

Co-Chairs - Anita DiMatteo, Anne Gasbarro, _____ and _____

- Maintaining Timeline of Committee Tasks and support all
- Arrange Talent and Vendors
- Communications with schools, seniors & community (work with Correspondence Secretary)
- Mentor BHS Senior Project
- Organize and maintain Google Drive and Google Sheets
- Organize and recruit volunteer efforts for AfterProm
- Purchase and organize AfterProm raffle prizes
- Oversee AfterProm event
- Check and respond to emails

VP(s) of Decorating - Liza Cordeiro (Assisted by Jody Dunn), Amy Pontes?

- Manager of all Decorating Committees and efforts
- Oversee Decoration Committees, efforts
- Oversee organization of Storage at Eagles Nest
- Maintain decorating inventory
- Facilitate committee head meetings
- Plan out annual decorating plan with committee heads
- Communicate volunteer needs for decorating effort

VP of Fundraising - _____ (should also have a committee)

- Anita DiMatteo will help and support
- Works with Silent Auction Chair and committee
- Works with Business Sponsorships
- Liaison to Grant Writer
- Facilitate restaurant discount nights with help from committee
- Work w/co-chairs, S.Auction chair to organize venue for Silent Auction Night (Guild or FlatBread)
- Brainstorm and oversee new fundraising efforts

Treasurer - Christine Sprunger and Kelly Carrera, past Treasurer Dee O'Hayre will be available for questions

- Tax responsibilities
- Deposits, Check-writing
- Financial Reports and maintain budget
- Work with Assistant Treasurer
- 2025 Goal: Research affordable nonprofit CRM/database management system

Correspondence Secretary - _____

- Co-chair will help support, past secretary Laurie Dubel will be available for questions
- Work with Co-Chairs to produce Community Letters, approx 3x/year
- On a monthly basis, working from the Donor List maintained by Asst Treasurer, send friendly, tax-receipt thank you correspondence to donors, corp sponsors.

Publicity Secretary - Amy Lash Boyes

- Tech-savvy individual
- Social Media Posts
- Maintain Website, including monthly updates to donation list provided by Asst. Treasurer
- Hype and Promotional Messaging within BHS community
- Annually, secure a video walk-through of BAP before it begins, add to our website.
- 2025 Goal: Setup Google Suite acct to manage AfterProm roles, email addresses, security access.

Assistant Treasurer

- (Filled since we have two treasurers currently)
- Maintain Database of Donors - Names, Contact Info, Donation amounts by year
 - Review cost for subscribing to a donor management subscription
 - For now, use Google Sheets under BAP Account
 - Monthly, send a list of new donors, new sponsors to both secretaries (for thank you/receipts/website).
- Backup person for writing checks, making deposits
- 2025 Goal, Assist Treasurer in researching nonprofit CRM / database management system

Fundraising Committee

- Amy Pontes , Kerri Scandura, Elizabeth Tomulonis, _____
- Work with VP of Fundraising
- Facilitate restaurant discount nights
- Work with VP of Fundraising to brainstorm and facilitate fundraising efforts

Business Sponsorship Committee

- Margie Reed, _____ and _____
- Research and develop a process for having annual business sponsors for BAP.
- Create a tiered structure for multiple sponsorship levels, prices, exposure benefits

Silent Auction Co-Chairs

- _____ and _____ Work with Anita
- Maintain 32Auctions.com
- Head up efforts to solicit donated items for silent auction from businesses and community
- Work with co-chairs on the culminating event at The Guild or FlatBread Pizza
- Head up delivery or pick up of silent auction items to winners"
- Provide feedback to Co-Chairs on what worked well, didn't work well and suggest changes

Food Chair(s)

- Kristy Leicht, Mindy White & Michelle Brown Sluzars
- Past chair, Amy Gorman, will be available for support
- Secure food donations
- Recruit volunteers to pick up donations
- Work with chairs to secure volunteers for night of AfterProm
- Provide feedback to Co-Chairs on what worked well, didn't work well and suggest changes

Casino Chair (April - May Only)

- (Mike Catani), _____
- Shadow and assist Mike Catani
- Some casino knowledge is helpful
- Help recruit Casino Dealers, Cashiers if needed
- Night of AP - Train Dealers, circulate to check-in on dealers, offer water, bathroom breaks
- Provide feedback to Co-Chairs on what worked well, didn't work well and suggest changes

Grant Writing (Year Round)

- _____
- Seek out and complete grant applications

Clean-Up Chair

- _____
- Lead and direct volunteers for clean up and storage, around 4am- 9am

Decorating Committee (Sept - May)

Liza Cordero, Jody Dunn, Rachel Mellon, Beth Silvera, Meghan McAdams, Christina Lamb,

Jodi Pukl, Danielle Kupperman, Erin Saltzman, Amy Pontes, _____

Assisted by VP(s) of Decorating

All: Provide feedback to decorating chair on what worked well, didn't work well and suggest changes

- Large Gym Head - Shadow and assist Jody Dunn
 - Design and Execute decor
 - Inventory
- Small Gym Head - Shadow and assist Rachel Mellon (this is likely her last year)
- Cafeteria Head - Shadow and assist Beth Silvera and Meghan McAdams
- Casino Head - Shadow and assist Christina Lamb
- Front Foyer/Lobby/Hallways Head - Shadow and assist Liza Cordero

Check-In Queen - May Only

- Kelly Nelson Cara Kotsiris to help and shadow
- Helpful to be a district employee with access to parent contact information
- Print parent contact sheets in advance of AP
- Print Name Tickets for Raffle
- Stay at AfterProm from start to finish
- Organize and train Check-In / Check-Out volunteers
- Provide feedback to Co-Chairs on what worked well, didn't work well and suggest changes