

Fall Academy Host Committee

Committee Responsibilities

1) City Treasures for Welcome Bags

- FACC staff will purchase and provide the welcome bags, and the committee solicits items for the bags to include area information (restaurants, a map, etc.) and small giveaways (pens, notepads, tissues, hand sanitizer, etc.). FACC staff will include advertisements in the Friday Newsletter requesting welcome bag donations.
- The committee prepares informational pages (local places of interest, restaurants, maps) to include in attendees' welcome bags and fills the bags on site before the academy begins.

2) Clerks' Night Out

- Select a venue and coordinate with FACC staff to secure it; Clerks' Night Out needs to pay for itself if possible.
- Work with FACC staff to market the event and include details in the academy announcement; FACC staff accepts/processes registrations.
- Committee members attend/manage the event. Contracts for venues/transportation must be signed by FACC staff (not committee chairs/members). Questions? Contact facc@flcities.com.

3) Door Prizes

- Solicit door prize items from Clerks statewide and (as appropriate) local businesses (note: the committee cannot solicit monetary donations; if a business wishes to donate money, provide contact info to FACC staff and staff will follow up regarding sponsorship).
- Door prizes are brought to the academy registration desk and collected by FACC staff. Drawings are held at the end of the joint session on Wednesday; attendee names are placed in software by FACC staff for electronic selection (winner must be present to win). Committee members help move prizes to the joint session room and distribute prizes to winners at the end of the joint session.