

# Volunteer Chair & Co-Chair Position ACS Parent Teacher Organization (PTO)

Job Title: Ada Christian School PTO Box Top Chair

## GENERAL JOB DESCRIPTION

Box Top chairs have a key role in raising funds to help enhance our PTO promotions. These promotion funds can be used for signs, speakers, refreshments, and much more. This is an administrative type event which requires only one person. If you work best alone, this event is for you.

## MAJOR DUTIES AND RESPONSIBILITIES

Make a collection push two times a year by advertising in the Ada Connection and distributing the collection sheets.

Collaborate with school administration for collection.

Sort and organ the collected box tops

Mail the collected box tops two times per year

Follow up that check is received

## MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison

Attend the PTO kickoff meeting

## QUALIFICATIONS FOR THE JOB

Should be a self starter who requires little supervision to meet event goals and likes to work alone

Good time management and organization skills needed

## TIME COMMITMENT

Approximate time commitment is 20 hours over a period of months for the entire event.

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Date

## Tentative Timeline

August	Attend the PTO kickoff meeting
September	Buy candy for Sharon to give to students who turn in a complete sheet
September	Create an Ada Connection Post advertising a 2 week collection push
October	Collect sheets over a 2 week period Sort through turned in sheets Discard expired box tops Cut and paste box tops on collection sheets
October	Prepare the sheets to be mailed Take them to the post office for delivery Turn in a request for funds (reimbursement) from the PTO for the candy and postage
November 1	Submission Date - Must arrive by this date
December	Compare check received to your figures
January	Create an Ada Connection Post advertising a 2 week collection push
February	Collect sheets over a 2 week period Sort through turned in sheets Discard expired box tops Cut and paste box tops on collection sheets
February	Prepare the sheets to be mailed Take them to the post office for delivery Turn in a request for funds (reimbursement) from the PTO for the postage
March 1	Submission Date - Must arrive by this date
April	Compare check received to your figures

Check out [boxtops4education.com](http://boxtops4education.com) for program enhancement ideas. We have a member account. The user email is [pto@adachristian.org](mailto:pto@adachristian.org). The password is Fundraiser1.

Ada Connections post **MUST** be submitted to Sharon no later than on Monday at noon for publication on Wednesday. If you need help with an Ada connection post please contact [pto@adachristian.org](mailto:pto@adachristian.org)