**SMPTO W.G. Rice 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, Rice Holiday Market, Winter Holiday Event, 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
  + IFES Fall Fun Fest & Spooky Party (late October/early November)
  + Fall Conference dates (November)
  + Rice Book Fair
  + Rice Holiday Market
  + Winter Holiday Event
  + Family Fun Event (February)
  + IFES Book fair (with teacher preview)
  + Spring conference dates (February-March)
  + Luau (April)
  + Teacher Appreciation Week
  + Spring Fling
  + Bubbling Over Day
  + Forge Ahead Day

**August- September**

* Attend back to school night
* Help with back to school teacher luncheon
* Confirm with Treasurer(s) that Fall Book Fair has been scheduled (usually during Fall conferences)
* Help with Bubblethon (for both schools)
  + Kick off assembly
  + Update thermometers
  + Bubblethon event and reward day
  + Assist with prize distribution at each earned level
* Help planning IFES Fall Fun Fest & Spooky Party if needed

**October**

* Prepare/Set up for Bubblethon Event & Reward Day – let the President know if anything is needed at least one week prior to each event.
* Help with IFES Fall Fun Fest & Spooky party- usually held the last week of October
* Bubblethon Debrief
* Contact Civic Association about Winter Holiday Event (if chairing this event)

**November**

* Holiday Market Prep
  + Inventory Holiday Market supplies and leftover items (Rice basement)
  + Create Holiday Market Order (ie. Dollar Tree) to include brown paper bags (restaurant store) and sent to Treasurers
  + Prepare Flyer to go home with students, send to President for review
  + Work with Secretary to ensure volunteer sign up has all info needed
  + Review and update instruction sheet for volunteers
  + Review and update financial tracking sheets with Treasurer(s)
* Fall conferences
  + Help plan & deliver meal for teachers
  + Help with Rice Scholastic book fair as needed

**December**

* Help with Winter Holiday Event
* Coordinate and attend Rice Holiday Market
  + Ensure a list of volunteers and contact info is printed and left by the check in
  + Obtain grocery bags (for students to take home gifts)
  + Ask Rice front office to print out list of students by class (if needed)
  + Work with Treasurer(s) to ensure there is a cash box, bank deposit paperwork, tracking info sheets and anything additional needed
  + Review inventory at the end of the day and shop for additional if 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, food vendors and anything else the Chair of the event needs

**February- March**

* Help with Family Fun Event
* Parent Teacher Conferences - Stock the Teacher’s Lounge – help plan and coordinate
* Help planning IFES Luau if needed

**April**

* Help with IFES Luau
* Bubbling Over Day (for 2nd graders moving onto IFES)
  + Communicate with 2nd 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
* Bubbling Over Day
  + Coordinate purchase and delivery of day of items if needed

**June**

* Bubblethon initial planning for next school year
* Assist with review and update of SMPTO By-Laws every 2 years