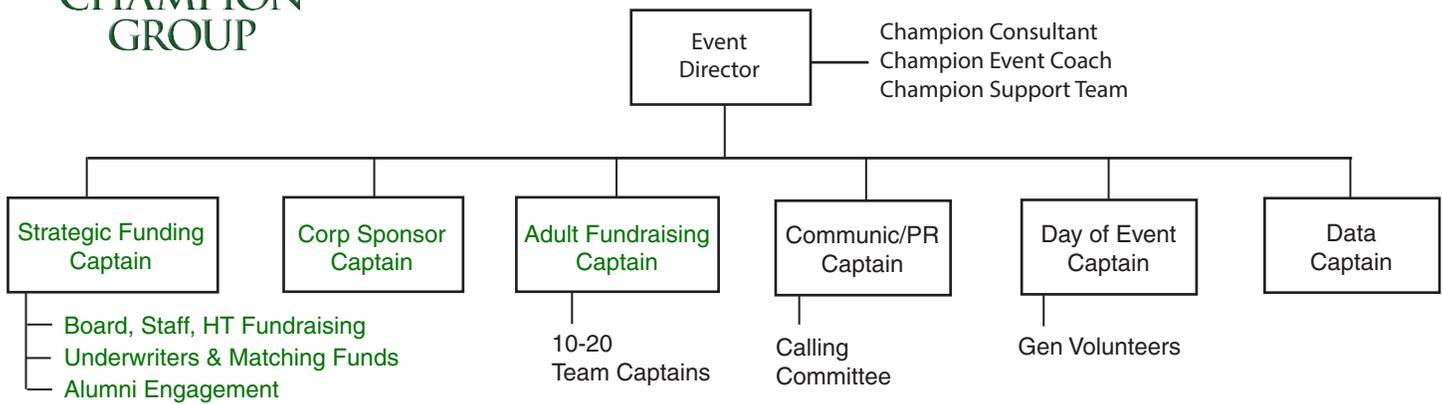




General Host Team Structure



<p>Event Director:</p>	<ul style="list-style-type: none"> ◆ Responsible for forming and managing Host Team and leading weekly team meetings ◆ Responsible for approving materials, budget, incentives and prize program ◆ Responsible for scheduling event and overseeing overall campaign <p><i>PROFILE: Well-organized. A can-do, optimistic get-it-done person with strong leadership skills, confidence in the campaign vision and team-building abilities. A go-getter and inspirer.</i></p> <p>EST. TIME RQT (assuming full host team): 3-5 hrs/wk.</p>
<p>Strategic Funding Captain:</p>	<ul style="list-style-type: none"> ◆ Responsible for driving Strategic Funding Initiatives as outlined above ◆ Job is to recruit team leaders for each category and ensure solicitation teams are formed <p><i>PROFILE: Influential, outgoing "sales" personality, leader. Ideally financially successful. Schedule freedom. Passion for the mission. Ideally is the organization's Board Chairman.</i></p> <p>EST. TIME RQT (assuming full teams): 2 hours per week</p>
<p>Corporate Sponsor Captain:</p>	<ul style="list-style-type: none"> ◆ Responsible for driving corporate sales ◆ Job is to form corp sponsor sales team of 10 or more members who match the profile below <p><i>PROFILE: Influential, outgoing "sales" personality, leader. Ideally financially successful. Schedule freedom. Passion for the mission. Ideally is the organization's Board Chairman.</i></p> <p>EST. TIME RQT: 2-3 hours per week.</p>
<p>Adult FR Captain:</p>	<ul style="list-style-type: none"> ◆ Responsible for overseeing recruitment of fundraising adults (golfers, shooters, etc.) ◆ Job is to recruit and manage 10-20 team captains who each recruit their own fundraising foursomes ◆ Goal is 40 adults who will each raise \$2,500 by sending out sponsorship texts and emails <p><i>PROFILE: Influential, outgoing "sales" personality, ideally sales professional or gregarious executive. Ideally financially successful. Schedule freedom. Passion for the school's mission.</i></p> <p>EST. TIME RQT: 2-3 hrs/week prior to Kick Off (emails, calls, lunches). 1-2 hours/week between KO and DOE (emails, calls). More Team Captains, less time required. EST. TIME per Team Captain: 2-3 hours total</p>
<p>Communications & PR Captain:</p>	<ul style="list-style-type: none"> ◆ Responsible for coordinating and driving all campaign communications to drive engagement ◆ Responsible for coordinating all media coverage and public relations opportunities <p><i>PROFILE: Well organized, good communicator.</i></p> <p>EST. TIME RQT: 2-4 hours per week last 7 weeks.</p>
<p>Day of Event Captain:</p>	<ul style="list-style-type: none"> ◆ Responsible for organizing Kick Off event ◆ Responsible for day of event details ◆ Recruit volunteers to help organize Kick Off and event day <p><i>PROFILE: Well-organized. A creative, get-it-done person who has the gift of hospitality and organization.</i></p> <p>EST. TIME RQT: 2-3 hours per week</p>
<p>Data Captain:</p>	<ul style="list-style-type: none"> ◆ Responsible for overseeing data entry of donations, managing reports, and receipting donors <p><i>PROFILE: An organized and fairly detailed person with computer skills (spreadsheet, database, and internet familiarities important).</i></p> <p>EST. TIME RQT: 5-8 hrs/week for 5 weeks before event.</p>