**AZFA Conference Host Responsibilities:**

“For AZFA Fund Raising Efforts”

* The AZFA Conference Host will work with the AZFA Fund Raising Committee on any AZFA Fund Raising Efforts needed and the AZFA Fund Raising Committee will also work with the AZFA Conference Host to make the AZFA Fund Raising Effort a Success at the AZFA Annual Conference. Communication is a necessity.
* The AZFA Conference Host will make sure they have access to a Credit Card Device (Machine) so AZFA Members and others can use their Credit Cards for the Silent Auction items or were ever it may be needed.
* The AZFA Fund Raising Committee will Supply the AZFA Conference Host with a Flash Drive with all Data needed to assist with all of the Fund Raising Efforts (Spread Sheets for keeping track of fund raising money, copy of a donation letter, copy of a donation thank you letter, An In-Kind Donation sheet, Silent Auction Bid Sheet, Silent Auction payment spread sheet, etc.) to make copies from.
* As to date the AZFA Fund Raising Efforts include a Silent Auction, Tool Raffle, and a 50/50 Raffle at the AZFA Annual Conference.
* The AZFA Fund Raising Committee Chairperson may have the AZFA Conference Host purchase and pick up Raffle Tickets for the Tool Raffle and 50/50 Raffle, depending on the situation at the time of the AZFA Annual Conference.
* The AZFA Conference Host needs to supply six to eight plastic pails (between 1 to 1 ½ gallon capacities). For Tool Raffle, 50/50 Raffle, and etc.
* AZFA also does a Photo Contest from pictures that **are taken** from: **Past Conferences, Mid-Year Conferences, or Present Conference and no enhancing the photos (Just as they are printed).**
* The Photo Contest consists of three Categories: People Photos, Animal Photos, and Places Photos. Were a 1st, a 2nd, and a 3rd place prize is awarded in each Category.
* The AZFA Conference Host will assist with getting Donations for the Tool Raffle and prizes for the Photo Contest (Electrical Power Tools, Battery Power Tools, Electrical/Plumbing Tools, Hand Tools, Etc.) to be distributed by the AZFA Fund Raising Committee Chairperson and Committee Members. Any extra Donations will go into the Silent Auction or if decided to, keep any donations for the following Conference (ex. Tools) (Depending how hard it was to acquire Donations).
* The AZFA Conference Host will supply the startup money needed for each, the Silent Auction, Tool Raffle, and 50/50 Raffle which is $200.00 (To include $50 in Singles; $100 in Fives; $50 in Tens) and separate money bags for each (Silent Auction, Tool Raffle, and 50/50 Raffle) for keeping money separated. The Conference Host will have to make a of the spread sheet for each to keep track of the money.
* The AZFA Conference host can work with the AZFA Treasurer to see if AZFA can help with the startup money. If this happens, the startup money must be returned to the AZFA Treasurer at the end of the AZFA Closing Awards Banquet so the AZFA Treasurer can keep things organized. Also any cash can be given to the AZFA Treasurer from the AZFA Fund Raising Efforts, separate from the startup money, as long as the AZFA Treasurer is at the AZFA Annual Conference.
* The AZFA Conference Host is responsible to have one or two Volunteers or Docents stationed at the Tool Raffle and 50/50 Raffle Table as long as it is on displayed. These items need to be displayed as much as possible (as to be able to purchase raffle tickets) throughout the AZFA Annual Conference. The AZFA Conference host needs to make sure Tool Raffle and 50/50 Raffle is displayed by all the activity happening throughout the entire AZFA Annual Conference.
* At the end of the AZFA Closing Awards Banquet, each Spread sheet with the amount of cash raised from each (Silent Auction, Tool Raffle, 50/50 Raffle, and etc.) should go to both the AZFA Treasurer and the AZFA Fund Raising Chairperson. If one or the other is not at the AZFA Annual Conference, it’s the AZFA Conference Host responsibility to get the information to them for their Records.
* Either the Fund Raising Chairperson and Committee members or The AZFA Conference Host “Go to Person” will help set up and take down the Tool Raffle and 50/50 Raffle Table each day and put the items in a safe place locked up. Also the AZFA Fund Raising Chairperson or The AZFA Conference Host “Go to Person” will collect the money bags (Containers with money), the Raffle Tickets purchased and extra Raffle Tickets and keep until the items are back on display on the tables with Volunteers or Docents watching over the Raffle items.
* Tool Raffle and 50/50 Raffle will be drawn after the completion of the Silent Auction.
