**SMPTO Iron Forge Vice-President Duties**

Updated: June 2025

Yearly: Attend monthly SMPTO Executive & General Membership Meetings. Chair One “Big” Event (Bubblethon, IFES Fall Fun Fest & Spooky Party, Luau, Family Fun Event, Teacher Appreciation Week (both schools), Spring Fling)

**July**

* Bubblethon Prep
* Review of calendar with board and principals of scheduled events:
  + Back to school night(s) and Back to School teacher luncheon date (August)
  + Bubblethon kick-off and event dates (late August- Sept and October)
  + Bubblethon Reward Days (October/November)
  + IFES Fall Fun Fest & Spooky Party (late October)
  + Fall Conference dates (November)
  + Rice Book Fair (November)
  + Rice Holiday Market (December)
  + Winter Holiday Event (December)
  + Family Fun Event (February)
  + IFES Book fair (March)
  + Spring conference dates (February-March)
  + Luau (March/April)
  + Spring Fling (April/May)
  + Teacher Appreciation Week (May)
  + Bubbling Over Day (May/June)
  + Forge Ahead Day (May/June)

**August- September**

* Attend back to school night
* Help with back to school teacher luncheon
* Help with Bubblethon (for both schools)
  + Kick off assembly (if applicable)
  + Update thermometers
  + Bubblethon event
  + Assist with prize distribution at each earned level
* Start planning IFES Fall Fun Fest & Spooky party
  + Book a DJ/photo booth
  + Design invitation and get approval
  + Communicate Sign-up sheets for volunteers and food/drink donations to Secretary.
  + Have SMPTO secretary contact high school interact club for volunteers
  + Evaluate stock of supplies and decorations (all stored at IFES)

**October**

* Prepare/Set up for Bubblethon Event & Reward Day – express anything needed for this event to the President at least one week prior to each event.
* Fall Fun Fest & Spooky party- usually held the last week of October
  + Send permission slip home 3 weeks before date – collect and track all slips by grade, teacher, student noting any special needs in an excel spreadsheet
  + Continue all planning listed above
* Bubblethon Debrief

**November**

* Fall conferences
  + Help plan & deliver meal for teachers
  + Help with Rice Scholastic book fair as needed

**December**

* Help with Winter Holiday Event
* Help with Holiday Market at Rice as needed

**January**

* Spring Fling Preparations (Ongoing through date of Spring Fling)
  + Assist with reaching out to local businesses to donate for the Small Games of Chance

**February- March**

* Help with Family Fun Event
* Parent Teacher Conferences - Stock the Teacher’s Lounge – help plan and coordinate
* Start planning Luau party
  + Design invitation and get approval
  + Book DJ/Photo Booth
  + Communicate Sign-up sheets for volunteers and food/drink donations to Secretary.
  + Have SMPTO secretary contact high school interact club for volunteers
  + Evaluate stock of supplies and decorations (all stored at IFES)

**April**

* Luau
  + Send permission slip home 3 weeks before date – collect and track all slips by grade, teacher, student noting any special needs in an excel spreadsheet
  + Continue all planning listed above
* Forge Ahead Day (for 5thgraders moving onto YBMS)
  + Communicate with 5th grade Team Leader regarding budget
* Help finalize and attend Spring Fling (set up, work the fair, take down the fair)

**May**

* Assist with Teacher Appreciation Week
* Forge Ahead Day
  + Coordinate purchase and delivery of day of items

**June**

* Assist with review and update of SMPTO By-Laws every 2 years.