

TO: Service Award Committee
FROM: Hannah Moore, Committee Chair
DATE: Wednesday, March 1, 2017
SUBJECT: Cookbook Fundraiser

FUNDRAISER UPDATES:

Pre-sales for our cookbook fundraiser began today. I'm sure most of you have seen the e-mail I sent to our organization this morning about this. If not, please refer back and submit any suggestions for other information we could include in the reminder e-mail that I'll send out next week.

BACKGROUND INFORMATION:

Following the process agreed upon at our last committee meeting, the pre-sale price will be available for two weeks. At that point, we will make a large batch order from the vendor based on those sales and account for a small additional stock. The stock will be sold at \$4 more per cookbook until it's gone. If you were not at this meeting or would like a refresher, the meeting notes were sent via e-mail to all committee members, but are also available through our committee page on the staff intranet.

We are doing this fundraiser in lieu of our usual flower sale, as a staff cookbook has not been curated in almost a decade. The committee mutually agreed that it would be a nice change of pace and therefore more likely to bring in funds for the award, as our account has not been growing at a steady past the past few years. We hope this fundraiser will refresh the funds and allow us to continue the award without needing to re-think the cash prize amount. The plan is to return to the flower sale next year, but perform a staff cookbook every 5-10 years as needed, provided this fundraiser goes well. We will evaluate both pre-sales and stock sales before the end of the fiscal year to gauge whether this endeavor was worth the amount of committee time needed to put the cookbook together. If not, we will meet to discuss other options or evaluate whether the flower sale was sufficient for our needs. Based purely on current interest, it seems the cookbook will be a success.

Remember: our goal is to continue to fund the service award, and our main goal would be to break even with the cost of this years, though we would also like to set the committee fund up for sustainability in the future.

GOING FORWARD:

Please remind your co-workers of the fundraiser in your 5 Minute Meetings, and remind them that this fundraiser allows us to continue the Service Award at its current level. There is a long history of rewarding our co-workers with this prestigious award, and we want to continue to recognize excellence in the workplace for as long as we can. If your co-workers make inquiries that you do not feel you can answer, please pass the questions along or refer your co-worker to me. I'm happy to speak to anyone with questions, concerns, or suggestions.

Thank you for participating in this year's committee,

Hannah Moore, Committee Chair