* The Silent Auction will start to close the Silent Auction Tables (will be determined at the time of each Silent Auction), normally 10 to 15 minutes after the Awards Presentation is completed. Each section of the Silent Auction Tables will normally close 10 to15 minutes apart, until the last set of Silent Auction Tables are closed ( this will also be determined at the time of each Silent Auction).
* The AZFA Conference Host needs to have (two to four) people available to assist with the AZFA Fund Raising Committee to set up the Tables for the Silent Auction, Set the Silent Auction items and Bid sheets for each item on the tables (not clustered together, keeping like items away from each other) before the Closing Awards Banquet starts (it needs to be set up in time so people helping have a chance to change clothes before the AZFA Closing Awards Banquet starts).
* The AZFA Conference Host needs to have (two to four) people available to assist with the AZFA Fund Raising Committee as they start closing down sections of the Silent Auction Tables after the Awards Presentation is completed.
* The AZFA Conference Host needs to have (two to four) people available to assist with the AZFA Fund Raising Committee to help keep everything organized and running smoothly at the end of the Silent Auction and cleaning everything up from the Silent Auction, Tool Raffle, and 50/50 Raffle.
* The AZFA Conference Host need to have at least two people to collect payment (Cash or a Credit Card) for the Silent Auction items, adding up each bid sheet per member or person using some sort of calculator and marking on each of the Bid Sheet paid by Cash or paid by Credit Card. To verify that each Bid Sheet is marked paid for the AZFA Treasurer Records.
* After all the Silent Auction Items are paid for, the amount of cash collected needs to be recounted and recorded and also all credit card payments added up and recorded on the spread sheet, then the completed spread sheet needs to go to the AZFA Fund Raising Chairperson and, or the AZFA Treasurer. They both need to get a copy for their records. The Cash from the Silent Auction should go to the AZFA Treasurer if they’re at the AZFA Annual Conference. If the AZFA Treasurer is not at the AZFA Annual Conference the AZFA Conference Host can deposit the cash into their account and write check to AZFA with both the Cash and Credit Card payments added together. In the Memo area it needs to have written: For Silent Auction and then mailed to the AZFA Treasurer. The AZFA Treasurer and AZFA Fund Raising Chairperson need to have the total amount raised for their AZFA records.
* The AZFA Conference Host will supply some type of Display Board to display the photo Contest pictures. You need board for each Category (People, Animals, and Places). Preferably attached together (neatly) so they can stand up by themselves. Average size for each display board is 24in. wide by 48in. high (a total of three display boards).
* The AZFA Conference Host needs to make sure they have two sided removable tape of some sort to stick the pictures on the Display Board as Pictures come in. We don’t want the pictures to be destroyed when removed from the Display Board. They are collected to be put in the AZFA photo album.
* Pictures can be submitted up to a half hour before the AZFA Closing Awards Banquet starts.
* The AZFA Conference Host is responsible for having **THREE** **non** AZFA members to judge the Photo Contest (hopefully with some knowledge in photography) right before the AZFA Closing Awards Banquet starts. When the judges are finished judging the pictures (Each Category), they will look on the back of the photo and write down the number on the back of the photo and which place the photo won on a piece of paper. Do that for 1st place, 2nd Place and 3rd place for each Category and also describe the picture. A copy of the information needs to be given to the AZFA Fund Raising Chairperson for their Records. The Judges can also place the 1st, 2nd, and 3rd place awards next to the winning pictures if they want to. If they don’t but the ribbons next to the winning photos, the AZFA Fund Raising Chairperson or the AZFA Conference Host “Go to Person” will stick the ribbons next to the winning Photos.
* Someone from the AZFA Fund Raising Committee or The AZFA Conference host “Go to Person” will read of the winners of the Photo Contest to all the AZFA Members and others attending the AZFA Closing Awards Banquet.
* **TABLES AND TABLE COVERINGS:**

 Needed for AZFA Annual Conference Fund Raising Efforts are as followed **(but can be**

 **changed):**

* Tool Raffle and 50/50 Raffle - One Table and Table Covering
* Photo contest Display Board - ne Table and Table Covering
* Photo Contest Prizes (Displayed) - Two Tables and Table Coverings
* Photo Albums from Photo Contest, etc. – One Table and Table Covering
* Silent Auction - Twenty Tables (Plus) and Table Covering