



Updated: 1/19/24

## Fox Hollow PTO Positions

(In depth descriptions – see PTO by-laws for more detailed descriptions of Vice President/Board Positions)

### PTO President

- **PTO President Elect:** Shadow the current president during their final year as president, and work towards a smooth transition by the school year. Begin 2 year elected term the following school year.

**Secretary:** To record, transcribe, and distribute the minutes of all Executive Committee and General Meetings. Maintain and archive meeting minutes on the PTO website for the general public. Produce PTO email blast to keep parents up to date on news and upcoming events. Work with the Social Media Chair to get important messages out to the school community.

- **Chair - Social Media:** responsible for handling social media accounts to include Facebook, and Instagram to help build PTO communication with parents and the Fox Hollow community. Maintain and update the PTO's website: [FoxHollowPTO.org](http://FoxHollowPTO.org)

**Treasurer:** The Treasurer's role includes the following responsibilities: To receive, deposit and disburse the funds of the organization. Prepare the annual budget and compare actual to budgeted numbers on a monthly basis to share at board meetings. Annually, register the organization as a Charitable Organization, file all annual financial statements/tax returns, complete the annual Sales Tax Return, complete any required 1099's & 1096 summary report. The Board member should attend PTO Board meetings, PTO sponsored events as available, and read and review Parents' Council website, Handbook, training materials and be familiar with the PTO Bylaws and Cash/Credit Card/ Check Handling Policy.

- **Treasurer Elect:** The Treasurer-Elect will attend all Executive Board and General meetings. They will shadow the Treasurer in order to prepare and assume the Treasurer role the following school year. They will also preside in the absence of the Treasurer.

**VP of Hospitality:** Responsible for recruiting chairpersons for each committee detailed below and to contact those chairpersons before Executive Board meetings to: 1) determine the status of their committees, 2) update Board in person or by report of information from chairpersons regarding committee status, and 3) remind chairs to submit information for school/PTO publications. The VP of Hospitality and chairpersons must follow budgets set forth for each event and follow money policy for handling and reimbursements. Responsible for coordinating with the VP of Communications on any PTO-related Staff Events (ie. Staff Luncheons) that Staff need to be aware



of through the Principal's Staff Newsletters. Coordinate with the Principal on updating and creating new Staff Favorite Things Lists for Fox Hollow Families to use for appreciation ideas. The VIP of Hospitality is also responsible for determining monthly VIP Parking Spot winners from the Staff via name drawings or contests (ie. guess how many skittles in a jar).

- **Chair(s) - Room Parent Liaison:** The role of the Room Parent Liaison is to be the communication bridge between the PTO and Room Parent Volunteers. The Room Parent Liaison's first duty is to coordinate with the classroom teachers (through the Principal) to have them ask for Room Parent Volunteers. Update Room Parent Volunteer Handbook, as needed. Once Room Parent Volunteers have been determined, organize and host the Room Parent Coffee to welcome Room Parent Volunteers and discuss Room Parent expectations (ie. classroom parties, teacher gifts). Follow designated budget to purchase food and beverages needed for Room Parent Coffee. Throughout the school year, the Room Parent Liaison will coordinate with Room Parent Volunteers on pre-approved classroom communication letters and any volunteer opportunities for PTO-sponsored events. The Room Parent Liaison is also responsible for coordinating with the Principal on any new Room Parent to Classroom Parent communication letters.
- **Chair(s) - Staff Luncheon (Fall/Spring):** Responsible for organizing and hosting Staff Luncheons during Fall Conferences (in November) and Spring Conferences (in March). Responsibilities include the following: design a theme and menu for the luncheon, create a SignUpGenius of potential food/beverage and item donations needed that Fox Hollow Families may be able to contribute, follow designated budget to purchase items needed for luncheon, setup prize drawing for Staff, and prepare, decorate, setup, and serve Staff members the day of the luncheon with help from Parent Volunteers.
- **Chair(s) – Kindergarten Coffee (August):** Responsible for organizing and hosting the Kindergarten Coffee to welcome Kindergarten Families on the first day of Kindergarten (in August). Responsibilities include the following: create invitation for Kindergarten Coffee event and provide to the Principal, coordinate with the contact at Nothing Bundt Cakes to provide Bundtins for the event, follow designated budget to purchase additional food and beverages as needed, and prepare, decorate, setup, and serve Kindergarten Families on the day of the coffee with help from Parent Volunteers.
- **Chair(s) – Veterans Day Tea (November):** Coordinate with the Principal and the Veterans Day Staff Committee to assist in the Veterans Day Celebration event (in November). Specifically, the chair is responsible for organizing and hosting the Veterans Day Tea to provide refreshments for the Veterans and their Families. After the Tea, the Principal and Veterans Day Staff Committee will organize a school-wide Parade and Assembly for the Veterans and their Families and the chair may be asked to assist in this effort. Responsibilities for the Tea include the following: manage a Google Form for Veterans to



