FINANCE COMMITTEE

BOOKEEPING

Assists JG & QB in reconciliation of line items each month.

2

PAYROLL

Assists VD via Google doc data to provide numbers for JG to run payroll.

FINANCE

Minimum: three members including the CFO

3

CONTRACTS

Assists JG in drawing up contracts with various schools, contractors, performers.

4

GRANTS

Assists JG in checking off all items needed for grant acceptance, active project and post project.

5

REPORTS

Assists JG & VD on generating reports, 1099's, W9's.

EVENT COMMITTEE

PLANNING

Provides assistance in the strategic planning of events.

DOCUMENTS

Applications, TFFs, emailers, reservations, inkind donations, road closures.

EVENTS

Minimum: three members including the COO

CONTRACTS

for entertainment at events.

VENDORS

Assists Malynda in the organization of vendors & also communications.

PROMOTION

Assists with social media, website, campaigns, advertising and interviews. **CLEANUP CREW**

1

PLANNING

Helps Sarinna & Ernesto in strategic planning.

2

VOLUNTEERS

Assist in sign-ups and waiver release forms. Communicate details.

CLEANUP

Minimum: three members including Sarinna.

3

OUTREACH

Coordinates food/water outreach efforts with the houseless community at clean ups

4

RESOURCES

Bags, sharp containers, trash pickers, sanitizer, SPF, hats.

5

PROMOTION

Assists with social media, website, campaigns, advertisng and interviews.

ACADEMICS COMMITTEE

1

TUTORING

Coordinate schedules at sites, oversee tutor training, provide professional feedback.

2

EMPOWERMENT

Assist in implementing four focus areas into each site.

ACADEMICS

Minimum: three members including the COO

3

ASSEMBLIES

Coordinate schedules and teams. Provide support to Vickie. Assist JG with invoices.

4

HOME VISITS

Coordinate schedule with the teams. Act as lead contact for those teams when on site.

5

ADMINISTRATION

Work with leadership to ensure positive relationship & contracts. Address issues.

COLLECTIVE

CHASE YOUR DREAMS

Assist JG in sign-ups, showcased vendors, dinner & drinks.

2

JUNETEENTH JAM!

Assist VD in planning, execution and debriefing of event.

COLLABS

Minimum: three members including the CFO

3

SELF LOVE GALA

Assist Amber in planning, execution and debriefing of event.

4

BLACK ON THE BLOCK

Assist VD in planning, execution and debriefing of event.

5

TOUR OF TOYS

Assist Fentwood Hoops in planning, execution and debriefing of event.