



OFFICER AND COORDINATOR DUTIES

Organizational Structure:

[PTO EXECUTIVE BOARD POSITIONS ARE BOLD & UNDERLINED]

PRESIDENT

Fifth Grade Steering Chair
Parent Pack Coordinator

VICE PRESIDENT OF COMMUNICATIONS

McAlpine Minute Coordinator
School Sign Coordinator
Yearbook Editor

VICE PRESIDENT OF FUNDRAISING

Book Fair Chair
Easy Money Coordinator
Everyone Counts Campaign Coordinator
Eagles Night Out Coordinator
Spirit Night Out Coordinator
McAlpine Mile Fun Run Coordinator
Spirit Wear Coordinator

VICE PRESIDENT OF PROGRAMS

Character Education Coordinator

VICE PRESIDENT OF SPECIAL EVENTS

Fall Family Fun Night Coordinator
Hospitality Coordinator
Pizza & Picasso Coordinator
Someone Special Dance Coordinator

VICE PRESIDENT OF VOLUNTEERS

Kindergarten Coordinators
Media Center Coordinator
Room Parent Coordinator
Volunteer Registrar
Welcome Wagon Coordinator

VICE PRESIDENT OF BUILDINGS AND GROUNDS

SECRETARY

TREASURER & ASSISTANT/CO-TREASURER

President

The President is primarily responsible for parental and volunteer involvement in the school, as well as any advocacy efforts needed to impact school-related legislation at the local, state and national levels. The President serves the PTO, the school, and ultimately the students.

The President will serve as a member of the **PTO Executive Board**.

Responsibilities of the President include, but are not limited to:

- Agendas – Design and order agendas. Work with administration to estimate quantity and design needs.
- Office Supplies – Monitor stock and order all office supplies for the PTO room.
- Parent Packs – Organize, facilitate assembly, and distribute Parent Packs.
- Open House – Organize Open House by overseeing the set-up, clean-up, and elements of Open House.
- Curriculum Night – Assist Administration with check-in and facilitate the General Assembly PTO Meeting
- Dads Walk Your Child to School Day – Schedule and organize this event.
- Superhero Carpool – Schedule and organize these events.
- McAlpine Day Of Service – Work with Administration to determine needs.
- Quarterly Recognition Assemblies – Assist administration as needed
- Brownfield Eagle Excellence Award – Coordinate voting and announce the winner quarterly.
- School Leadership Team – attend meetings as PTO representative, report PTO highlights to SLT
- Annual Calendar – Prepare PTO calendar in coordination with administration. Maintain updates throughout the year and distribute as needed to PTO Executive Board and Administration.
- Monthly Executive Board Meetings – Schedule, prepare agenda for, and facilitate these meetings.
- Supplemental Requests – Present supplemental funding requests from staff to the Executive Board for a vote. Notify staff member of approval/disapproval. Facilitate purchase when needed.
- General Assembly Meetings – Schedule, prepare agenda for, and facilitate these meetings.
- Oversee & monitor all offices, chairpersons, events. Serve as ex-officio member of all committees.
- Meet with the principal regularly to determine concerns, ensure cooperation between PTO and school.
- Be familiar with PTO objectives, policies and mission as well as local and state bylaws.
- Represent the PTO at all times.

Positions reporting directly to the President*:

- Vice President of Communications
- Vice President of Fundraising
- Vice President of Programs
- Vice President of Special Events
- Vice President of Volunteers
- Vice President of Building & Grounds
- Secretary
- Treasurer / Assistant Treasurer
- Fifth Grade Steering Chair
- Parent Pack Coordinator

*If any of these positions are vacant, the responsibility for those job duties fall to the President.

Vice President of Communications

The Vice President of Communications will coordinate all efforts to communicate with McAlpine families, McAlpine staff, PTO members, and the media.

The Vice President of Communications will serve as a member of the **PTO Executive Board**.

Responsibilities of the Vice President of Communications include, but are not limited to:

- Create a schedule and process for communicating with PTO General Membership via email or hard copy newsletter.
- Work with President to communicate events and advocacy efforts to all PTO members.
- Work with PTO President and Secretary to edit and post content for PTO Website and Facebook.
- Oversee signage on the outdoor school marquee.
- Oversee Yearbook Editor in managing design, production and distribution of McAlpine annual Yearbook.
- Communicate with local media to pitch stories of interest about the McAlpine community if needed.

Positions reporting to the Vice President of Communications*:

- McAlpine Minute Coordinator
- School Sign Coordinator
- Yearbook Editor

*If any of these positions are vacant, the responsibility for those job duties fall to the VP of Communications.

