

Madden Elementary School PTO

Plan of Work

<b>Position</b>	Spirit Wear Chair
<b>Position Type</b>	Committee Chair - Appointed
<b>Role Overview</b>	The Spirit Wear chair maintains inventory for spirit wear sales, works with vendors to create the annual theme shirt design, organizes the spirit sale at the beginning of the year, and coordinates with the Membership Chair and other teams to ensure spirit merchandise is available for sale at various school events.
<b>Budget for Role Activities</b>	\$0.00

Required Activities	Start Date	Completion Date	Notes	Budget
Pre-K / Kindergarten Orientation Table			<ul style="list-style-type: none"> <li>● Coordinate with VIPS to ensure volunteers are available for all Pre-K and Kindergarten Orientation Programs</li> <li>● Ensure inventory is available for sale during the event</li> </ul>	\$0.00
Annual Spirit Shirt Design	June 1		<ul style="list-style-type: none"> <li>● Coordinate with school Administration for annual theme to start theme shirt design</li> <li>● Solicit vendor for spirit wear sale                             <ul style="list-style-type: none"> <li>○ Coordinate for online sales</li> <li>○ Advertise sale starting at Meet the Teacher night</li> </ul> </li> </ul>	
Fall Spirit Wear Sale		~September 15	<ul style="list-style-type: none"> <li>● Advertise Spirit Wear Sale</li> <li>● Receive delivery (school) of orders</li> <li>● Coordinate volunteers for delivery of spirit items</li> <li>● Verify inventory for online sales via Square</li> </ul>	
Membership Shirts			Coordinate with Membership Chair to ensure any items ordered as part of Membership purchases (t-shirts) are correctly ordered and delivered	\$0.00
Meet the Teacher			<ul style="list-style-type: none"> <li>● Coordinate with VIPS to ensure volunteers are available Meet the Teacher Night</li> <li>● Ensure inventory is on-hand for sale</li> </ul>	\$0.00
Ongoing			Monitor Square sales and package/deliver items purchased throughout the school year	

Resources