

CFFU ACTION PLAN WORKSHEET 2009

Position/Activity/Chair/Committee:

Annual Dinner 2009

Name:

Bob Larne

Description/Purpose:

The CFFU Annual Dinner chairperson has full responsibility to organize the CFFU Annual Dinner.

Tasks and Activities: (to be revised for 2009)

1. Set a date and secure a location and facility costs/fees for the annual dinner for presentation to, and approval of, the Board of Directors.
2. Work in cooperation with the CFFU Program Director to identify a speaker for the dinner and related day time activities, if appropriate. Seek CFFU Board approval in cooperation with the President-Elect for the speaker.
3. Work in cooperation with the Raffle Chairperson to secure raffle items and plan a method for selling tickets, offering silent auction items and distributing the items.
4. Plan a strategy to assure that all donors receive a letter of appreciation from CFFU.
5. In cooperation with the President-Elect, bring significant matters that warrant CFFU Board approval to the Board in a timely manner including approval of the date, location, and price.
6. In cooperation with the Public Relations Director, organize a publicity strategy.
7. In cooperation with the Historian/Photographer, arrange for photos and slides or videos to be taken at the annual dinner.
8. In cooperation with the Bittner Scholarship Chairperson, arrange for recognition to be provided to the scholarship winner and time for a brief explanation of the research CFFU is supporting.
9. In cooperation with the CFFU Treasurer, arrange for an accurate accounting of all receipts and expenditures related to the dinner.
10. In cooperation with the Coachman Program chairperson, arrange for recognition of all Coachman award recipients.
11. In cooperation with the President of CFFU arrange for all other awards and recognition to be presented by the President and for the announcement of new officers and directors.
12. In cooperation with the CFFU Web Master, arrange for announcements concerning the dinner to be available on the web site.

Resource Requirements		Cost
1.	Tickets/Postage/Printing/Hats	700
2.	<u>Raffle Items</u>	2,000
3.	Plaques	500
4.	Activities/Speaker	1,000
5.	Hall & Catering	3,500

Estimated Gross Income \$17,000 Estimated Attendance 150.

