

SCHOLARSHIP FUNDRAISING COMMITTEE

The chairperson is chosen by the President to serve for a term of one year, and is a member of the Assembly for that year. The chairperson may be reappointed to this committee at the discretion of the next incoming President.

Committee Responsibilities

1. Suggest and purchase items to be sold at AMTNYS conferences and other mathematics conferences within New York State.
2. Advertise and solicit donations in the journal, newsletter, and any appropriate listserves and discussion groups.
3. Make arrangements for the sale of items to benefit the Scholarship fund.
4. At affiliate conferences facilitate the sale of scholarship items.
5. Make arrangements for the scholarship sales booth to be staffed at all times during the Annual AMTNYS meeting when the exhibit hall is open.
6. At each conference where scholarship items are sold keep records of inventory, sales, purchases, and receipts. After each conference that scholarship items are sold send a detailed record of the inventory, sales, purchases, and receipts to the President and Treasurer.
7. Send the treasurer all money designated as gross sales to be deposited into the Scholarship Fund. Submit Claim/Voucher forms, with receipts, to the President for reimbursement for initial purchases of scholarship items to be sold.
8. Prepare a report for each Assembly meeting. This report should include the detailed record of inventory, sales, purchases, profits, and money spent on initial purchases. This report should also include details of all conferences at which items were sold as well as all activities that led to the promotion of scholarship sales.