

Duties of the Holiday Greens/Flower Sale Chair

(Revised 2008)

1. **Attend monthly meetings of The Albany Academies Parents Association (AAPA) whenever possible. This position is part of the Fundraising Committee.**
2. **Keep a file of all materials pertinent to the office and bring a complete file to the May Board Meeting (to be turned over to the Vice President. Whenever possible, make a copy of all materials and notes so they can be attached to the Working File for the next year.**
3. **Responsible for sending copies of all correspondence to the President and any other Chairs deemed necessary.**
4. **Responsible for keeping an accurate account of expenses and submit vouchers, with receipts attached, to the Treasurer.**
5. **Responsible for attending, if possible, the Grade Representative and New Parent Receptions, for the purpose of meeting and welcoming new parents to The Albany Academies, and to introduce new Board members and Grade Representatives to the new parents.**
6. **Responsible for organizing the Holiday Greens Sale held soon after Thanksgiving. At least one to two committee members should work on each campus to help with all details-flyers, orders, pick up information. The Greens have consisted of several sized wreaths, and garland. Bows, made by committee members are also available to purchase separately on day of pick up.**
7. **Holiday Sale Time Line:**
 - A. **Mid-October: Create flyer to go out to both campuses communities informing of the sale. Flyer and order form may be sent via school e-mail to save on postage. Posters should be placed throughout both campuses.**
 - B. **Notify past participants, and life Members through separate e-mails or mailings.**
 - C. **Order Holiday Greens from appropriate vendor in October to ensure advance sale pricing.**
 - D. **Prepare spreadsheet of sales.**
 - E. **November: Create another flyer/e-mail, if necessary, to remind the School Community of our sale. Coordinate with Communication Liaison. Arrange for delivery of Greens to appropriate "cold" location in school, (the ice rink). Delivery is usually the first Friday after Thanksgiving. At November AAPA Board meeting- recruit volunteers to help on pick up days, as needed. Submit invoice to Treasurer.**
 - F. **Have a 2-day pick up schedule for the Greens with sufficient helpers.**
 - G. **December: Send out e-mail to thank all those who purchased Greens.**
 - H. **Proceeds from the Greens Sale, since 2004, have funded the Visiting Artist Series. AAPA to make up the difference to \$5000.00 commitment for this program. Check is given to the Institutional Advancement Office.**
8. **Responsible for organizing the Spring Flower Sale held in May (usually the Friday before Mother's Day)**
9. **Spring Flower Sale Time Line:**
 - A. **Late March: inform the AAPA community, both campuses, of our sale through flyers with order forms and via e-mails. Also inform past participants and Life members, via e-mail. Give a flyer/order form to the Special Event coordinator in the Institutional**

Advancement Office to be sent to grandparents who will be attending Grandparents Day.

- B. Order flowers from appropriate vendor in late March/early April to ensure advance sale pricing. Flowers consist of geranium or impatiens planters, hanging baskets with several colors from which to choose.**
- C. Prepare spreadsheet of sales.**
- D. April: If necessary, create another flyer/e-mail in April to remind School Community of our sale in May on Grandparents Day. Arrange for delivery of the flowers to the outside of the chapel on West campus, and front hall of East campus, usually the afternoon before the sale.
At the April AAPA Board meeting, recruit volunteers for set up and pick up day.**
- E. May: Arrange for tables used for the sale with the School Custodial Head.
Aid with the delivery of the flowers. Receive invoice and submit to Treasurer.
Prepare "Welcome Grandparents and Grand friends" signs for the flower sale.**
- F. Have a one-day pick up, on each campus, for flowers with sufficient helpers.**
- G. Send out thank you e-mails to those who made a purchase.**
- H. Monies from this Flower Sale go into the AAPA general fund for later allocation as vote by the AAPA Board, or to support the Visiting Artist Series if deficit from Holiday Greens sale.**