



Annual Scholarship Fundraiser Event

Title:	Scholarship Fundraiser Committee – Sales Executive
Location:	Sacramento Metropolitan Area
Commitment Expectation:	2-3 hours per month
Time Frame:	August-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 selling admission and raffle tickets for the event. Update Chair with progress.</p> <p>Duties:</p> <p>Event Tickets</p> <ul style="list-style-type: none"> ❖ The committee will decide on the admission cost based on the event cost. The Sales Executive will keep track of the sale of admission tickets and estimate the number of attendees using the spreadsheet template. ❖ Collect checks and cash from the sale and deposit them with the Treasurer. ❖ Prepare name tags for attendees. <p>Raffle Tickets</p> <ul style="list-style-type: none"> ❖ Provide raffle tickets to members for sale and keep track of them. ❖ Collect checks and cash from the sale and deposit them with the Treasurer. <p>Available Documents</p> <ul style="list-style-type: none"> ❖ Spreadsheet template for tracking sales from past events. <p>Skills Applicable:</p> <ul style="list-style-type: none"> ❖ Task and time management, effective communication, personable, friendly, attentive and dependable 	