

# ***Fundraiser Activity***

## **Guide F-1a, Lenten Fish Frys**

### **Summary & Scope**

Each Lenten Season, the Council sponsors and conducts weekly Fish Frys as a Parish/Community Social Event and raises funds for charitable needs. The menu and pricing plans are assembled with an eye toward balancing these two objectives.

### **Planning/Timeline**

At the beginning of the Fraternal Year, the GK will reserve the PLC for appropriate dates, which are all the weeks of Lent EXCEPT Holy Week. **Once the Chairman is identified, he should confirm that these reservations have been scheduled in the Parish system.**

- Kitchen Is need on Wednesday and Thursday for food receipt and preparation
- PLC from 10:00 AM – 8:00PM on Friday to set up and conduct each Fish Fry

Council Officers will ensure that a Fish Fry Committee Chairman is identified at least 3 months before the start of Lent. A minimum of two months before the first Fish Fry, the Chairman will have established a team and called the first meeting of the committee. The Chairman is responsible for the coordination and timing of all activities. He will need to provide the web master with the date times and number of volunteers required (see the attached spread sheet).

The Fish Fry Committee is composed of several sub-committees, requiring individual coordinators:

- Kitchen Coordinator
- Hall Set-up Coordinator
- Buffet Line Coordinator
- Hall Seating & Wait Tables Coordinator
- Ticket Coordinator
- Cash Bar Coordinator
- Hall Clean-up Coordinator
- Kitchen Clean-up Coordinator

At the initial planning meetings, the Committee will determine the menu and pricing (aka, requested donation levels). This meeting should also establish dates for bulletin and in church announcements, along with any other expected advertising methods.

Coordination Responsibilities:

**Kitchen Coordinator:**

Establish Kitchen staff, duties, dates and time

Determine and manage inventory requirements of all food and serving items (plates, cups, knife and forks etc.) through the six-week period (see the attached inventory planning spread sheet)

Monday Place US Foods Order

Wednesday Grocery Shopping Sams Club, Order bread (Publix)

Cake Baking

Thursday Prep potatoes, frost cakes, receive US food order

Friday AM Prepare Bake Fish, Bread and soft drink pick-up

**Hall Set-up Coordinator:**

Friday 10:00AM manage hall set up Including tables, chairs , place mats and condiments on the tables

Set-up tables for serving, ticket taking and cash bar

Place garbage buckets around dinning area including extra liners

**Hall Seating, Wait Table Coordinator:**

Assure all materials are available on serving table, Cleaning items, extra condiments, table place mats

Assign duties of volunteers

Clear tables

Reset tables

Remove garbage

Maintain clean dining room

Assist handicap getting dinners to table

**Buffet Line Coordinator:**

Set-up buffet line

Assign servers duties

Ticket collection

Coordinate line requirements and timing with kitchen staff

Tear down buffet line

**Ticket Coordinator:**

Design, verbiage and printing of tickets

Provide all necessary materials

Assign ticket duties including 50/50

Provide interior and exterior signage

Compile sales data

**Cash Bar Coordinator:**

Coordinate liquor license acquisition with Financial Secretary

Determine and acquire inventory of beer and wine required

Assign duties

**Hall Clean-up Coordinator:**

Assign duties of volunteers

Return all unused condiments to cabinets and/or refrigerator

Clean and store tables and chairs

Clean floor

Remove all garbage

**Kitchen Clean-up Coordinator:**

Assign duties of volunteers

Clean and store all cooking materials

Clean stoves, fryers, refrigerators and floors

Coordinate requirements with kitchen manager