

COMPANY COORDINATOR'S RESPONSIBILITIES

Thank you for organizing the JA "BOWL FOR KIDS" Bowl-A-Thon within your company!

PROMOTING THE EVENT WITHIN YOUR COMPANY

- σ **SECURE** an endorsement from senior management.
- σ **INFORM** company public relations office and internal newsletter editor.
- σ **DISPLAY** flyers and posters provided by JA.
- σ **TRANSMIT** information to each department and department head.
- σ **ARRANGE** for an informational meeting.
- σ **CONTACT** company internal clubs/organizations for involvement.
- σ **DEVELOP** inter-office/inter-departmental team competitions based on dollars raised.
- σ **ENCOURAGE** teams to participate in the "DRESS THE PIN CONTEST".

ORGANIZING AND MANAGING BOWLING TEAMS

- σ **RECRUIT TEAM CAPTAINS** - distribute a manual to each Team Captain. Team Captains are responsible for selecting their own team members (4-6 per team).
- σ **ESTABLISH A COMPANY GOAL** based on **number of teams** and **dollar amount** you want to raise. (We will raise \$_____ with _____ teams.)
- σ **TRACK TEAM REGISTRATIONS** to insure accuracy and timeliness of each Captain's submissions. As the company's Coordinator, you are the ultimate "point person" for follow-up.
- σ **COLLECT BOWLER FEES** and remit to JA. The \$75 fee, which covers the administrative costs, bowling and shoe rental, is often paid by the company as part of its overall support. This fee is due in the JA office on the Friday before the Bowl-A-Thon.

DISTRIBUTING PRIZES

- σ **AWARDS AND PRIZES** are announced and will be presented in January of 2010. Winners will be contacted individually from the JA office.
- σ **FOLLOW UP** with your Team Captains to insure that all monies are received in the JA Office by 5:00 on Friday, December 2nd in order to be eligible for prize consideration. Also be sure everyone understands that "in-kind" donations do not qualify for top prizes.