

## **Council Event Description**

**Event Title:** Flower Drive(s)

**Event Objective:** Raise money for Right to Life organizations supported by the council

**Event Budget:** \$500 for Mother's day. \$300 for Father's Day, or as determined by annual budget

**Manpower requirements:** 25 manhours (3 manhours/massx4) per event, plus coordinator(12 man hours/event). Usually two events ( Mother's Day/Father's day) per year.

**Sign up genius format:** 6 brothers for each mass on event weekend.

**Schedule:** Mother's Day and Father's Day annually

**Facility requirements:** Cooler to store the flowers from Saturday to Sunday.

**Equipment requirements:** Four buckets(provided by vendor) with water and flowers, six collection jugs with signs, card tables at each door(4) with signs depicting RTL charity.

**Dress requirements:** Council shirts

**Duties:** Obtain bids and purchase flowers three weeks prior(roses for Mother's day) (carnations for Father's day). Pick up flowers by Saturday noon and store in cooler. Ensure that a motion is made to buy flowers. Ensure sign up sheet and sign up genius, three weeks prior to event. Coordinate the set up tables and distribution of flower buckets and collection jugs for each mass. Coordinate the tear down and clean up after last mass. Oversee the collection and counting of donations, two brothers minimum. On Monday, deliver money to CFCU and give receipt to FS. Submit voucher request to FS with receipt to get reimbursement. Ensure that a motion is made to donate collection to charity. Prepare final report.

**Coordinate with:** parish pastoral associate.

**Promotion:** bulletin notice 2 weeks prior to event.

## **Council Event Description**

### **Other information:**

Event Final Report: (Mother's/Father's) Day Flower Drive

Date:

Number of flowers distributed:

Total Cost:

Total man-hours expended:

Total money raised:

Dollars raised per man-hour:

Summary report:

What went right:

What can be improved on:

Special recognitions: