



Job Description: Winterfest Committee Chair

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VOLUNTEER POSITION: Winterfest Committee Chair

TIME COMMITMENT: August through December

DESCRIPTION: Organize Winterfest Raffle Fundraiser

GUIDELINES:

- Prepare Agenda for each meeting and provide Notes afterwards; send to all committee members
- Run committee meetings (if held separately from the Auction Committee)
- Determine, with committee, the 1st, 2nd, and 3rd place prizes
- Assist with the acquisition of the prizes
- Update Winterfest Tri-Fold for distribution
- Set ticket price for Raffle
- Work with school administration to get Raffle License from the State
- Work with school administration to get Raffle Tickets printed for distribution
- Assist with setting student prizes for ticket sales
- Attend Winterfest to oversee Raffle drawing and prize distribution
- Work with school administration to make sure all unsold tickets are accounted for and returned to the school



Monthly Duties:

August:

- Schedule and run meeting with committee
- Work with Auction Committee and Acquisitions Team to determine 1st, 2nd, and 3rd prize
- Create calendar for future meetings

September:

- Run meeting with committee
- Finalize 1st, 2nd, and 3rd prizes
- Update Winterfest Tri-Fold – update prizes, dates for Winterfest event, and any changes for ticket pricing
- Work with school administration to get application for Raffle License filled out and submitted to the State of Michigan

October:

- Run meeting with committee
- Follow up with school administration on status of Raffle License (should be completed by the end of October at the latest)
- Work with school to get Winterfest Tri-Fold printed and Parent Packets created to hand out to the students in November
- Work with school administration to get raffle ticket bundles printed and ready for distribution in November

November:

- Run meeting with committee
- Work with school administration to distribute Parent Packets and Ticket Bundles
- Work with school administration to determine weekly prizes for student ticket sales
- Announce Winterfest Raffle at the Science Fair
- Follow up with school administration to track ticket sales

December:

- Run meeting with committee
- Follow up with school administration to track ticket sales
- Attend Winterfest event to conduct the raffle drawing and hand out prizes to winners in attendance
- Follow up with school administration to make sure all prizes were delivered to the winners (especially for those that did not attend the Winterfest event)
- Work with school administration to create final report on Raffle Ticket Sales and report any feedback received