Vice President of Fundraising

The Vice President of Fundraising is responsible for meeting all financial fundraising goals as set by the PTO Executive Board.

The Vice President of Fundraising will serve as a member of the **PTO Executive Board**.

Responsibilities of the Vice President of Fundraising include, but are not limited to:

- Organize, with volunteer assistance, all fundraising events and hitting all fundraising target goals.
- Work with Treasurer to count and deposit all money earned at fundraising events.
- Explore opportunities to raise additional funds for McAlpine.
- Reach out to local businesses to solicit corporate financial support of McAlpine events and programs.
- Support Vice President of Special Events in securing corporate sponsorships as McAlpine Sponsors.
- Work with Book Fair Coordinator to organize and market fall and spring Book Fairs.
- Oversee administration of Easy Money programs and provide support to the Easy Money Coordinator.
- Oversee the Everyone Counts Campaign and provide support to the ECC Coordinator as needed.
- Oversee Eagles Night Out programs at area restaurants and Spirit Night events with local sports leagues or entertainment venues, provide support to the ENO and Spirit Night Coordinators, and continually evaluate these programs to ensure that McAlpine is raising the most money possible from these.
- Oversee the coordination of the McAlpine Mile Fun Run, and work in support of the Boosterthon team and school administration to execute this program.
- Coordinate with the School Spirit Wear Coordinator to identify sales opportunities for items, such as Open House, Beginners Day, Fall Family Fun Night, etc. Work with Spirit Wear Coordinator designs and work with vendors to ensure timely delivery of these items.

Positions reporting to the Vice President of Fundraising*:

- Book Fair Coordinator
- Easy Money Coordinator
- Everyone Counts Campaign Coordinator
- Eagles Night Out Coordinator
- McAlpine Mile Fun Run Coordinator
- Spirit Night Coordinator
- Spirit Wear Coordinator

*If any of these positions are vacant, the responsibility for those job duties fall to the VP of Fundraising.

Vice President of Programs

The Vice President of Programs is primarily responsible for student enrichment opportunities.

The Vice President of Programs will serve as a member of the **PTO Executive Board**.

Responsibilities of the Vice President of Programs include, but are not limited to:

- Enrichment Assembly/Field Trip Planning – Work with administrators and grade level teaching teams to schedule grade-appropriate learning assemblies and field trips.
- Character Education Program – Provide PTO support to principal and counselor as they organize activities and programs around each month’s character traits.
- Recognition Assembly Planning – Work with staff and administration to provide the materials (ribbons, pins, etc.) for Student Recognition Assemblies.
- After School Clubs – Coordinate after school enrichment activities/opportunities as needed.
- Community Service – Work with administration to establish/facilitate community service projects as appropriate.

Positions reporting to the Vice President of Programs*:

- Character Education Coordinator

* If any of these positions are vacant, the responsibility for those job duties fall to the VP of Programs.

Vice President of Special Events

The Vice President of Special Events oversees all school-wide events and works with volunteers to implement staff appreciation efforts.

The Vice President of Special Events will serve as a member of the **PTO Executive Board**.

Responsibilities of the Vice President of Special Events include, but are not limited to:

- Create a **Special Events Committee** to help organize and implement all special events at McAlpine. Serve as Chair of that Committee and oversee and plan all special events as directed by the PTO Executive Board.
- Organize **Fall Family Fun Night**, from working with Vice President of Fundraising to secure sponsorships to establishing a Fall Family Fun Night Committee to oversee all entertainment, activities, raffle, and food vendors.
- Plan **Someone Special Dance**, from selecting date and marketing event to students, to hiring DJ and security officer.
- Create an arts night event, currently called **Pizza & Picasso Night**, each spring to celebrate arts and culture at McAlpine.
- Implement any **additional special events**, such as Bingo Night or Movie Night, approved by the PTO Executive Board to enrich the spirit of community at the school.
- Coordinate staff appreciation/hospitality programs and events with **Hospitality Chair** as needed. Specifically, provide support during planning and implementation of **Teacher Appreciation Week** and staff appreciation luncheons.

Positions reporting to the Vice President of Special Events*:

- Fall Family Fun Night Coordinator
- Hospitality/Staff Appreciation Coordinator
- Pizza & Picasso Coordinator
- Someone Special Dance Coordinator

* If any of these positions are vacant, the responsibility for those job duties fall to the VP of Special Events.

