

Madden Elementary School PTO

Plan of Work

Position	Yearbook Chair
Position Type	Committee Chair - Appointed (Co-Chair or "Intern" role - 2 people total)
Role Overview	The Yearbook Chair is responsible for building the yearbook and coordinating sales.
Budget for Role Activities	

Required Activities	Start Date	Completion Date	Notes	Budget
Yearbook design			<ul style="list-style-type: none"> Coordinate Volunteers as desired 	
Build class and grade pages			<ul style="list-style-type: none"> Assemble class and grade pages with input from school photographers Submit to teachers for editing Submit to Balfour by deadline 	
Advertise Sales				
Organize/coordinate photographs of school activities			<ul style="list-style-type: none"> Take, or coordinate volunteers for taking, photographs at school events Solicit photographs from teachers and other volunteers Assemble into yearbook pages 	
Sponsorship Advertising Pages	November 1	January 15	<ul style="list-style-type: none"> Coordinate with Fundraising Chair to ensure all sponsors have the opportunity to submit advertising / logos (appropriate to level of sponsor) for inclusion in yearbook Assemble into yearbook pages 	
Receipt & Delivery			<ul style="list-style-type: none"> Receive published yearbooks Coordinate volunteers for sorting and distributing pre-purchased yearbooks Coordinate with VIPS and Treasurer for volunteers to sell any remaining inventory via website and at Year-End Awards Ceremonies 	

Resources