PDF flyer via email to GAA pres, GAA web manager, GAA Team Liaison, AD, Schoology manager, Eagle Express editor, and principal.

(4) Take Godwin receipt box to respective restaurant when needed. Most only count receipts that patrons place in the box. Godwin gets 10% to 20% proceeds. Percentages may vary.

(5) Pick up the box or boxes the next day. Pickup proceeds check when asked or have it mailed to you and give it to the GAA Treasurer.

(6) Track donated amount and save in a Word doc for file.

(7) \$1,000-\$2,000 is usually raised per year. This may seem like a small amount but helping support our local businesses is the goal and they usually give back by becoming corporate sponsors or sponsors at our golf tournaments and casino night events.

(8) The first Spirit Night of the school year starts the last of August usually on FEE DAY and planned once or twice a month until the end of May.

(9) Attends GAA Board meetings on the first Monday of each month and communicates status of Spirit Nights. Serves as a voting Board member.

Length of Appointment: One Year - Beginning July 1st to June 30th of the following year.

Time Commitment: Two hours a month

Qualifications:

Be reliable and specific when setting up events. Give managers, school and students plenty of notice of upcoming events. Drop off Godwin receipt box when store opens (or the day before) and pickup on time. This is a reflection of our respect for their donation and time.