



## **SPECIAL EVENTS COMMITTEE - Annual Conference Committee**

### **Overview**

The Service Committee raises funds for International ACAC Programs. We coordinate and manage the Annual Raffle, the 5K Run/Walk, and the Golf Scramble. In addition to raising money, these fundraisers have become a light-hearted part of the summer conference that helps build our community spirit, and we hope to get as many people to participate in them as possible.

### **Responsibilities**

#### *Annual Raffle*

- Run the publicity campaign on various websites and social media
- Communicate with raffle donors
- Catalog the items and write interesting descriptions for each item
- Set up and staff the raffle area before and during the summer conference
- Sell raffle tickets before and during the conference
- Manage the raffle draw, the collection of raffle items, and the raffle funds and tickets

#### *5K Run/Walk*

- Coordinate with the summer conference host on the 5K logistics
- Communicate with run/walk registrants
- Volunteer to help with 5K registration and the run/walk logistics

#### *Golf Scramble*

- Tuesday morning prior to the summer conference opening
- Manage logistics and setup prior to and throughout the round.

### **Level of Commitment**

Committee members have a hands-on role during the summer conference and should plan to attend every year, if possible. Committee members who cannot attend the conference will be asked to help with the pre-planning and publicity. The responsibilities and duties will increase in the months and weeks before the conference, with our busiest time being from April-July. Committee members must plan to be actively involved during the conference. This will include volunteering during professional sessions and lunch/networking breaks to help staff the raffle and to help manage the 5K run/walk on that morning. A small number of committee volunteers will be asked to manage the golf scramble. Committee members will need to help with raffle ticket sales throughout the conference and may also be asked to arrive at the summer conference early to help with the setup.

**Necessary Traits or Qualities**

Committee members should be outgoing and willing/able to engage with other International ACAC members during social events, sessions, and in the raffle area. The success of the Annual Raffle depends on ticket sales and the raffle area being staffed during most of the conference by committee members and some volunteers. Experience with fundraising or similar events is helpful, as we will evaluate the success of our events each year. Previous raffle or 5K volunteers are actively encouraged to apply as committee members.

**Challenges and Growth Areas**

The funds are raised during the conference and depend on people participating in the 5K run/walk and/or buying raffle tickets. Careful management of costs associated with these fundraisers is paramount to maximize the funds raised per donation.

**Term Length**

Each person is an active member of the committee for three years, with the term beginning on July 1 of the first year and ending on July 31 of the third year. Committee members would be asked to be involved in the three summer conferences during their term.

*December 2021*