



99 BISHOP ALLEN DRIVE  
CAMBRIDGE, MA 02139  
PH: (617) 492-8306  
FAX: (617) 492-3291  
TTY: (617) 492-6434  
HOTLINE: (800) 841-8371

## **Champions for Change Gala & Auction Steering and Fundraising Committee Job Description**

The Steering and Fundraising Committee for BARCC's Champions for Change Gala & Auction is instrumental in achieving our goals for this annual event. With your assistance and dedication on this volunteer committee, the 2017 Gala will be our most successful yet!

### **The Committee's goals for the 2017 Gala are to:**

- Secure Corporate Sponsorships
- Raise revenue through Individual Ticket Sales
- Raise revenue through Table Sales
- Secure Program Book Advertisements
- Secure unique and valuable, silent and live auction items

### **All Committee Members must:**

- Attend and actively participate in a majority of Committee Meetings
  - o Attend all or majority of monthly working committee meetings:
    - 2017 Dates TBD (Meetings scheduled to begin in May 2017)
    - All meetings will be held from 6:30 – 8:30 p.m.
    - All meetings will be held at BARCC's 99 Bishop Allen Drive, Cambridge location
    - An email containing the full schedule of meetings will be sent to all committee members following the first meeting.
  - o In person participation is assumed although a conference call option will be available for those with special circumstances or last minute scheduling issues.
  - o There will be a total of six meetings, with email and phone communication serving as follow-up between meetings.
- Commit to raising at least \$2,500 for the Gala through sponsorships, ticket and ad sales, and auction items with the goal of securing at least one sponsor, one live auction item, and one table.

- o Auction item needs include exotic vacation destinations, airfare, unique experiences such as celebrity chef-hosted house parties, rounds of golf with local celebrities, exclusive tickets to sporting or arts event, etc.
- Solicit sponsorships from at least five companies on BARCC's prospect list.
- Hand address and personalize invitations to at least 15 individuals from your personal network.
- Make a contribution to BARCC at a level that is personally significant to you.
- Purchase a ticket to and attend the Gala.

We understand that not everyone has the time and resources to meet these expectations, but still have a desire to help. To this end, there are other volunteer opportunities available for those individuals who are unable to commit to the full list of tasks outlined above.

### **Gala Table Captain**

Table Captains host a table of 10 and are the driving force behind filling the room with people who will enjoy themselves, and are interested in learning about BARCC and, hopefully, willing to donate. Table Captains invite friends, family, and colleagues to join them for the evening and either coordinate their table's individual ticket purchases or personally purchase the table in full and invite people as their guests. You can be a captain for more than one table, or two people can Co-Captain one table. Table Captains are typically committed to raising \$1,750 for BARCC – 10 seats at a discount for \$175 each.

### **Event Day Volunteer**

Event volunteers help out with logistical activities before, during, and after the event on the day and evening of the event. These volunteers are divided into teams that work together on different aspects of the event including delivery, set-up, registration, silent auction monitoring, live auction spotting, check out, and packing for the Gala. Please note that most event volunteers are working during the event and do not get to participate fully in the event.

If you are unable to attend the events, but would like to assist with fundraising, follow-up or other tasks leading up to them we welcome all BARCC supporters to help. The opportunities are limitless for helping make BARCC's Champions for Change Gala memorable and our most successful year yet!

**For more information on how to get involved, please contact Lauren Siebal, Events Specialist, at 617-649-1295 or [events@barcc.org](mailto:events@barcc.org).**