

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**

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 Social Media Chair to get important messages out to 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

Treasurer: The Treasurer's role includes the following responsibilities: To receive, deposit and disburse the funds of the organization. To maintain accurate records of all financial transactions. To share financial year to date reports at monthly board meetings and general meetings. Prepare the annual budget and compare actual to budgeted numbers on a monthly basis. To register the organization as a Charitable Organization in the State of Colorado with the Secretary of State. To file all annual financial statements/tax returns and schedules with the Internal Revenue Service and the Colorado Secretary of State. Complete the annual Sales Tax Return due to the Colorado Department of Revenue. Complete any required 1099's & 1096 summary report for Independent Contractors to the IRS. Read and review Parents' Council website, Handbook, training materials and be familiar with the PTO Bylaws and Cash/Credit Card/ Check Handling Policies. All financial records for the year will be submitted for examination and certain documents are required to be submitted to the Treasurer of CCSD Parents' Council.

- **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

- **Chair(s) - Room Parent Liaison**
- **Chair(s) - Staff Luncheon (Fall/Spring)**
- **Chair(s) – Kindergarten Coffee (August)**
- **Chair(s) – Stock-the-Fridge/Conference Week (Fall/Spring)**
- **Chair(s) – Veterans Day Tea (November)**
- **Chair – VIP Parking**
- **Chair(s) – Staff Appreciation Week & Lunch (May)**

VP of Social Events & Co-Chair

- **Chair(s) – Welcome Back Night (August)**
- **Chair(s) – Donuts with Dear Ones (Fall/Spring)**
- **Chair(s) – Trunk or Treat (October)**
- **Chair(s) – Penguin Patch Holiday Shop (December)**
- **Chair(s) – Foxtrotters (March):** Event organizer for the basketball game between the 5th graders and Fox Hollow teachers. Order t-shirts, coordinate with school Principal, get volunteers, supplies for snack/vendor & ticket tables. Communicate with VP of Social Events & Social Media for marketing.

VP of Communications

- **Chair – School Directory**
- **Chair – Yearbook**
- **Chair – PTO Bulletin Board**
- **Chair – Google Drive**
- **Chair – Digital Marquee**
- **Chair – HOA Liaison**
- **Chair – Photography**

VP of Sponsorships

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 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**
- **Chair – Spirit Wear**
- **Chair – School Tool Box**
- **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 treasurer regarding income/expenses and deliver all checks and cash to treasurer. Set up prize structure, with input of 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**

- **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 to 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

- **Chair(s) – Community Garden**
- **Chair(s) – Food for Friends**
- **Chair – PIN Representative**
- **Chair – District Accountability Representative**
- **Chair(s) – Community Clean-up**