



# COORDINATOR CHECKLIST

Your role as Company Coordinator is vital to the success of JA bigBowl, and we are so grateful that you are taking it on! We encourage you to consider your company culture to determine what activities would be a good fit. Below are some basic items needed to ensure a successful event, but this checklist does not include all the ways to make your JA bigBowl a blast!

Attend the 2018 JA bigBowl Coordinator Kick-Off on January 10, 2018, and/or schedule a separate meeting with JA staff to review the resources available to you, answer any questions you may have, etc.

Select your company's bowling shift and alley location by contacting Emily Halstead at [emilyh@jaum.org](mailto:emilyh@jaum.org) or 651-255-0458.

Determine if your company offers a matching gift program. Provide matching gift procedure to JAUM when scheduling your event.

Share your company's bowling date, time, and location with your Team Captains and bowlers, and host a Captain Kick Off to prep for your JA bigBowl event. We are happy to attend and share best practices!

Promote the event and encourage participants to have fun while raising money for JAUM!

Collect offline donations, share procedure for logging with company, and set up a time for JAUM to pick them up.

A Team Captain's role is to recruit four bowlers to create a team of five, provide them with the tools they need to fundraise (minimum of \$125/bowler), and collect donations from bowlers. Recruit from different business units in your company. Look for energetic, enthusiastic, go-getters who have large networks.

Set company wide fundraising activities that can enhance employee engagement. See [Fundraising Ideas](#) info sheet for more details. Utilize your King/Queenpin to promote fundraising, and organize various challenges that get people excited to participate.

See [Handling Cash and Checks](#) info sheet for more details on how to handle cash and check donations. Keep in mind that JA also can provide a credit card reader to be used at your JA bigBowl or at fundraising events leading up to the event.

## PRO TIPS

Check out some of these ways to share JA bigBowl with your company:

- Display posters in elevators, cafeterias, entrances, and lounges.
- Publish articles in your company paper or e-newsletter.
- Get a Senior Leader to send a letter or memo to department heads and/or employees supporting participation in JA bigBowl and endorsing JA.
- Insert JA bigBowl fliers in paychecks.
- Ask vendors or customers to participate on a bowling team with your company. It's a great way to network and strengthen relationships.

2018 JA bigBowl

