

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(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.

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.