

## **ST. MARY OF THE LAKES SCHOOL PTA FUNDRAISER – VOLUNTEER DESCRIPTIONS**

Listed below are the **PTA Sponsored Fundraisers** where we need help along with a brief description. Certain fundraisers require a chairperson as well as committee volunteers. A chairperson is responsible for leading their committee and securing committee volunteers.

**Bingo:** Coordinate event, collect and organize donations, manage ticket sales.

**Book Fair:** Coordinate with Barnes and Noble the book fair date and activities

**Box Tops:** Coordinate, collect box tops, work with the company.

**Casino Night:** Coordinate the event, venue, food, the casino company etc.

**Clothing Drive:** Coordinate the bi-annual clothing drive, donations and pick up of clothing when it ends.

**Color Run:** Coordinate the event, food vendors, Color Run and/or 5K, site volunteers, etc.

**Dine and Donates:** Coordinate with restaurants, create and distribute flyers.

**Fashion Show:** Coordinate and work with the venue staff, caterer, modeling company, and merchants

**Models:** Select models and solicit merchants for fashions

**Tickets:** Handle sales, organize seating, confirm ticket purchase by email

**Tombola:** Collect and organize donated money and gifts

**Raffles:** Order tickets and organize raffle sales

**Ad Book:** Solicit local merchants, businesses, and families for advertisements; work with Ad Book publisher

**Public Relations:** Advertise and promote the event

**Gift Wrap Sale:** Coordinate sales, tally and check orders, arrange delivery of orders.

**Grocery Program:** Fill Grocery Gift Card orders every Friday (or occasionally on Thursday).

**Computer Entry:** Enter the grocery sales totals to a spreadsheet. Excel knowledge is helpful, but not necessary. Friday; for 2-3 hours.

**Kids Night Out:** Coordinate with venue date, activities, tickets and flyers.

**Walk-A-Thon:** Schedule and coordinate, collect and tally donations, assist with the event.

## **ST. MARY OF THE LAKES SCHOOL PTA SCHOOL SERVICE – VOLUNTEER DESCRIPTIONS**

Listed below are the **PTA Coordinated School Service Programs** and a brief description. Certain programs require a chairperson as well as committee volunteers. A chairperson is responsible for leading their committee and securing committee volunteers.

**Bulletin Board/School Decorating:** Create a seasonal display for the PTA Bulletin Board, appropriate for the month, to include school events and photos. Decorate school for the seasons, holidays and special functions throughout the year.

**Family Blue Folders:** Fill (Thursdays) and empty (Fridays) the PTA Family Blue Folders. Volunteers are scheduled on a rotating basis, usually 1-2 hours per week.

**Family Social Events:** Coordinate and plan a family social event from the list below:

**Family Fall Night**

**Family Fun Nights**

**Mother-Daughter Tea**

**Father-Daughter Dance**

**Mother-Son Bowling**

**Father-Son Event:** Looking for additional creative ideas!

**Hospitality:** Plan, set-up, serve and clean up for various occasions such as school meetings, luncheons, and teachers functions throughout the school year

**Uniform Exchange:** Coordinate volunteers, set up the uniform exchange, and oversee the event.

**Yearbook:** Coordinate, collect, organize and compile photos and memorabilia for the current school year. Take photos of class events and school activities. Work with eighth grade students, teachers, and the school principal, on completion of the yearbook.

Listed below are additional **School Related Service Programs** and a brief description. Certain programs require a chairperson as well as committee volunteers. A chairperson is responsible for leading their committee and securing committee volunteers.

**Alumni Committee:** Coordinate, update, and develop the SML Alumni Association

**Buddy Family:** Make contact with new families to SML, answer, questions regarding our school, arrange meetings to welcome them, maintain regular contact throughout the school year.

**Enrichment Programs:** Coordinate and develop extracurricular programs.

**Drama:** Assist with auditions, practices, and performances. Work with the students and teacher Directors.

**Science Club:** Chair the Science Club, select presenters and topics, and work with the students.

**Science Fair:** Chairperson will organize and oversee all aspects of the Science Fair. Coordinate the set up and break down of the Fair.

**Library Assistance:** Work with the school librarian as directed; work with students selecting and checking-out books. Commitment would be for a few hours a day, weekly or bi-weekly.

**Lunch Server:** Assist in serving lunch to students one day a week on a rotating basis, Monday through Friday 11:30 a.m. – 1:00 p.m., every other month.

**Lunch Tokens:** Fill lunch token orders on scheduled sale days.

**School Photographer:** Take pictures of school events for Marketing/Public Relations committee.