

**CHS Academic Boosters
Matching Funds & Donation Drive Coordinator
Job Responsibilities**

Responsibilities

- Compile and maintain a master list of donor names and their donation information.
- If a parent has checked that their employer has a Matching Gift program or are unsure, follow up with the parent.
- Record school account deposits provided by school bookkeeper (backup documentation)
- All other donation checks and misc paperwork will be received as well, such as company payroll donations and parent donations that trickle in after registration.
- Prepare deposit details for the Treasurer. Drop off checks and paperwork to Treasurer.

- Provide monthly updated report to the Treasurer and President.

- Ongoing follow up:
 - email parents when needed
 - complete company donation verification processes; may be online or completing forms and sending them back to the company.

Time Requirements

Time spent is heavier during registration through the fall, and will decrease in January once the matching funds requests have been initiated and processed.