Vice President of Volunteers

The Vice President of Volunteers works with all PTO Executive Board and General Board officers and coordinators to fill volunteer needs.

The Vice President of Volunteers will serve as a member the **PTO Executive Board**.

Responsibilities of the Vice President of Volunteers include, but are not limited to:

- Help with the recruitment of volunteers for Executive and General Board positions.
- Screen all volunteers and ensure they are registered through CMS's online volunteer registration program. Maintain current database of all volunteers, including contact information and areas of volunteer interest.
- Oversee Kindergarten Coordinator, Media Center Volunteer Coordinator, Room Parent Coordinator, Volunteer Registrar, and Welcome Wagon Coordinator as needed.

Positions reporting to the Director of Volunteers*:

- Kindergarten Coordinator
- Media Center Volunteer Coordinator
- Room Parent Coordinator
- Volunteer Registrar
- Welcome Wagon Coordinator

* If any of these positions are vacant, the responsibility for those job duties fall to the VP of Volunteers.

Vice President of Building and Grounds

The Vice President of Building and Grounds is responsible for maintaining the campus at McAlpine to be sure the school looks welcoming and is in good repair.

The Vice President of Building and Grounds will serve as a member of the **PTO Executive Board**.

The Vice President of Building and Grounds responsibilities include, but are not limited to:

- Coordinate volunteers to help plant and maintain flowers and mulch/pine needles around the McAlpine building.
- Schedule and coordinate Campus Beautification Days to handle any small on-site projects, such as fence painting, playground and soccer field cleanup, seasonal planting, classroom repairs, etc.
- Make recommendations on how McAlpine can appear more welcoming and inviting to parents, students, and visitors.

Secretary

The Secretary will serve as a member of the **PTO Executive Board**.

The Secretary's responsibilities include, but are not limited to:

- Take minutes at all PTO Executive Board and General Membership meetings. Publish minutes of the PTO Executive Board each month for approval.
- Maintain ongoing attendance records at all meetings.
- Assist President in maintaining the PTO Calendar, Executive Board Directory, and PTO Job Descriptions.
- Have on hand for reference at each meeting a copy of the local bylaws and standing rules and the minutes of the previous meeting.
- Prepare a copy of General Board meeting minutes to be shown or distributed at General Membership meetings, if needed.
- Act as custodian of all records, except those specifically assigned to other PTO board members.
- With the Vice President of Communication, maintain a current list of PTO members, including all contact information for email newsletter distribution.

Treasurer

The Treasurer is responsible for ensuring the PTO is a good steward of membership and fundraising dollars.

The Treasurer will serve as a member of the **PTO Executive Board**.

The Treasurer's responsibilities include, but are not limited to:

- Maintain a separate bank account for PTO funds.
- Being present at McAlpine events involving any kind of financial transactions to verify, count and deposit money. Issue receipts for all funds received, which should always be counted in the presence of at least one other person.
- Record all monies received on the "Summary of Receipts" form and issue checks promptly.
- Pay all bills by check or debit/credit card.
- Make available the check request form by which PTO board members request reimbursement payment for all expenses. Issue reimbursement checks in a timely manner.
- Prepare monthly report of ongoing expenditures for presentation at PTO Executive Board meetings.
- Work with the Executive Board to prepare a budget for approval by the General Membership. Maintain the budget records on an ongoing basis.
- Give an up-to-date financial statement at all Executive Board meetings and all PTO General Membership meetings.
- File state and/or national tax forms in a timely manner.
- Participate in a monthly audit of PTO financial records.

Positions reporting to the Treasurer*:

- Assistant/Co-Treasurer

*Please note that if any of these positions are vacant, the responsibility for those job duties fall to the Treasurer.

Assistant/Co-Treasurer

This position serves as an assistant to the PTO Executive Board Treasurer.

The Assistant Treasurer will serve as a member of the **PTO Executive Board**.

Job responsibilities include, but are not limited to:

- Take all PTO deposits to the bank.
- Keep records and receipts of all deposits made.
- Please note that the Assistant Treasurer's name will be on the bank signature card.
- Assist Treasurer as needed, particularly when counting money at large McAlpine events.

Fifth Grade Steering Chair

This position begins in December of the *year preceding the Fifth Grade* and continues *through the end of the Fifth Grade year*. The Fifth Grade Steering Chair works with the Fifth Grade Team to organize all fundraisers and grade-wide events.

This position reports to the **President**.

