

Fox Hollow Elementary

OPEN PTO Positions for 2023/24 SY

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

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.

Co-Chair - 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.

Co-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 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.

Co-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.

Co-Chair - 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.

Co-Chair - Staff Luncheon (Fall/Spring)

Responsible for organizing and hosting Staff Luncheons for Back-to-School (in September) and Valentine's Day (in February). 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 can contribute, follow designated budget to purchase items needed for luncheon, setup prize drawing for Staff, and prepare, setup, and serve Staff members the day of the luncheon with help from Parent Volunteers.

Co-Chair – 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 for Nothing Bundt Cakes to provide Bundtinis for the event, follow designated budget to purchase additional food and beverages as needed, decorate event space, and prepare, setup, and serve Kindergarten Families on the day of the coffee with help from Parent Volunteers.

Co-Chair – Stock-the-Fridge/Conference Week (Fall/Spring)

Responsible for organizing snacks for Staff throughout the week of Fall and Spring Conferences (Fall - November and Spring - March). Responsibilities include the following: create a SignUpGenius of potential snack donations needed that Fox Hollow Families can contribute, prepare and set up baskets for snack table and in Staff refrigerator, manage snack quantities

each day so snacks can last throughout the entire week of conferences, and replenish snacks each day from Community provided donations, as needed (in morning, afternoon, and end of school day).

Co-Chair – 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 for Nothing Bundt Cakes to provide Bundtins for the event, follow designated budget to purchase additional food and beverages as needed, decorate event space, and prepare, setup, and serve Veterans and their Families on the day of the Tea with help from Girl Scout Troops.

Co-Chair – 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 – 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/waters. This is a one day 2-hour long event in August.

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.