

BASKET/PRESENTATION COMMITTEE

When donations are collected, document for acknowledgement.

Give thank you notes to parents to write to donors.

Collect and mail written thank you notes.

Check storage for baskets and wrapping supplies.

Purchase additional supplies (clear wrap, baskets, shredded paper, ribbon, etc.) as needed.

Combine and prepare live auction packages and silent auction baskets.

Store baskets at indoor facility.

Set up baskets at event.

Collect left over supplies and return to storage.