

Fundraising

Coordinator

PTO BOARD MEMBER

TYPICAL MONTHLY TASKS

- ◇ Presents ideas, suggestions and material for fundraising opportunities
- ◇ Oversee all distribution and collection of fundraising materials and monies
- ◇ Presents a timeline of fundraiser activities to executive board
- ◇ Coordinates fundraising incentive programs
- ◇ Coordinate with Volunteer Coordinator's needs for various fundraising events
- ◇ Present all monies to Treasurer

TYPICAL ANNUAL TASKS

- ◇ Coordinates fundraising dates with the PTO board and Principal

Characteristics

Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

Responsibilities

To identify, manage, and execute events designed to raise money for the school (use of funds should be agreed upon between School and Parent Group Leadership and should be communicated to the school community).





FUNDRAISING COORDINATOR

Organizers are responsible for the event's logistics, including the date, time, location, fundraising goal, and other details that create an excellent event.

Fundraising Coordinator is the administrator for all K-5th grade fundraising chair positions of the Cherokee PTO.

The Fundraising Coordinator plans, organizes, promotes, implements, and evaluates all campaigns and activities related to the goal of raising money for Cherokee and its students.

The Fundraising Coordinator maintains the annual plan for fundraising for the entire school.

The Fundraising Coordinator will establish an event procedure for each event.

The Fundraising Coordinator will also develop, appoint, organize, and help execute any volunteer committees associated with any K-5th fundraisers.

The Fundraising Coordinator oversees and provides supervision and guidance to fundraising committees as they complete their necessary tasks

The Fundraising Coordinator may seek out a Co-Coordinator out of the PTO Representatives.

Fundraising events should be planned at the summer meeting to assure enough time for planning and preparation .

The Fundraising Coordinator will manage ongoing spirit wear orders and sales

CURRENT FUNDRAISERS 2023-24

Gym Jam, Restaurant Nights, Spirit Socks, Nothing Bundt Cakes, Popcorn



FUNDRAISING COORDINATOR

SETTING UP A FUNDRAISER

- Pick the Event
- Review event with the President
- Present the event at the PTO board meeting
- Fill out the PTO fundraising form
- Create a timeline for the event include:
 - ⇒ start date
 - ⇒ duration of event
 - ⇒ end date
 - ⇒ pick-up
 - ⇒ delivery
 - ⇒ incentive distribution
 - ⇒ volunteer schedule
- Present the event at the General PTO meeting with updates
- Keep Communication with the President with updates
- Communicate with the Treasurer regarding monies
 - ⇒ Treasurer will set up any square links needed for the event
 - ⇒ Provide them with the necessary information for the link including: name, beginning and end date, cost and anything additional that may help answer any questions regarding the event
- Prior to the event fill out appropriate forms for record keeping and file in binder
 - ⇒ Event wrap up form

VOLUNTEER SIGN UPS

The Volunteer Coordinator can help set up any sign-up genius' that are need for an event.

Volunteers from the CV high school or middle school can be contacted through the

Volunteer Coordinator.

Communications

Coordinator

PTO BOARD MEMBER

TYPICAL MONTHLY TASKS

- ◇ Manage all communications for events and special projects including, but not limited to, social media posts, take-home flyers, smores, signage and posters
- ◇ Update PTO social media pages as needed
- ◇ Manage and solicit donations for applicable events
- ◇ Create and publish monthly newsletter with upcoming events and past events recap
- ◇ Help create fliers for events as needed by event coordinators
- ◇ Help design and create signage for various events and activities
- ◇ Manage and keep PTO bulletin board News up to date

Characteristics

Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

Responsibilities

Serves to provide and assist in collaborative support of the PTO. Strengthen communication between the parents, teachers and community members about school.





COMMUNICATIONS COORDINATOR

The Communications Chair should use multiple methods to spread the word about all PTO happenings.

They should act as a central hub to provide the who, what, where and how for everything!

Communications Coordinator Manages communication between PTO and school families through various channels, including PTO Facebook page, email, weekly smore message, bulletin boards and flyers in addition other methods that may be used.

- Gather and maintain final report “overview” forms from chairs after their event is over
- Give copies of final report forms to President
- Gather and maintain copies of all flyers or other templates used for an event

Volunteer Coordinator

PTO BOARD MEMBER

TYPICAL MONTHLY TASKS

- ◇ Work with the board and school to identify volunteer opportunities
- ◇ Coordinate recruitment, outreach, marketing and organization of volunteer opportunities
- ◇ Coordinate volunteers during events
- ◇ Communicate with the President when gathering volunteers
- ◇ Work with the school secretary, Yvette to assure a background check has been filled out for all adult helpers
- ◇ Reach out to CV contacts to recruit High and middle school students as needed
- ◇ Responsible for training and managing volunteers once signed up
- ◇ Create Sign-up genius for volunteers for various events

Characteristics

Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

Responsibilities

Work with coordinators to oversee events and volunteers. Help to recruit new volunteers. Oversee the creation of sign up sheets. Additionally this person is responsible for making sure all the events are properly announced and communicated to the school community.





VOLUNTEER COORDINATOR

The Communications Chair should use multiple methods to spread the word about all PTO happenings.

They should act as a central hub to provide the who, what, where and how for everything!

- Recruit Volunteers to provide assistance to PTO Committee Members and our Teachers.
- Attend monthly PTO meeting to stay informed about needs/programs/events.
- Talk with potential volunteers during the School Events: Welcome Back, Conferences.

⇒ *Have a PTO Table set up and Collect the volunteer sign-up sheets*

⇒ *Email info to the appropriate PTO Committee Members.*

- Maintain the volunteer list
- Check in with Committee Chairs before/after events to offer support/thanks.
- Stay connected and keep open communication with Committee Chairs to be aware of recruitment needs.
- Insure each committee chair has the necessary volunteers to execute their event
- *Create a sign-up genius with proper information {Parent Volunteers} to be approved by President for necessary events*

⇒ *Reach out to Chippewa middle and high school volunteer reps for students*

Chippewa Valley High School: *Ruth Moore*

Rmoore@cvs.k12.mi.us

Wyandot Middle School: *Susan Bobzin*
{VOLUNTEENS}

SBobzin@cvs.k12.mi.us

Dakota High School **NHS**: *Mrs. Piscopink*
Mrs. Avey

JPiscopink@cvs.k12.mi.us
KAvey@cvs.k12.mi.us

- Contact chairs at least a month or two before their event to give general information necessary for all chairs to know

Event Chair

PTO DESCRIPTION

TYPICAL MONTHLY TASKS

- ◇ Focus on the specific event
- ◇ Recruit members to assist
- ◇ Locate location and have approved
- ◇ Present plans at the meetings with details of the event
- ◇ Work with Volunteer Coordinator for volunteers
- ◇ Keep detailed notes of all expenses and use of budget

TYPICAL ANNUAL TASKS

- ◇ Ensure that communication between committee members is active, productive, and positive
- ◇ Follow up with emails, texts and phone calls

Characteristics

Understanding and executing the PTO mission and goals to create a welcoming and enriching environment for parents, students and staff.

Responsibilities

Coordinates everything about the individual event, including programming, managing volunteers and correspondence with appropriate students, faculty and community members under the supervision of the executive board