Job duties include, but are not limited to:

- Work with teachers to plan, organize, and fundraise for the field trip to Washington D.C.
- Create and oversee fundraising opportunities for the Washington D.C. trip including, but not limited to:
 - Candy Cane Grams (December)
 - Food & Drink sales at Pizza & Picasso (April)
 - PJs & Popcorn (June)
 - Fall Fundraiser sales (Fall)
 - Drinks & Popcorn sales at Fall Family Fun Night (Fall)
 - Boo Grams (October)
 - Sweats & Sweets (December)
 - Spirit Rock (year-round)
- Work with room parents of all Fifth Grade Classes to recruit volunteers for various Fifth Grade events and fundraising opportunities.
- Work with teaching team and administrators to organize the Fifth Grade Graduation Ceremony and Celebration at the end of the year.

Parent Pack Coordinator

The Parent Pack Coordinator works with volunteers to oversee the parent information packs, which are packets of material sent home with students at the beginning of the school year. The bulk of duties for this job takes place from late July through the first few weeks of September.

This position reports to the **President**.

Job responsibilities include, but are not limited to:

- During the summer, the Coordinator will work with the PTO Executive Board and other PTO Coordinators to finalize a list of forms and documents that will be sent home to Open House (or first week of school).
- Parent Pack forms will include announcements of upcoming volunteer opportunities and payment/order forms for PTO-sponsored initiatives and items, like the yearbook, PTO membership, Fall Family Fun Night tickets/wristbands, etc.
- The Coordinator will work with volunteers and a member of the PTO Executive Board to process and tally the Parent Information Pack forms and money following distribution of the Packs. Coordinator will, with assistance from a PTO Executive Board member, prepare all monies for deposit.
- Coordinator will be at school regularly during the first few weeks of school to oversee opening and processing of Parent Packs and monies.

McAlpine Minute Coordinator

The McAlpine Minute Coordinator is responsible for publishing the McAlpine Minutes, a newsletter designed to keep members of the McAlpine community informed of events and activities.

This position reports to the **VP of Communications**.

Job responsibilities include, but are not limited to:

- Create and publish a weekly electronic newsletter (McAlpine Minute) containing important events and activities of interest.
- Create and publish special editions of the McAlpine Minute on an as-needed basis.
- Coordinate with the VP of Communications to compile contact information for parents and staff in order to disseminate the McAlpine Minute via email and in other digital forms.
- Serve as the main point person for all school administrators, teachers and PTO Board members who would like to get information distributed through the McAlpine Minute newsletters.
- Work with PTO Executive Board and Coordinators to promote all upcoming PTO events and announcements in a timely manner in the newsletter.
- Work with school administrators to promote school-wide events and school calendar information in a timely manner in the newsletter.

School Sign Coordinator

The School Sign Coordinator is responsible for promoting all PTO and school activities through the brick marquee in front of McAlpine.

This position reports to the **VP of Communications**.

Job responsibilities include, but are not limited to:

- Work with PTO Executive Board and Coordinators to promote all upcoming PTO events in a timely manner on the sign.
- Work with school administrators to promote school-wide events and school calendar information in a timely manner on the sign.

Yearbook Editor

The Yearbook Editor will oversee all aspects of McAlpine's annual Yearbook, from soliciting sales from McAlpine families to selecting a yearbook vendor to arranging picture layout.

This position reports to the **VP of Communications**.

Job responsibilities include, but are not limited to:

- Work with PTO Treasurer to set price for Yearbook.
- Create a Yearbook order form for inclusion in Parent Packs.
- Solicit Yearbook orders.
- Work with PTO President and Vice President of Communications to choose a Yearbook vendor.
- Solicit photos from all classes and design Yearbook layout online using digital Yearbook software.
- Work with vendor to publish Yearbook.
- Deliver and distribute all Yearbooks before the last day of school.

Book Fair Chairperson

The Book Fair Chairperson works with the assigned Book Fair Company Representative, school administrators, and the PTO President to facilitate Book Fairs in fall and spring.

This position reports to the **VP of Fundraising**.

Job responsibilities include, but are not limited to:

- Confirm dates with the Book Fair company.
- Create design and informational materials based on determined theme.
- Coordinate volunteers to ensure appropriate number of volunteers are on hand for set-up, preview days, selling days, and break down.
- Set up Book Fair before the Teacher Preview Luncheon/Event.
- Coordinate Teacher Preview event with Book Fair representative.
- Maintain book stock with reorders during the run of the fair.
- Pack up remaining books at the conclusion of the Book Fair.
- Prepare financial paperwork provided by book fair company and request final payment from Treasurer to be sent to book fair company.
- Plan to be present for the duration of the Book Fair. Hours are 7 a.m. – 3 p.m. each day of the Book Fair and the evening of the accompanying seasonal event--Fall Family Fun Night, Pizza & Picasso, Kindergarten Beginner's Day, etc.
- Be available for questions and concerns from volunteers, parents, and teachers during Book Fair hours.

