



## Responsibilities

### COMPANY COORDINATOR RESPONSIBILITIES

Company coordinators are responsible for recruiting Team Captains that will find bowlers to complete their teams. Please see below for the 4 simple steps to success in becoming a successful Company Coordinator.

1. RECRUIT # \_\_\_\_\_ Team Captains to participate in the JA Bowling Classic.
2. PROMOTE & EDUCATE your colleagues and potential Team Captains & Bowlers on the JA Bowling Classic.

Place promotional materials in your office. Send emails. Encourage participation.

Promote fundraising competition between teams.

Kickstart an internal fundraiser!

3. CONFIRM that bowling captains and teams have registered online.

Determine the day and shift that your teams would like to bowl.

Direct Team Captains to [www.jawashington.org/bowling](http://www.jawashington.org/bowling) to register their teams.

Ensure registration fees have been paid by each team.

4. COMMUNICATE frequently with Team Captains regarding fundraising goals and event day.

Inspire and motivate!

Monitor fundraising progress.

Advocate for website usage as the preferred method to collect fundraising pledges.