



Grad Night Boosters
18627 Brookhurst Street
Box 120
Fountain Valley, CA 92708

Job Title: Corporate Donations

Description of Duties:

1. Attend all Grad Night Executive and Extended Board Meetings.
2. Keep a Log of all Corporate Donors used in the past.
3. Update the letter every year to be able to send out with the pertinent information.
4. Send out letters in the Fall and follow up 30 days after once letters have been sent out.
5. Bring updates to the meetings on whom has donated.
6. Be sure all Checks go to the Treasurer.
7. As checks are cashed work the webmaster to update the website for the recognition of the donor with their logo.
8. December - reach out to Fountain Valley Foundation to get on their meeting calendar in January to ask for their partnership.
9. At the end of the Event, be sure all Donors have received a Thank you Letter and their logo is updated onto the Website.

Time of Service Dedication:

1. Attending Meetings.
2. Beginning of the year – update letters and mailers.
3. Continue throughout the year gathering donations.