Easy Money Coordinator

This Coordinator works with parents, students and teachers to publicize McAlpine's participation in "easy money" programs such as Box Tops for Education, Harris Teeter's Together In Education (VIC Card) Program, and AmazonSmile.

This position reports to the **VP of Fundraising**.

Job responsibilities include, but are not limited to:

BOX TOPS FOR EDUCATION:

- Communicate with teachers/staff at the beginning of the school year how often Box Tops will be collected and what method you'll be using to collect them.
- Create contests to encourage Box Top collections; chart collection data for each grade or class to determine participation.
- Collect Box Tops on a regular schedule and send them in for reimbursement, following all official Box Tops submission deadlines and guidelines outlined at www.btfe.com.
- Promote Box Tops App (new in 2019) to parents, as the program is converting to a digital platform.
- Track school earnings from BTFE to stay on target for annual fundraising goals.

HARRIS TEETER TOGETHER IN EDUCATION:

- Promote Harris Teeter VIC Card linking to all families and staff beginning in August.
- Collect VIC Card numbers from families & staff so you can link their cards to McAlpine for them through HT's TIE program website.
- Encourage families & staff to link their own cards to McAlpine themselves.
- Market the occasional TIE contests/promotions that Harris Teeter offers several times a year, to earn additional free money from Harris Teeter, outside of the standard TIE card-linking program.
- Track school earnings from Harris Teeter to stay on target for annual fundraising goals.

AMAZON SMILE:

- Promote shopping through the AmazonSmile site to all families and staff.
- Market AmazonSmile special promotions/earnings opportunities provide by Amazon several times a year to earn additional free money from Amazon, outside of the standard AmazonSmile program.
- Track school earnings from AmazonSmile to stay on target for annual fundraising goals.

Miscellaneous:

- Update Parent Pack flyer describing all Easy Money programs (August).
- Promote all Easy Money programs via regular McAlpine Minute emails, flyers, PTO Website, Facebook, school signs, etc. throughout the school year.
- Explore additional ways McAlpine could earn free money.

Everyone Counts Campaign Coordinator

This Coordinator is responsible for running McAlpine's annual Everyone Counts Campaign, a fundraiser which solicits monetary donations from McAlpine families to pay for PTO programs, books for the media center, field trips and many other areas CMS budget does not cover.

This position reports to the **VP of Fundraising**.

Job responsibilities include, but are not limited to:

- Coordinate all facets of the campaign, with assistance from the Vice President of Fundraising as needed.
- Work with PTO President, Treasurer and VP Fundraising to determine fundraising goal, and campaign start and end dates.
- Set participation incentives. Determine prizes for classrooms with highest level of participation. Work with vendors to find inexpensive incentive gifts for all donors, or for weekly raffle winners.
- Market goal and progress toward it through weekly communication with McAlpine families, teachers, and school administration through flyers and electronic communication.
- Seek opportunities to solicit donations, including encouraging giving during Fall Family Fun Night, Curriculum Night and other school-wide events that fall during Campaign time window.
- Track all donations through existing Excel spreadsheet, and process each donation in a timely manner with PTO Treasurer.
- Coordinate all matching gifts through online corporate gift administration program software.
- Send thank you note and/or incentive item to all families who donate.
- Maintain Everyone Counts Campaign bulletin board listing families who have given and tracking progress toward goal. Regularly update bulletin board and various school signs tracking progress toward overall goal and class percentage of participation.
- Provide weekly updates and raffle drawings on the Eagle Extra morning news program.
- Announce final numbers at First Quarter Recognition Assembly (or other appropriate events) as well as online and in the McAlpine Minute.
- Distribute tax letters to all individual donors (no later than January 31 each year) confirming their tax-deductible donation to McAlpine PTO as a 501(c)(3) not-for-profit organization.

Eagles Night Out Coordinator

The Eagles Night Out Coordinator works with local restaurants to find and schedule opportunities for McAlpine to raise money by dining out at specific restaurants.

This position reports to the **VP of Fundraising**.