sign up to attend the celebration event and provide attendee information to the Principal, coordinate with the contact at Nothing Bundt Cakes to provide Bundtinis for the event, follow designated budget to purchase additional food and beverages as needed, coordinate with Fox Hollow Girl Scout Troop Leaders to have their troops assist in serving the Veterans and their Families on the day of the Tea, and prepare, decorate, setup, and serve Veterans and their Families on the day of the Tea with help from Parent Volunteers.

- **Chair(s) – Staff Appreciation Week & Lunch (May):** Responsible for organizing activities and treats for all Staff members throughout the week of Staff Appreciation Week (in May). Coordinate with the Principal on which day they will provide a treat for Staff members and create events for the other four days. Design a theme and schedule of events for the week, including the Principal's Day. Follow designated budget to purchase items needed for activities/treats during the week. Provide suggested ideas for Fox Hollow Families to show appreciation for the Staff during that week. Design and decorate school (ie. main hallway, staff doors, etc.) based on the designated theme with the help of Parent Volunteers. A Staff Luncheon is included as one of the events for the week. Responsibilities for the Staff Luncheon include the following: design the menu for the luncheon based on the designated theme, create a SignUpGenius of potential food/beverages and item donations needed that Fox Hollow Families may be able to contribute, follow designated budget to purchase items needed for luncheon, setup prize drawing for Staff, and prepare, decorate, setup, and serve Staff members the day of the luncheon with help from Parent Volunteers.

**VP of Social Events & Co-Chair** Chair and co-chair share social event responsibilities for the school and community events. These events include, but are not limited to, Welcome Back Night, Trunk or Treat, Donuts with Dear Ones, and Fox Trotters. They are there to support and assist each event chair with their events as needed. Help coordinate, plan, market, and execute the events as needed. Chairs attend monthly PTO meetings.

- **Chair(s) – Welcome Back Night (August)** Coordinate with the school to host a welcome back night for all students and families. Organize set up and break down, coordinate vendors and volunteers. Communicate with the VP of Social Events & Social Media for marketing.
- **Chair(s) – Donuts with Dear Ones (Fall/Spring)** School wide event which occurs before school starts. Students can enjoy a donut with their loved ones before drop off. Coordinate and pick up donuts from a local shop, set up the event, tear down the event, and organize volunteers. Communicate with the VP of Social Events & Social Media for marketing.
- **Chair(s) – Trunk or Treat (October)** Community wide event. Advertise event information to get people to sign up to decorate a trunk. Organize volunteers, coordinate with the Principal, get candy donations & pizza. Communicate with the VP of Social Events & Social Media for marketing.



- **Chair(s) – Foxtrotters (March):** Event organizer for the basketball game between the 5th graders and Fox Hollow teachers. Order t-shirts, coordinate with the school Principal, book space with Grandview HS, get volunteers, supplies for snack/vendor & ticket tables. Communicate with the VP of Social Events & Social Media for marketing.

