

Madden Elementary School PTO

Plan of Work

Position	Volunteers in Public Schools (VIPS) Coordinator
Position Type	Elected – Executive Board
Role Overview	The VIPS shall be responsible for recruiting volunteers and coordinating/scheduling activities to support faculty and staff. The VIPS shall act as a liaison between volunteers, faculty, staff and FBISD. In the absence of a Membership Chair, the VIPS Coordinator shall hold all duties and responsibilities as the Membership Chair.
Budget for Role Activities	

Required Activities	Start Date	Completion Date	Notes	Budget
Boo-Hoo / Yahoo Breakfast	July 1	First Day of School	Provide Grab-and-Go breakfast items for parents on the first day of school <ul style="list-style-type: none"> ● Coordinate with School Administration ● Coordinate with Membership for PTO information materials ● Arrange for Volunteers to attend event 	
Maintain Sign-up Genius signups for all volunteer activities	As-Needed			\$0.00
Maintain FBISD Approved Volunteer List			Coordinate with Mrs. Escobar	\$0.00
Attend Monthly FBISD VIPS meetings			Report back to PTO Board as needed	\$0.00
Submit Monthly Volunteer hour totals to FBISD		10 th of each month	Maintain online web submissions for volunteer hours Coordinate with Front Office to receive monthly RAPTOR volunteer reports	
Maintain Volunteer Interest Google Form			Update Volunteer Interest form for current school year, maintain on PTO Website, respond to new inquiries with 3 business days	
Lunch for Outclass Staff for Field Day			Typically Subway platters	
Volunteer Coordination for Field Day	March 30		Contact Coach Watkins for Details/Needs for Sign-up Genius	

Resources