

## *Restaurant Coordinator*

**Activity:** This is a combination social/fundraising event. On pre-arranged "Beeks Nights" at a restaurant, a portion of the proceeds (usually about 10%) from members of the Beeks community who eat at the restaurant will be donated to the PTO.

**# people needed:** chair only

### **Job description (chair):**

- Contact Local restaurants to sponsor fund raiser nights, and coordinate a date and time with them.
- Create flyers to send home with students announcing the dates, as well as reminders.
- Contact calendar and newsletter chairs in advance to get the fund raiser nights on calendars.
- Contact businesses after the event and collect a donation check.

**Time commitment (chair):** 2 hrs/month. Time is mostly spent creating flyers and making copies, and travel time to businesses to talk to managers to set up nights and collect the money.