Job responsibilities include, but are not limited to:

- Work with PTO President and contacts at designated food establishments to schedule the food fundraisers for the entire school year by mid-August and add them to the PTO calendar. Make sure there are no calendar conflicts with other school events.
- Find a contact person at each food establishment and stay in contact during the school year.
- Provide contact with McAlpine's tax ID and mailing address (some require check pick-up).
- Advertise the fundraisers to McAlpine students and their families. Distribute forms, stickers and email reminders on the day of the fundraiser via teachers to students and school's distribution list.
- Schedule volunteers to be on-site during each food fundraiser to track participation.
- Plan prizes for raffle winners and for the class with the highest attendance at each food fundraiser. Some food establishments will donate these prizes (gift cards, cookies for parties, etc.)
- Send thank you notes to food establishment owners when appropriate.
- Track earnings on food fundraisers and report these to the PTO Vice President of Fundraising. Based on this data, determine which food establishments to keep on the rotation. Explore additional opportunities as warranted.

McAlpine Mile Fun Run Coordinator

The McAlpine Mile Run Coordinator is responsible for organizing and implementing the McAlpine Mile, an annual fun-run fundraiser which takes place in the Spring.

This position reports to the **VP of Fundraising**.

Job responsibilities include, but are not limited to:

- Schedule date with Boosterthon representatives 9-12 months in advance of event. Include PTO President and school administration on communications with Boosterthon to prevent scheduling conflicts.
- Coordinate program elements and details with Boosterthon representatives, keeping applicable PTO Executive Board members and school administration informed.
- Work with Boosterthon Team in the weeks leading up to the Fun Run to coordinate all details.
- Involve Boosterthon Team in any other school events scheduled during the week of the Fun Run.
- Provide Boosterthon Team with the resources needed in order to successfully execute the Fun Run (communication means, contact information, space in the PTO room, etc.).
- Coordinate with PTO Treasurer to pay Boosterthon initial deposit and Boosterthon share of proceeds.
- Explore additional opportunities with new partners as warranted.

Spirit Night Coordinator

This Coordinator works with local sporting teams or other organizations to find and schedule opportunities for McAlpine to raise money by attending games or other events.

This position reports to the **VP of Fundraising**.

Job responsibilities include, but are not limited to:

- Work with contacts of designated sporting teams to schedule the fundraisers as soon as team schedules are announced. Make sure there are no calendar conflicts with other school events.
- Advertise the Spirit Night/Game events to McAlpine students and their families.
- Distribute event and ticket purchasing information via McAlpine Minute emails, flyers, PTO Website, Facebook, school signs, etc. for each event.
- Send thank you notes to organization owners when appropriate.
- Track earnings of these fundraisers and report to the PTO Vice President of Fundraising. Based on this data, determine which events to keep on the annual rotation.
- Explore additional opportunities with new partners as warranted.

Spirit Wear Coordinator

The Spirit Wear Coordinator manages vendor relationships, ordering, collecting payments and distribution of McAlpine Elementary Spirit Wear.

This position reports to the **VP of Fundraising**.

Job responsibilities include, but are not limited to:

- Choose a vendor to supply McAlpine Spirit Wear. Criteria include competitive pricing, quality clothing and professional service. Consult with PTO President when making this decision. It is advisable to obtain 2-3 quotes.
- Use the previous year's sales numbers and current stock to determine how many styles and sizes of clothing to offer, color choices, and price per item.
- Typically, the bulk of Spirit Wear will be offered at the beginning of the year. Spirit Wear may be ordered at other times throughout the year as demand warrants, but minimum orders must be confirmed with vendor for certain items before placing an order to ensure competitive/bulk pricing.
- Design an informational flyer and/or order form and distribute it in Parent Packs. Additional flyers/order forms may be distributed as needed (i.e., in November to capitalize on holiday sales.)
- McAlpine Spirit Wear includes House Shirts. The bulk of House Shirts are typically sold after new students/staff are sorted into McAlpine Houses during the first few weeks of school. House Shirts usually require a separate order form from general school Spirit Wear.
- Coordinate with VP of Communications to promote online Spirit Wear sales through the vendor website and/or PTO website.
- Sales may take place at Open House, Curriculum Night, Fall Family Fun Night, Kindergarten Beginners Day, and other events throughout the school year. The Spirit Wear Coordinator will determine sales opportunities and solicit volunteers to help staff Spirit Wear sales during these events.
- Direct committee volunteers in collecting payments, placing orders with vendors, and distributing/delivering McAlpine Spirit Wear to students.

Character Education Coordinator

The Character Education Coordinator supports McAlpine staff and administrators in implementing the Character Education Program, which is designed to incorporate strong character traits into the daily lives of McAlpine students.

