

The Greene School Fundraising Committee agenda
94 John Potter Rd
West Greenwich, RI
November 18th, 2015 at 5 PM

Meeting began at 5:10PM

Present: Amy Pratt, Josh Laplante, Lisa Cash, Jen Sherer, Mary Jane Sorrentino, Octavia Abell, Lesley Fastovsky, Alex Edelmann, Kelly Presley, and Laura Clavette

1. The fundraising committee discussed the Fall reception which will be held on November 20th at the school. It is a joint effort with both the PTSO and the Board/School. We discussed the logistics of the evening, food, wine, table locations and decorations. The decorations are being provided by PTSO and Lesley Fastovsky is spear-heading the decorations. We also discussed parking concerns- Mr. Laplante will have students available to show guests where to park and to escort them to the building. Solar lighting will also be set up. We reviewed pamphlets and data capture cards- guests will need to “check in” upon arrival. We plan to follow up with a thank you to all the guests who attend and we will look into tax deductible information for their tickets. We plan to have door prizes and to launch our auction which will begin at 6 PM that evening. We will show case some of the auction items we have so far at the reception.

2. Addition of a part time development associate: We have a donor who is going to give the school \$10,000.00 to hire a part time development person and we have someone in mind for this position. The hope is that this person can start soon. This person can do grant writing and networking for the school. We are also interested in hiring another development person to do outreach and data collection. We need to set up a fundraising database- we already have salesforce but no-one has really taken the time to use it even though we have had some training with it. It can do data management- was donated through their foundation and was funded by a grant to set it up.

3. Fundraising strategies through the end of the year and next fiscal year : Start an annual fund which could be a task for our new development associate. Choose either January or the end of the school year to reach out to families- especially 12th graders who are graduating as well as trying to target a way for people to have a long lasting connection to the school which will make them want to give. It’s a good idea to have a goal for what you are raising money for, such as “ the annual fund supports.....”

The meeting ended at 6:15PM

