

SMCS PTO POSITIONS

Executive Board: Elected

President: Serve as leader and key contact for the PTO; preside at all PTO meetings; set yearly calendar of events; plan events, activities, and fundraisers; establish committees & appoint committee chairs.

Vice President: Act as an aide to the President; coordinate PTO membership; assemble the student directory; ideally is willing to serve as President in the future.

Secretary: Record & keep the minutes of all Executive Board, general, and committee meetings; helps prepare meeting agendas; send notices of meeting dates & times.

Treasurer: General bookkeeping, timely deposits, and issuing checks; coordinates handling and counting money for all fundraising activities; prepares monthly and quarterly financial reports.

Volunteer Coordinator: Recruit and organize volunteers for PTO events; maintain volunteer records; coordinate class parents.

Fundraising Committees: Appointed

Fall Auction: Coordinate all aspects of the Fall Auction: secure venue, maintain on-line auction software, solicit donations and sponsorships, assemble auction prizes, and create programs.

Soup Bowl: Coordinate all aspects of the Soup Bowl: solicit soups from vendors/restaurants; oversee event set-up, break down and clean up; recruit and schedule volunteers; coordinate ticket sales.

Carnival: Coordinate all aspects of the Spring Carnival: secure venue, inflatables, concession sales, food vendors, DJ, performers, crafters, and activities; solicit sponsorships; oversee event set-up, break down, and clean up.

SCRIPS Gift Cards & Shopping Rewards: Promote the program in school and church; recruit and schedule volunteers to sell at Masses; place orders; collect payment; distribute gift cards; keep inventory and accounting records; encourage participation in shopping rewards programs (Krogers, Lowes Food, Shoparoo, Amazon Smile, etc..)

Candy Sales: Schedule the Christmas and Easter Catalog sales dates; collect and process catalog orders; schedule delivery; distribute orders.

Book Fair & Christmas Shop: Schedule Fall/ Spring Book Fair and Christmas Shop dates; coordinate with vendors; oversee set-up and break down; recruit and schedule volunteers; coordinate teachers class schedules.

Box Tops: Manage collection and submission of Box Tops for Education labels; coordinate a reward/ incentive program to encourage participation.

Gator Pride Events: Schedule monthly fundraising nights at restaurants, Painting Nights, Trivia Nights etc...

Walk-a-Thons: Organize a fall walk-a-thon and Field Day walk-a-thon; coordinate the collection of pledges from students; solicit pledges/ donation from businesses; secure prizes for winners; recruit & schedule volunteers to assist the day of the event.

Uniform Exchange: Gather donations of used uniforms and spirit wear to sell at discounted price

Gator Gear - Coordinate the selection, design, ordering, inventory, and sales of school T-shirts and any related products.

Social Events Committees: Appointed

Class Parent: Inform parents of upcoming PTO events, activities, and fundraisers; assist in recruiting volunteers for PTO events; assist during PTO events and activities specific to that grade/ class. **One from each grade Pre-K3 – 8th grade to be appointed at beginning of year.**

Hospitality: Coordinate any hospitality activities including the Welcome Back Ice Cream Social; reach out to and welcome new families; act as key contact to new families.

Appreciation Ambassador: Organize monthly teacher appreciation activities & coordinate Teacher Appreciation Week in May; organize monthly student appreciate activities and Student Birthdays; organize volunteer appreciation activities.

Fellowship, Fun & Faith: Organize various fellowship nights throughout the year like Technology Nights, Science Nights, Literacy Nights, Potlucks, Faith Nights, etc..

Special Events: Assist in organizing events such as Parish Picnic, Fire Prevention Week, Red Ribbon Week, Bully Awareness Month, Veteran's Day, Mother's Day Tea, Catholic Schools Week, etc...

Publicity (outside communication): Create flyers for events; publicize events through church bulletin and various media outlets; write and submit press releases and articles for local newspapers and diocesan newsletter; attend school functions to take pictures.

Communications (in-house communications): Maintain PTO website, update social media accounts, and publish biweekly Gator Bites