



PTO Officer and Coordinator Duties

Organizational Structure

(PTO Executive Board positions are bold & underlined)

PRESIDENT

Fifth Grade Steering Chair
Parent Pack Coordinator

VICE PRESIDENT OF COMMUNICATIONS

McAlpine Minute Coordinator
Social Media Liason
Webmaster
Yearbook Editor

VICE PRESIDENT OF FUNDRAISING

Book Fair Chair
Easy Money Coordinator
Everyone Counts Campaign Coordinator
Eagles Night Out Coordinator
Spirit Night Out Coordinator
McAlpine Mile Fun Run Coordinator
Spirit Wear Coordinator

VICE PRESIDENT OF PROGRAMS

VICE PRESIDENT OF SPECIAL EVENTS

Food Truck Friday Coordinator
Hospitality Coordinator
Pizza & Picasso Coordinator
Someone Special Dance Coordinator
Spring Fling Coordinator

VICE PRESIDENT OF VOLUNTEERS

Kindergarten Coordinator
Media Center Coordinator
Room Parent Coordinator
Volunteer Registrar
Welcome Wagon Coordinator

VICE PRESIDENT OF BUILDINGS AND GROUNDS

SECRETARY

TREASURER & ASSISTANT/CO-TREASURER



President

- The President is primarily responsible for parental and volunteer involvement in the school, as well as any advocacy efforts needed to impact school-related legislation at the local, state and national levels. The President serves the PTO, the school, and ultimately the students. The President will serve as a member of the PTO Executive Board. Responsibilities of the President include, but are not limited to:
- Agendas – Design and order agendas. Work with administration to estimate quantity and design needs.
- Office Supplies – Monitor stock and order all office supplies for the PTO room.
- Parent Packs – Work with the Parent Pack Coordinator to organize, facilitate assembly, and distribute Parent Packs.
- Open House – Organize Open House by overseeing the set-up, clean-up, and elements of Open House.
- Curriculum Night – Assist Administration with check-in and facilitate the General Assembly PTO Meeting.
- School Improvement Team – attend meetings as PTO representative, report PTO highlights to SIT.
- Annual Calendar – Prepare PTO calendar in coordination with administration. Maintain updates throughout the year and distribute as needed to PTO Executive Board and Administration.
- Monthly Executive Board Meetings – Schedule, prepare agenda for, and facilitate these meetings.
- Supplemental Requests – Present supplemental funding requests from staff to the Executive Board for a vote. Notify staff member of approval/disapproval. Facilitate purchase when needed.
- General Assembly Meetings – Schedule, prepare agenda for, and facilitate three meetings a year, per the bylaws.
- Oversee & monitor all offices, chairpersons, events. Serve as ex-officio member of all committees.
- Meet with the principal regularly to discuss concerns, ensure cooperation between PTO and school.
- Be familiar with PTO objectives, policies and mission as well as local and state bylaws.
- Represent the PTO at all times.

Positions reporting directly to the President:*

- Vice President of Communications
- Vice President of Fundraising
- Vice President of Programs
- Vice President of Special Events
- Vice President of Volunteers
- Vice President of Building & Grounds
- Secretary
- Treasurer / Assistant Treasurer
- Fifth Grade Steering Chair
- Parent Pack Coordinator

**If any of these positions are vacant, the responsibility for those job duties fall to the President.*



Vice President of Communications

- The Vice President of Communications will coordinate all efforts to communicate with McAlpine families, McAlpine staff, PTO members, and the media. The Vice President of Communications will serve as a member of the PTO Executive Board. Responsibilities of the Vice President of Communications include, but are not limited to:
- Create a schedule and process for communicating with PTO General Membership via email or hard copy newsletter.
- Work with the President to communicate events and advocacy efforts to all PTO members.
- Work with PTO Webmaster to edit and post content for PTO Website and Facebook.
- Oversee signage on the outdoor school marquee.
- Oversee Yearbook Editor in managing design, production and distribution of McAlpine annual Yearbook.
- Communicate with local media to pitch stories of interest about the McAlpine community if needed.

Positions reporting to the Vice President of Communications:*

- McAlpine Minute Coordinator
- Social Media Liason
- Webmaster
- Yearbook Editor

**If any of these positions are vacant, the responsibility for those job duties fall to the VP of Communications.*



Vice President of Fundraising

The Vice President of Fundraising is responsible for meeting all financial fundraising goals as set by the PTO Executive Board. The Vice President of Fundraising will serve as a member of the PTO Executive Board. Responsibilities of the Vice President of Fundraising include, but are not limited to:

- Organize, with volunteer assistance, all fundraising events and hitting all fundraising target goals.
- Work with the Treasurer to count and deposit all money earned at fundraising events.
- Explore opportunities to raise additional funds for McAlpine.
- Oversee the Corporate Sponsorship program.
 - Create and maintain sponsor levels and benefits associated with each level. Ensure that sponsors are receiving benefits throughout the year and are kept abreast of all opportunities (i.e. Food Truck Friday and Spring Fling).
 - Reach out to local businesses to solicit corporate financial support of McAlpine events and programs.
 - