

# NCYC Fundraiser Task List

## CAR WASH

- Advertise in bulletin
- Get leader of car washes for each mass so you can delegate tasks, but it will run itself
- Weekend in August (all three masses)
- Gather buckets and sponges from Weitzel work room
- Have people create "donations appreciated" signs for the car wash (some are still in Weitzel work room)
- People should bring extra buckets and sponges and SOAP and towels
- Create post-mass announcement
- Have most people washing cars, but send others to wait at exits with bucket for people who want to donate but don't want a car wash
- Block off parking lot by parish office with cones before mass starts so no one can park there. Remove cones after mass has started
- Cars enter from street to Weitzel hall and continue through arch and out of parking lot
- Stations
  1. Hose down
  2. Soap it with sponges
  3. Rinse it
  4. Dry it
- Work order for hoses and splitter
- HOSES will be connected to spickets on North side of Weitzel Hall
- Replace cones in parking lot so no one parks there for the next mass
- End of shift, COUNT money and put in ziplock bag (provided in cash bucket) and put in mail slot of the All Souls Center (old parish office). This is in the Mary Garden/courtyard behind parish hall/Weitzel

## M&MS

- Advertise due date in bulletin
- Get leader of M&Ms so you can delegate tasks but it will run itself
- Buy 1000(?) tubes of M&Ms
- Make Labels (template in NCYC folder)
- Put labels on the M&M Tubes
- Have youth and adults passing them out after the Masses in September
- Book narthex table for same weekend as passing out
  - o Pilgrimage Journal

- Pictures from previous years
  - M&M containers
  - Description of what NCYC is
  - Cow hat
- Make the Collection Boxes for the back of Church and the parish office
- BMO Harris on W 86th street has a free coin counter and will deposit coins and cash directly into St. Alphonsus account with a deposit slip. Make a copy of the deposit slip and return to Terrie with the GL number you would like the money to go into
- Track all checks deposited
- Write thank you notes to anyone over \$100 donation

### COLTS RAFFLE

- Talk to Kathy Gibson about getting tickets donated
- Talk to Terrie about gaming license (takes 21 days to process) and cannot begin raffle until processing has occurred. Must know the date, time and location you will be drawing. Must also know the value of the items being raffled.
- Print tickets and give to each kid (template in NCYC folder)
- Kids get all the money from the tickets they personally sell
- Ensure they give cash receipts for tax deduction purposes
- Create/handout a sheet for them to keep track of who they sold to, how much was collected and whether it was cash or check
- Get SCRIP for second and third prizes if a lot of people participate