



The BB&N Fund Volunteer Committee

Parent Grade Captain Role and Responsibilities

The BB&N Fund Volunteer Committee is supported by The BB&N Fund Team. All Parent Grade Captains will receive bi-monthly updates and be asked to attend a Fall training meeting and a Spring meeting to discuss progress.

Overall Goals:

- Achieve The BB&N Fund fundraising goal by June 30, 2019
- 100% participation by as many grades as possible

Grade Captain Role and Responsibilities:

- Lead by example: make your own gift or pledge to the Fund early.
- Divide up assignments with your other Grade Captains and solicit gifts from your assignments via phone, email, or personal visits.
- Make thank-you calls as gifts come in and let your donors know how critical and valued their support is to the school and your campus.
- Note: BB&N Fund Campus Chairs, in collaboration with The BB&N Fund Team, will provide sound bites, overall timeline, assignments and regular progress reports/action items for each Grade.