

PO Box 96  
Caldwell, NJ 07006  
www.cwcef.org  
973-228-4390

October 1, 2010

**OFFICERS**

**Chairman**  
*Marie Lanfrank*

**Vice Chairman**  
*Maryann Campion*

**Recording Secretary**  
*Denise Collette*

**Treasurer**  
*Steven Alperin*

**BOARD OF  
TRUSTEES**

*Loretto Brickfield*  
*Ann Dassing*  
*Theresa Di Masi*  
*Robert Hodge*  
*Mary Ann Luke*  
*Andrew Scott*

Dear Parents and Staff:

Now that the new school year has begun, please take a moment to consider getting involved with the Caldwell-West Caldwell Education Foundation (CWCEF).

The Caldwell West Caldwell Education Foundation invites you to join us in the various activities we conduct to raise money for our schools. The success of the Foundation relies on the work of many volunteers who contribute time and talent to the different events we sponsor. Whether you have a lot of time, or only a few hours to spare, there is a way for everyone to help.

Enclosed is a Volunteer Member Opportunities form detailing the many areas in which you can help the CWCEF. Please, take a moment or two, review the variety of opportunities available, and let us know how you would like to help.

Once we receive your form, we will forward it to the chairperson of each event or activity. The chairperson will contact you.

Please return your completed form to the address listed above.

Thank you for your interest in the Caldwell-West Caldwell Education Foundation, the education of our children, and taking time to complete this form. We look forward to working with you this year.

Sincerely,  
The Caldwell-West Caldwell Education Foundation

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*The CWCEF is an independent, non-profit community-based corporation designed to provide an ongoing and centralized source of funds and resources currently not available via federal, state and local public sources to assist the Caldwell – West Caldwell Public School District with the funding of district-wide projects and programs. All fundraising proceeds benefit the CWCEF, a 501(c)(3) organization.*



P0 BOX 96, CALDWELL, NJ 07006
WWW.CWCEF.ORG
VOLUNTEER MEMBER OPPORTUNITIES

Name:
Day Phone: Evening Phone:
Email:

Please check areas of interest. Feel free to sign up for multiple opportunities.

COMMUNICATION

- Mailing Committee: Serve on a committee that handles CWCEF mailings.
Public Relations/Press: Interested in working on publicity committees for our fundraisers and/or other community outreach efforts? Creative talents always needed to
Submit written/electronic and media alerts to local on line and print papers and to local television stations
Design, order and purchase banners for major fundraising events
Invite press and other honored guests.
Enter calendar information on online news' sources calendars
Distribute flyers and information through the school system.
Ensure all publicity agreements are met with sponsors, vendors etc.
Take photographs of events and submit to media.
Newsletter: Assist in the design and writing of a quarterly newsletter notifying members, community and alumni of recent happenings and upcoming events
Annual Report: Develop annual report in conjunction with the finance committee
Alumni Relations: Using Harris Connect software contact alumni regarding events, opportunities etc. Solicit alumni donations
Data Entry: Build data base /enter data for various activities
Web Design: Design/Update web site

FUNDRAISING EVENTS

- I. Taste of the Caldells: Assist with this signature event in any of the following areas
Restaurants: Contact restaurants for participation in the event and provide them with contract. Collect contracts and insurance forms from participating restaurants. Follow up with phone calls and reminders.
Ad Journal: Sell ads including tribute ads from the CWC community
Sponsorships: Recruit sponsors for the event
Silent Auction: Solicit silent auction items
Event Tickets: Sell tickets to event to friends, family, coworkers etc.
Raffle: Sell 50-50 raffle tickets at the event and off site
Decorations: Put your creative talents to use and help decorate the facility
Event Management: Set up and Breakdown. Coordinate and communicate with facility personnel, order and purchase supplies, design floor plan, recruit students to assist with set up/breakdown and bussing.

## **2. Tribute Cards:**

- Send out forms through school district for parents
- Purchase/design/type cards
- Distribute cards to teachers' mailboxes

## **3. Golf Outing: Our newest fundraiser**

- Secure Course
- Design brochure
- Solicit hole Sponsors
- Sell Tee/Cart Signs
- Sell tickets
- Assist at the outing
- Make dinner/luncheon arrangements

## **4. Adopt A Chair**

- Mail brochure with cover letters
- Proof wording of plaques
- Bring plaques and wording to engraver
- Bring plaques to BOE Office for installation
- Write thank you notes
- Keep spreadsheet of all plaque orders

## **GRANTS**

### **Teacher Mini Grants and Extra-Ordinary Grants**

- Distribute applications to teachers through Superintendent's office
- Review Applications with committee
- Present recommendations to CWCEF Board
- Notify, provide checks, grant requirements and evaluation forms to recipients
- Remind recipients to submit evaluation forms four weeks prior to evaluation due date

### **External Grants**

- Research grant opportunities
- Complete application and evaluation.
- Complete purchase orders
- Ascertain that grant guidelines/requirements are met

Please mail completed form to:  
Caldwell-West Caldwell Education Foundation  
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