This position reports to the **VP of Programs**.

Job responsibilities include, but are not limited to:

- Work with administration to schedule and plan quarterly Principal's Parties focusing on character education and/or House celebrations.

Fall Family Fun Night Coordinator

This Coordinator is responsible for all aspects of Fall Family Fun Night, with assistance from the Vice President of Special Events.

This position reports to the **VP of Special Events**.

Job duties include, but are not limited to:

- Work with Vice President of Fundraising, beginning in May, to make contact with potential sponsors. Secure sponsors and collect all contributions, sponsorship forms and logos. Prepare deposits as needed.
- Order sponsor banner and email all logos to PTO VP of Communications for inclusion on the PTO website (a benefit promised to all sponsors) and/or social media. After the event, send thank you letters to sponsors and encourage their support of next year's event.
- Work with Vice President of Special Events to form a Fall Family Fun Night committee (May).
- Select an event rental company and reserve rentals. Negotiate rental contract and coordinate payment. Select and reserve DJ. (June)
- Select and reserve food vendors and negotiate contributions percentages with them. (July)
- Update Parent Pack flyer. (August)
- Promote the event to all McAlpine students and families through posters, flyers, signage, emails, website, and PTO newsletter. Copy and distribute all flyers and event pre-order forms. Process pre-orders and prepare deposits. Coordinate volunteer roles and responsibilities. (September)
- Create and coordinate volunteer schedule for event night and set-up. (September)
- Prepare and mail thank you letters to raffle sponsors and food vendors. (October)
- Set-up, monitor and clean up event. Assist PTO Treasurer and PTO President in counting money at the end of the event.

Hospitality/Staff Appreciation Coordinator

This Coordinator works to support teachers and other staffers at McAlpine by providing treats and goodies throughout the year to make them feel appreciated.

This position reports to the **VP of Special Events**.

Job responsibilities include, but are not limited to:

- Host Welcome Back Luncheon week before school begins.
- Provide an array of snacks and beverages for the staff on one workday prior to the start of school.
- Provide a monthly birthday cake (1st Friday of each month) for staff.
- Provide lunch and desserts for the staff on the October workday.
- Coordinate food the "Sweet Treats for Teachers" day in December.
- Organize daily events for the staff for Teacher Appreciation Week.
- Host the Teacher Appreciation Luncheon.
- Coordinate Cafeteria staff brunch.
- Host Office Staff and Custodian lunches.
- Recognize school nurse on School Nurse Day.

Please note that all treats for staff can be homemade or store-bought, so this job can be as easy or as labor intensive as the Coordinator makes it.

Pizza & Picasso Coordinator

This Coordinator works to plan the annual Pizza & Picasso art “gallery crawl” event each Spring.

This position reports to the **VP of Special Events**.

Job responsibilities include, but are not limited to:

- Coordinate plans for Pizza & Picasso with Art Teacher, providing support in gathering, mounting, and displaying artwork for the event.
- Coordinate with *rising* 5th Grade Steering Committee to organize and manage food & drink sales.
- Promote the event to all McAlpine students and families through posters, flyers, signage, emails, website, and PTO newsletter. Copy and distribute all flyers and event pre-order forms. Process pre-orders and prepare deposits.
- Oversee pizza, drink, and baked goods sale with *rising* 5th Grade Steering Committee during the event.
- Schedule volunteers for set-up and clean-up. Ensure that *Rising* 5th Grade Steering has volunteers to manage food & beverage sales.

Someone Special Dance Coordinator

This Coordinator works to plan the annual Someone Special Dance each February.

This position reports to the **VP of Special Events**.

Job responsibilities include, but are not limited to:

- Coordinate plans for Someone Special Dance with VP of Special Events.
- Promote and manage RSVPs and fees for attendance.
- Oversee all aspects of decorations, food, beverage, and entertainment for the dance.
- Schedule volunteers to work shifts during the event, including set-up, decorating, sign-in, food & beverage management, assistance with photo booth, clean-up, etc.
- Monitor sign-in process at dance, ensuring capacity is within fire code limitations.

Kindergarten Coordinator

The Kindergarten Coordinator works with the Kindergarten teaching team to plan activities for students entering kindergarten.

This position reports to the **VP of Volunteers**.

