VP- Ways and Means (Fundraising)

Description: Suggest fundraisers. Prepare and distribute and coordinate all volunteers to help. Keep track of sales and money collected. Sell spirit items. Oversee inventory. Work with Business Partners. Obtain donations and sponsorships for special events. Organize Family Nights Out to raise funds for PTA.

Responsibilities

- Work with Box Tops Chairperson (which includes collecting, clipping, counting and shipment of all labels received to the vendor) to create an incentive program to increase the number of labels collected.
- 2. Promote spirit item sales during registration and at all General Assemblies.
- 3. Collect and keep track of all money received from fundraising. All money received should be counted with the Treasurer and President.
- 4. Complete transmittal sheets and deposit slips for money to be deposited by the following business day. Bank deposit slip is given to Treasurer.
- 5. Contribute a monthly article to the school PTA newsletter.
- 6. Create and distribute any fundraising information that will be sent home with the students
- 7. Organize and coordinate fundraising events.
- 8. Attend all Executive Board and General Assembly meetings and notify Vice President when unable to do so.
- 9. Submit a written work plan for the year to the Executive Committee for approval as well as any changes to the plan during the year.
- 10. Prepare and submit a budget to the Budget Committee prior to its planning meeting