

## **Kroger Community Rewards**

This position requires that the volunteer keep a running roster of families that have signed up with the Kroger fundraising program, as well as additional friends they have enlisted to raise funds for their student. The family names, numbers and student names have been kept on an excel spreadsheet to date.

Kroger sends a report every three months with a customer number, name and amount of funds earned. This information must then be reconciled with the roster information and all of the monies assigned to a student or the Boosters general fund. While most of the information is straightforward, there is some time spent cross-referencing Kroger numbers/ family names and students involved. Generally a quick (2-3 day) turnaround is required for this Student Earnings report. The report is sent on to the fundraising coordinator and Mr. Cleveland for their review and incorporation into the individual fundraising accounts of each student.

This position also requires that the volunteer prepare information for incoming and current student families on how to enroll in the Kroger program, and correspond via email with parents regarding their enrollment in the Kroger program and glitches that sometimes occur. The busiest period is in the Fall when many new families are registering, and at each 3-month reporting period.