

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

Job Title: Ada Christian School PTO Walk A Thon Chair/Co-Chair

GENERAL JOB DESCRIPTION

Walk A Thon 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 high energy and fun event.

MAJOR DUTIES AND RESPONSIBILITIES

Manage all aspects of the event planning process, including prize selection, collaboration with preschool teacher, school administration, and the printing company.

Recruit and manage volunteers.

Update letter to the teachers and envelope letter

Submit write ups for the Ada Connection promoting your event

Purchase freeze pops, gift cards, pizza, ice cream, small cups, etc.

Oversee count day.

Attend and oversee the event.

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.

Good time management and communication skills needed.

TIME COMMITMENT

Approximate time commitment is 17 hours over a period of months for the entire event.

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Signature

Signature

Signature

Date

Tentative Timeline

August	Attend PTO Kickoff Meeting
February	Meet with Julie DeKoster and PTO Liaison to discuss changes, verify date, and book conference room for count day
March	Prize determination and selection Revise envelope cover letter
March/April	Secure volunteers 6-8 for count day; 1 runner for water refill on the day of 6 for day of (2 in the kitchen and 2-4 hand out bracelets) Order Freeze Pops from Walmart Enough for the whole school but not preschool (check with Jen Gormley) They need a few weeks to freeze, the box needs to be opened, and need to be moved around to completely freeze
April	Order Collection Envelopes from Abby Printing (Mark 949-3400) Take last year's envelope as an example with a new typed letter attached Give Julie Dekoster the teacher letter for printing and distribution Ask Sharon DeJong for class lists and labels Order bracelets from oriental Trading Usually keep 6 boxes on hand (2-3 boxes if good weather and 5-6 boxes if raining and need to do it in the gym) Submit Ada Connection announcements to Sharon to run for 3 Wednesdays prior to the event Inquire about advertisement in Middle School Matters & Facebook
April/May	Label all the envelopes and distribute to the teachers approximately 2-1/2 weeks prior to the event Contact Jen Gormley about how preschool would like to participate Preschool usually organizes their own mini walk Remind Jen of the Wednesday deadline for all Thursday afternoon and Friday Classes. This really effects their prizes.
May	Purchase gift cards, prizes, and dixie cups (usually 2 per student) The day before the event - Count Day Usually 8-10AM in the conference room Supervise 6-8 volunteers how to count the funds raised Determine winners Fill water jugs and put them in the refrigerator Get walk schedule from Julie DeKoster The day of the event - Walk A Thon Day Set up bracelets, volunteers, and extra scissors Put water jugs and trash cans out on the field Hand out Prizes Turn in all expenses to the PTO for reimbursement Plan pizza and ice cream parties

