

# **BLUE OAKS PTC**

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## PTC CHAIR DESCRIPTIONS

### ADULT EVENT:

### BEAR JAMBOREE COORDINATOR/S:

### BOOK FAIR COORDINATOR/S:

- Primary contact for Scholastic regarding book fair, vouchers & book profit
- Responsible for the setup, running and breakdown of the fair/s
- Work with Volunteer Coordinator to schedule volunteers
- Plan & market all events that are part of the Book Fair (staff preview, One-for-Books, Lunch with Someone Special, etc)
- Coordinate fall Book Fair with Bear Jamboree Committee
- Track financials and complete financial form. Make sure Treasurer receives copy and pays invoice
- Work with President to spend earned Book Fair profit and vouchers
- Create flyers and advertisements for the Book Fair
- Email a copy of all forms, flyers and reminders to the Media Coordinator for inclusion in the eNews, website and Facebook page

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- Report results, activities and recruitment at monthly PTC meeting if asked

## **BOX TOPS COORDINATOR:**

- Establish contact with Box Top website
- Become familiar with Box Tops rules and timelines
- Create Box Top flyer and reminders
- Email copy of the information to corresponding VP and Media Coordinator for inclusion in the eNews, website and Facebook page
- Monitor collection containers in the front office at bi-weekly
- Trim all Box Tops to acceptable standards according to Box Top guidelines
- Send Box Tops to the corporate office in a timely manner before the deadline
- Keep track of incoming check/amount and delivery and reports this to the President
- Report income and activity at monthly PTC meeting if asked

## **DINNERS OUT ORGANIZER:**

- Determine locations and communicate options to President and coordinating VP
- Contact locations to confirm the hours of promotion and percentage offered
- Create, copy and distribute monthly Dinners Out reminder flyers
- Email a copy of the flyer to Media Coordinator for inclusion in the eNews, website and Facebook page
- Post reminder signs on day of event around campus
- Contact location 2 days prior to check in
- Check in with location the day after the event to determine check amount and pickup
- Report at PTC meetings Dinner Out results and upcoming venues (or provide that info to corresponding VP to present)

## **ESCRIP COORDINATOR:**

- Acts as liason between eScrip organization, participating merchants and Blue Oaks PTC



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- Choose, with approval of PTC board, which eScrip fundraising opportunities will be promoted and participated in. Primarily Safeway (with other options)
- Inform Blue Oaks school community about eScrip fundraising opportunities; create, copy and distribute flyers and email a copy of all forms, flyers and reminders to the Media Coordinator for inclusion in the eNews, website and Facebook page
- Encourage enrollment and participation in eScrip. Includes conducting promotions to encourage enrollment, especially at Kindergarten orientation and Back-to-School night
- Ensure annual renewal by all enrolled supporters in the Safeway Club Card program (currently November 1<sup>st</sup> deadline)
- Track contribution amounts as needed for PTC meeting reports or to match deposit amounts with bank statements per PTC Financial Secretary or Treasurer request
- Maintain eScrip online account and record keeping at [www.eScrip.com](http://www.eScrip.com)

## LEARN TO EARN ORGANIZER:

- Work with the bank and the school to determine banking days
- Provide the PTC President and Principal with the calendar
- Provide information and forms at Kindergarten orientation and Back-to-School night
- Create a flyer or coordinate to update past flyer
- Setup and staff the banking day program on approved dates
- Put out banking day banner
- Work with the bank to deposit funds and make sure our children's funds are secure
- Report numbers to the President on a quarterly basis for meeting reports

## PANCAKE BREAKFAST CHAIR/S:

- Responsible for the setup, running and clean-up of the event
- Schedule pre-sale dates
- Create, copy and distribute flyers and posters
- Email a copy of all forms, flyers and reminders to the Media Coordinator for inclusion in the eNews, website and Facebook page

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- Establish contact with persons and/or businesses for donations
- Work within budget to purchase needed items
- Work with PB committee and PTC classroom reps regarding baskets for auction/raffle
- Work with Volunteer Coordinator and Student Council leaders to schedule volunteers and items to borrow
- Keep organized records of sales, submit financial records to Treasurer

