



34th Annual JA Bowl-A-Thon Company Coordinator's Responsibilities

Thank you for organizing the 34th Annual JA Bowl-A-Thon within your company!

Promoting the event within your company:

- **Secure** an endorsement from senior management
- **Inform** company public relations office and internal newsletter editor
- **Display** flyers provided by JA
- **Transmit** information to each department and department head
- **Arrange** for an informational meeting
- **Contact** company internal clubs/organizations for involvement
- **Develop** inter-office/inter-departmental team competitions based on dollars raised
- **Encourage** teams to participate in the "Dress the Pin Contest"
- **Check** if your company matches donations

Organizing and managing bowling teams:

- Recruit Team Captains**
 - Team Captains are responsible for selecting their own team members (4-6 per team)
- Establish a company goal**
 - Based on the **number of teams at \$500 per team** (we will raise \$____ with ____ teams)
- Track team registrations**
 - Encourage Team Captains to submit to you ASAP
 - As the Company Coordinator, you are responsible for maintain registration of participants
- Collect bowler fees and remit to JA**
 - The \$75 fee, which covers the administrative costs, bowling and shoe rental, is often paid by the company as part of its overall support. Company coordinator will pay bowling alley for lane fees and rentals. Remaining proceeds to be donated to JA.
- Follow up** with your Team Captains to insure that all monies are received by the day of the event