Job responsibilities include, but are not limited to:

- Plan “**Popsicles on the Playground**” event to occur during Open House in August. Popsicles will need to be distributed during the designated time on the McAlpine Playground to all rising Kindergarten students.
- Order **Gingerbread Men Cookies** (prepackaged Little Debbie) for the Kindergarten Classes. These are used by teachers for a scavenger hunt activity (to acquaint students with school layout) on Staggered Entry days.
- Coordinate with Assistant Principal to organize a method for identifying **Kindergarten Bus Riders** (i.e., a ribbon attached to their backpack or a tag with bus lot number)
- Work with VP of Volunteers to organize volunteers for the first few weeks of school:
 - **Lunchroom Volunteers** – help Kindergarten students open lunch packages, navigate lunch lines, etc.
 - **Bus Lot Volunteers** – walk Kindergarteners from the bus lot to their classrooms
- Work with PTO President/Board to plan the **Boo-Hoo/Yahoo Breakfast** for Kindergarten parents on Friday of the first week of school (after the Staggered Entry Days).
- Organize a **Kindergarten Photo Frames** for Curriculum Night in September. Photographs of each Kindergartener will need to be taken, and inexpensive photo frames created for each student to be given to parents at Curriculum Night.
- Work with Administration and Kindergarten team to schedule and organize activities for both parents and children during **Kindergarten Beginner’s Day** in the Spring. Be on-site during Beginners Day to facilitate sign-in and to help ensure smooth flow of activities for parents and children.
- Plan any additional activities as determined to ensure kindergarteners have a smooth transition into kindergarten.

Media Center Volunteer Coordinator

The Media Center Volunteer Coordinator works closely with Media Center staff to provide volunteers to staff the library.

This position reports to the **VP of Volunteers**.

Job responsibilities include, but are not limited to:

- Coordinate and create a schedule of volunteers at the beginning of the school year.
- Volunteers are needed in the Media Center each day of the school year. Schedule volunteers on a weekly or bi-weekly basis in one- to two-hour shifts. Once a volunteer list is obtained (through Parent Pack volunteer interest form), contact each individual to determine which shift best suits his or her schedule and solicit additional volunteers to fill any remaining slots. Send reminder notes and schedule information to all volunteers.
- Hold training sessions, in coordination with Media Center staff, to familiarize volunteers with the duties required.

Room Parent Coordinator

The Room Parent Coordinator is responsible for helping appoint room parents for each classroom, and for communicating with those room parents in a timely and effective manner to help disseminate information about happenings at McAlpine.

This position reports to the **VP of Volunteers**.

Job responsibilities include, but are not limited to:

- Provide Room Parent sign-up sheets at Open House in August for each classroom teacher. Use these interest sheets to assign Room Parents (or solicit volunteers) for each classroom. Hold an initial meeting in September with all Room Parents to outline responsibilities and expectations of the position.
- Send timely informational updates to Room Parents for dissemination to the families in their classrooms.
- Serve as the main point person for all school administrators, teachers and PTO Board members who would like to get information to the entire school through Room Parent emails.
- Have master copies of each class's Room Parent information, including beginning of year sign-up sheets for all parties, events and class email distribution information to be given to each Room Parent at the introductory meeting.
- Work with the Hospitality Coordinator to lend support during Teacher Appreciation Week events.

Volunteer Registrar

The Volunteer Registrar is responsible for logging contact information for all volunteers and distributing potential volunteer names and information to PTO Board Members as needed to staff programs and events.

This position reports to the **VP of Volunteers**.

Job responsibilities include, but are not limited to:

- As volunteer forms are completed and returned, take them from the Volunteer Forms mailbox and from online entries (Pay4SchoolStuff) and enter them into a master database/spreadsheet of volunteers. Include the volunteer's name, phone number(s), and email address. This should be done in a timely manner, as we need many volunteers early in the year to plan events.
- Organize volunteers on the spreadsheet by committee and create a spreadsheet for each Committee Coordinator. Share the spreadsheet with the Committee Coordinator as quickly as possible so he/she can make sure their committee is fully staffed.

Welcome Wagon Coordinator

The Welcome Wagon Coordinator works to lead school tours as well as support families at McAlpine, whether they are new to the school or existing families going through crisis.

This position reports to the **VP of Volunteers**.

Job responsibilities include, but are not limited to:

- Coordinate all school tours for potential students and their families.
- Work with administration to contact any families who move or transfer to McAlpine Elementary during the school year, as needed. Coordinator can reach out to the family to ensure they've received a PTO Parent Pack and answer any questions the family has about their McAlpine experience.
- Work with administration and school counselors to assist with any McAlpine families who go through a crisis to help determine appropriate ways for the McAlpine community to support the family.