

DRVSA Proposed Responsibilities for the Fundraising Coordinator (Board Position)

- ✍️✍️ Manage, coordinate and document all fundraising activities at DRVSA**

- ✍️✍️ Oversee a DRVSA Fundraising Committee that consists of members from the following areas within Deep Run**
 - ✍️✍️ Baseball
 - ✍️✍️ Softball
 - ✍️✍️ Soccer
 - ✍️✍️ Basketball
 - ✍️✍️ Board of Directors
 - ✍️✍️ Executive Board

- ✍️✍️ Provide a quarterly financial report to the DRVSA Executive Board no later than the final calendar day of the month that immediately follows the end of the quarter (1st quarter is due April 30th, 2nd quarter is due July 31st, 3rd quarter is due October 31st & the 4th quarter is due January 31st). The report should consist of the following information:**
 - ✍️✍️ Date of Fundraiser
 - ✍️✍️ Fundraising Activity
 - ✍️✍️ Sport
 - ✍️✍️ Team Name
 - ✍️✍️ Age Group
 - ✍️✍️ Head Coach/Manager
 - ✍️✍️ Gross amount raised
 - ✍️✍️ Less expenses
 - ✍️✍️ Net Profits
 - ✍️✍️ % to DRVSA
 - ✍️✍️ Amount to DRVSA
 - ✍️✍️ Date given to DRVSA

- ✍️✍️ The Fundraising Coordinator should be on the Capital Campaign committee**