



Annual Scholarship Fundraiser Event

Title:	Scholarship Fundraiser Committee – Event Manager
Location:	Sacramento Metropolitan Area
Commitment Expectation:	3-4 hours per month
Time Frame:	April-May
Description	
<p>SWE Mission:</p> <p>The Society of Women Engineers encourages the pursuit of technical education and career skills to support the nation's ever-growing technological demands. SWE is a non-profit organization whose goal is to encourage women to achieve their full potential in careers as engineers and leaders, expand the image of the engineering profession as a positive force, and demonstrate the value of diversity.</p> <p>Event Description:</p> <p>Every year the Sacramento Valley Section holds an event to raise funds for the Scholarship Program and to award scholarships to deserving young women in the field of engineering and computer science.</p> <p>Role:</p> <p>Assist the committee in making sure that the event runs smoothly. The Event Manager will have others to help with these tasks but would be the lead to check that these are done properly. Update Chair with progress.</p> <p>Duties:</p> <p>Set-Up</p> <ul style="list-style-type: none"> ❖ Set up tables for admission, dinner, silent auction, raffle items and other stations. ❖ Decorate the room for the event. ❖ Coordinate members bringing items such as cookies, drinks, etc. <p>Activities</p> <ul style="list-style-type: none"> ❖ Manage raffle items table and announce winners ❖ Manage silent auction process and announce winners ❖ Take pictures at the event <p>Clean-Up</p> <ul style="list-style-type: none"> ❖ Pick up and gather items to be removed from the facility. ❖ Make sure tables and other facility areas are clean after use. <p>Available Documents</p> <ul style="list-style-type: none"> ❖ Decorations from past events <p>Skills Applicable:</p> <ul style="list-style-type: none"> ❖ Task and time management, effective communication, personable, friendly, attentive and dependable 	