



# Oregon Association of Municipal Recordors

## **SPECIAL PROJECTS/FUNDRAISING COMMITTEE**

**Purpose:** The purpose of the Special Projects/Fund Raising Committee is to raise money for educational scholarships toward tuition for the Professional Development (PD) courses needed for IIMC certification and the cost associated with attendance at OAMR academy sessions and annual conferences, and for other purposes as determined by the Executive Board. The Committee is also responsible for securing conference door prizes and “gift items” to be given away to attendees at the annual conference and for purchasing items to be offered for sale during the annual conference.

**Responsibilities:**

- a. The Committee shall be fully responsible for raising funds for the benefit of the Association. Fundraisers may be in the form of raffles, auctions, bingo, sale of items with the Association logo such as clothing, coffee mugs, water bottles, etc., or any other form or method as may be approved by the Executive Board.
- b. The Committee shall secure “gift items” to be given to all conference attendees and door prizes to be given out during the conference.
- c. The Committee shall promote these activities through articles in the Association newsletter.
- d. The Committee shall work within the limit of the funds budgeted for the purchase of fund raising items and make recommendations to the Board with regard to the amount to be budgeted for fund raising expenses for the following year.

**Time lines:** Fund raising events are normally conducted at and/or in conjunction with the annual conference. The most common fundraisers have been raffle tickets sold prior to the conference and OAMR logo items offered for sale during the conference. The Committee should hold its first meeting very shortly after the annual conference to start planning for the following years fund raising events. The Committee should attend the mid-year Executive Board meeting to present fund raising ideas and obtain any approval the Committee may need from the Board. The Committee should work closely with the Conference Committee in regards to fund raising events to be conducted during the conference and door prizes and “gift items” to be given out to conference attendees. The Committee will need to visit the conference site to verify use of tables and set-up space for display of sales & auction items.

If an auction is to be conducted at the annual conference, the Committee should submit an article for the June newsletter requesting all members to solicit items for the auction. If raffle tickets are to be sold, all prizes must be verified no later than June 30th so raffle tickets can be printed and mailed to the membership by mid-July. Raffle winners shall be announced at the annual conference banquet.

**Current Committee Members**

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