**VP of Communications:** Serve as chairperson for PTO communications to the school/community which include: Google Drive and HOA Newsletter. Serve as a link/co-chairperson for PTO communications to the school/community which include: Student Directory, School Yearbook, and Photography. Manage communications from PTO to Fox Hollow staff which include: Approval requests for the principal, Fox Files newsletter, schoolwide text requests and marquee requests. Maintain regular communications and provide support to the chairpersons that fall under communications. Act as a liaison between the chairpersons and the Board.

- **Chair – Student Directory:** Coordinate with the Fox Hollow front office staff, principal and VP of PTO Sponsorship to create a digital (PDF) Student Directory featuring student and family contact information, sponsor logos, 5<sup>th</sup> grade cover art, and other general information to be provided to all Fox Hollow staff, students and families.
- **Chair – School Yearbook:** Coordinate with photography chair to ensure adequate photo coverage is taken throughout the school year. Market and advertise to gain yearbook sales throughout the school year. Work with the yearbook company, front office and 5th grade teachers to assemble and publish the yearbook. Manage distribution of yearbooks at the end of the school year.
- **Chair – Photography:** Photograph and/or manage the photography coverage of school-wide events including PTO events as well as classroom, recess, clubs & after school activities for the yearbook chair to use for the yearbook. Keep all pictures organized in Google Drive in appropriate folders.

**VP of Sponsorships:** Once a sponsoring person or companies have purchased a sponsorship level from our PTO sponsorship package, the VP of Sponsorship maintains correspondence with sponsors throughout the year or quarter sponsored by phone or email including welcome donation tax letters, quarterly communications, and ensuring all fees have been received per any special agreements. Ensures that the sponsorship package items are met for all sponsors for the year including working with the Social Media chair on the inclusion of logos on the website and newsletters, working with the Student Directory and School Yearbook chairs to ensure logos and ads for sponsors are included in these publications, and ensuring that the correct sponsors are included on flyers and advertising items for PTO sponsored events. Responsible for ordering and hanging banner from CCSD print services for yearly sponsors that is displayed in front of school. Assisting as needed with PTO events throughout the year. This position can be completed exclusively from home with the exception of attending monthly board meetings.



### **Vice President of Fundraising**

Oversee and assist event and program chairs in all Fox Hollow PTO fundraising activities, including Running to the Max, Fund\$ for Excellence, the PTO sponsorship program, fundraising nights, spirit wear, yearbook sales, educational box sales and ongoing school fundraisers (King Soopers, American Furniture Warehouse, Box Tops, Milk for Moolah). Communicate with the PTO board and Fox Hollow staff about upcoming school fundraising opportunities. Continue to nurture relationships with current sponsors and secure new sponsorships with local businesses. Support event chairs in collecting gift cards and gifts in kind on an as-needed basis. Much of this work can be done at home, but will require visiting local businesses and assisting at school fundraising events. Training and support is available.

- **Chair (s) - Running to the Max:** Plan and implement Running to the Max, with help of PTO board, Fox Hollow staff, parent volunteers and with procedures implemented in preceding years. Develop a Running to the Max committee and lead regular planning meetings, starting in the spring. Responsible for finalizing and implementing marketing plan, budget, prize structure, volunteer signup, donation platform and calendar for the event, with input from principal, Fox Hollow staff and PTO board members. Set up online donation platforms and order t-shirts, supplies and marketing print material according to budget. Promote event at Fox Hollow events and through all marketing avenues to students, parents, Fox Hollow staff and community members. Make preparations for students to receive their t-shirts and lap cards before the run. Plan logistics for run day, including volunteer sign ups. Continue to promote fundraising efforts throughout the week after the run. Deliver prizes and obtain parent consent forms, if needed.
- **Chair – Spirit Wear:** Communicate with our vendor, SpiritWear Direct, to create designs for our online store. Create flyers to send home/out online to promote spirit wear and school wide spirit days. Manage and promote the two groups, schoolwide, orders that take place, one in the Fall and one in the Spring.
- **Chair – School Tool Box :** (Begin in January) Work with office staff to obtain updated supply lists. Send list to vendor for price quotes. Decide with the PTO President when the sale will begin and end. Distribute flyers to students. Confirm delivery timeline with vendor and schedule a distribution date with Principal, typically August, the Thursday before school begins. Organize volunteers to help distribute ordered kits to classrooms so they are waiting for students on the first day of school.
- **Chair(s) Fund\$ for Excellence:** Plan, market and implement Spring Fund\$ for Excellence Fundraiser, either a Read-a-thon or a Math-a-thon. Produce marketing material and student packets for the event. Arrange agreement and platform for online tracking and donation collecting (Pledgestar). Communicate with the treasurer regarding income/expenses and