## **SKATE NIGHT/FAMILY FUN NIGHT ORGANIZER:**

- Confirm Skate Night date and times two weeks prior to previously scheduled Skate Nights
- Create and distribute Skate Night flyers and reminder stickers
- Email a copy of the flyer to the Media Coordinator for inclusion in the eNews, website and Facebook page
- Hang Skate Night banner before 8:00am on the day of Skate Night and remove it that evening
- Attend all Skate Nights and serve as on-site liaison, keeping PTC President and Principal updated on any issues that arise
- Collect the check from the manager and give to Treasurer
- Organize with the help of the Student Recognition Coordinator the last Skate Night and it's 5<sup>th</sup> grade student recognition and send off

## **SPIRIT WEAR COORDINATOR:**

- Meet with President before school starts and quarterly to review pricing, inventory, quantities needed, order lead times and ideas for new items
- Email a copy of all forms to the Media Coordinator for inclusion in the eNews, website and Facebook page
- Update Spirit Wear form and advertising flyers accordingly and distribute to students
- Attend kindergarten orientation and Back-to-School night for Spirit Wear sales
- Maintain inventory of Spirit Wear supplies and assure they are properly stored
- Receive all inventory, count and itemize delivery



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- Turn invoice in to the Treasurer
- Keep detailed records of sales, fulfillment, invoices and inventory
- Fill Spirit Wear orders and deliver to students in a timely manner

## **STAFF APPRECIATION CHAIR/S:**

- Create and oversee the staff appreciation program - monthly and/or quarterly recognition of the staff
- Meet with VP and/or President to review program, budget and get approval
- Recruit and communicate with staff appreciation volunteers
- Coordinate volunteers to help with program
- Coordinate holiday and staff appreciation week luncheon

## **STUDENT RECOGNITION CHAIR:**

- Keep account and assist the Principal with purchasing monthly prizes for Bear Hugs
- Assist the office staff with Bear Hug preparations
- Set up the Bear Hug Store each month
- Work with the President to coordinate small gifts for people to be presented at the general PTC meetings
- Assist the office staff with 4<sup>th</sup> and 5<sup>th</sup> grade recognition prizes, certificates & program
- Work with the Skate Night Coordinator to prepare 5<sup>th</sup> grade recognition at last Skate Night
- Make sure Buddy the Bear attends every community building activity and all-school-sings
- Assist President as needed

## **TILES-FOR-TECHNOLOGY CHAIR/S:**

- Schedule, organize and plan painting days throughout the year
- Create, copy, distribute and collect informational flyers for pre-orders
- Email a copy of all forms, flyers and reminders to the Media Coordinator for inclusion in the eNews, website and Facebook page

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- Order and maintain appropriate supplies (tiles, paints, brushes, glaze, etc...)
- Help recruit volunteers for assistance with set-up and clean-up of painting days
- Run the painting days
- Glaze finished tiles
- Transport tiles to and from the firing location
- Coordinate and assist in installation of tiles onto Blue Oaks campus planter boxes

## **WALK-A-THON COORDINATOR/S:**

- Establish contact with donation partner
- Coordinate kick-off assembly
- Create, copy and distribute flyers and posters for the event
- Email a copy of all forms, flyers and reminders to the Media Coordinator for inclusion in the eNews, website and Facebook page
- Secure prizes
- Secure donation envelopes for entire school
- Coordinate the preparation of lap cards for each student and staff member
- Work with Volunteer Coordinator to help recruit volunteers for the event
- Work with teacher rep as your liaison to staff
- Track donations received for each student & class. Prepare financial records for Treasurer
- Secure a beverage donation
- Secure music, sound system and MC for the event

## **WEBMASTER:**

- Work closely with the Media Coordinator to post school and PTC information on the website and Facebook page
- Update PTC website weekly, adding and altering such things as: monthly PTC meeting minutes, budget updates, promotional information, flyers, descriptions and links regarding events, activities and fundraisers
- Monitor the Facebook page for content appropriateness. Post information pertaining to the school, PTC or community

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