

Madden Elementary School PTO

Plan of Work

<b>Position</b>	Fundraising Chair
<b>Position Type</b>	Committee Chair - Appointed
<b>Role Overview</b>	The Fundraising Chair is responsible for “small” fundraisers, soliciting sponsors, and planning Spirit Nights.
<b>Budget for Role Activities</b>	\$0.00

Required Activities	Start Date	Completion Date	Notes	Budget
Sponsor Solicitation	July 1		<ul style="list-style-type: none"> <li>● Visit local businesses to request sponsorship of the PTO                             <ul style="list-style-type: none"> <li>○ Maintain Spreadsheet in Google Drive recording all sponsors, as well as those businesses that decline, or would prefer to donate/participate in some other manner (within 1 week of contact)</li> <li>○ Sponsorship Goals for 2023-24 school year is a minimum of \$20k</li> </ul> </li> <li>● Coordinate with Spirit Wear, Yearbook and School Administration (marquee) to ensure all commitments to Sponsors are met in a timely fashion</li> </ul>	
Sponsor Thank Yous	September 1	October 15	With input from the Board, purchase and deliver Sponsor Thank You gifts (e.g. signs, decals, letters, etc.) for all sponsors	
Spirit Nights	July 1	June 30	<ul style="list-style-type: none"> <li>● Organize and advertise monthly Spirit Nights with local eateries and shopping venues (ex. Kendra Scott)                             <ul style="list-style-type: none"> <li>○ Spirit Nights should be scheduled a MINIMUM of two months in advance, in order to ensure they can be included in the monthly school calendar, and in the Aliana publications                                     <ul style="list-style-type: none"> <li>■ IDEALLY, all Spirit Nights will be scheduled by September 1 and advertised as a Spirit Night Calendar</li> </ul> </li> <li>○ Coordinate with Media Coordinator to advertise Spirit Nights via the PTO Facebook page, starting a week in advance</li> <li>○ Ideally, Spirit Nights will not conflict with PTO meetings or other major events</li> </ul> </li> </ul>	
“Small” Fundraisers			<ul style="list-style-type: none"> <li>● Organize Fall and Spring “small” fundraisers, such as Penny Wars</li> </ul>	
“Large” Fundraiser support			<ul style="list-style-type: none"> <li>Support VP/Ways &amp; Means in planning for “large” fundraisers</li> <li>● ex - Sponsor solicitation for Carnival booths and Raffle donations</li> </ul>	
Sponsorship Documentation		Within 1 week of Sponsor Payment	<ul style="list-style-type: none"> <li>● Ensure all Spreadsheet information is complete for paid sponsors</li> <li>● Ensure Logo folder is complete for all sponsors for use by Yearbook, Media, etc</li> <li>● Ensure Sponsor Form is complete &amp; delivered with checks to Treasurer                             <ul style="list-style-type: none"> <li>● Online Sponsors will be available to Treasurer through Square - Google Form Data must be entered MANUALLY</li> </ul> </li> </ul>	
Sponsor Receipts		Within 1 Week of Sponsor Payment	Deliver Sponsor Donor Receipts from Treasurer to Donor (may be sent as email attachment)	

## Resources