

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

Job Title: Ada Christian School PTO Fall Fundraiser Chair/Co-Chair

GENERAL JOB DESCRIPTION

Fall fundraiser chairs and co-chairs have a key role in raising **half** of the entire PTO funds. PTO funds that are used for field trips, 3rd grade bibles, 4th grade water safety, 5th grade camps, middle school exploratory, grand friends day and so much more! This is a self sufficient event in that most of the tasks are “behind the scene” tasks.

MAJOR DUTIES AND RESPONSIBILITIES

Manage all aspects of the event planning process, including letter to promote the event, collaboration with Doug Tibbits from Club Choice, and school administration.

Facilitate a minimum of two fall fundraiser committee meetings.

Recruit and manage volunteers if needed

Oversee delivery and pick up.

Create, advertise and implement a prize schedule.

MINOR DUTIES AND RESPONSIBILITIES

Communicate progress with your PTO liaison and create Ada Connection posts/reminders

Attend the PTO kickoff meeting

Field questions and monitor progress

QUALIFICATIONS FOR THE JOB

Should be creative to devise prize schedule

Good organization skills needed for delivery and pick up plan

TIME COMMITMENT

Approximate time commitment is 15 hours over a period of time for the entire event.

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Signature

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Date

Tentative Timeline

August	Attend the PTO kickoff meeting
August	Facilitate a fall fundraiser committee meeting Contact Club Choice to confirm dates and packet delivery Determine prizes Update Kickoff Letter
September	Organize and distribute packets with kickoff letter Set up Promotional Table Put weekly reminders/posts in the Ada Connection
September	Gather a team of parents to review each order. The PTO treasurer and assistant treasurer should be invited
September	Schedule delivery of items with Club Choice Assist club choice with organizing pick up of items
October	Facilitate a fall fundraising committee meeting Discuss planning and organization of prizes
October	Report final profit numbers to the PTO and Ada Connection Put the prize results in the Ada Connection