deliver all checks and cash to the treasurer. Set up prize structure, with input from Fox Hollow staff. Deliver prizes and assist teachers in scheduling prize experiences following the program. This is a great position for someone who needs to be at home. Training and support is available.

- **Chair – Spirit Rock:** Manage the SignUp Genius for Spirit Rock, respond to parent/guardian email inquiries and questions. Address any issues that might arise (someone needing to change their sign up due to weather, someone painted too early, etc.) and create flyers to send home/online to promote Spirit Rock.
- **Chair – Spirit Nights:** In charge of setting Spirit Night dates for the upcoming school year and marketing them to the school community with use of flyers, posters, and yard signs. Coordinating with Social Media and Fox Hollow front office staff for posts online.
- **Chair – Community/Loyalty Rewards:** We need You to encourage participation in community rewards programs by getting creative! Responsibilities include advertising programs with flyers, facebook posts, newsletters and setting up contests to get more signups or looking into new participating programs. Current retailers include King Soopers, American Furniture, Milk for Moolah and Box\$ Top\$. The more parents that sign up for these programs and participate the more donations submitted to Fox Hollow.

### **VP of Community & Wellness**

Serves as Link/Co-Chair for events that are “Wellness” in nature which include: Food for Friends, the Garden, Community Clean-up, PIN and District Accountability Representative. Responsible for recruiting chairpersons for each committee detailed above as well as updating the Board on committee status. The Board member should attend PTO Board meetings, PTO sponsored events as available, and read and review Parents’ Council website, Handbook, training materials and be familiar with the PTO Bylaws and Cash/Credit Card/ Check Handling Policy.

- **Chair(s) – Community Garden:** Oversee the planning, planting, maintaining, harvesting, and communication related to the garden. This includes a school-wide Plant Day in May, summer maintenance, and fall educational programs. You will create the design and schedule for Plant Day, solicit donations, and work with classrooms and parent volunteers to plant the garden. Over the summer you will organize a group of volunteers to maintain the garden. During the fall you will oversee educational programs such as our annual Sunflower Seed Harvest project in addition to other programs sponsored by PTO or requested by classrooms. Additionally, you will work with philanthropic groups such as Boy/Girl Scout troops that have interest in volunteering in the garden. This program runs from May to late October.
- **Chair(s) – Food for Friends:** Oversee the food collection, distribution, and classroom participation of our food pantry. Organize Fall and Spring week long food drives, stock and sort the pantry, and work with school social workers at both FHE and our partner school to



provide food bags to those in need. Additionally, you will work with philanthropic groups such as Boy/Girl Scout troops that have interest in volunteering and contributing to the program. This program runs from September to May taking breaks when school is not in session.

- **Chair – PIN Representative:** The Chair is the connection between the PIN (Parent Information Network) and the school community. Responsibilities include the following: advertise 1 week prior to the PIN meetings via signs, emails, school newsletter, and social media, attend District PIN monthly meetings (set by the District September-May), and share with the VP to report to the board.
- **Chair – District Accountability Representative:** Attend District Accountability Meetings monthly meetings (set by the district September-May) and share with VP to report to board
- **Chair(s) – Community Clean-up:** Organize our annual outdoor clean-up that is held the week prior to school starting. You will be asked to create a signup that is shared with our FHE community as well as Liberty Middle School and Grandview High School National Honors Society Students in need of community service hours. During the clean-up, volunteers are asked to pick up trash, pull weeds, trim overgrown bushes/trees, and sweep walkways. Volunteers will bring their own equipment. PTO will provide donuts/water. This is a one day 2-hour long event in August.