

## **Advertisement**

### ***(General Requirements)***

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and 'cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

### ***(Committee Specific Requirements)***

- Solicit advertisement from the restaurants around convention location and other businesses applicable to the homeschool community
- Collect money and adds with layout to be provided to Treasurer and Publications
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention sends any reports requested by Convention Coordinator or Board within 30 days of convention
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.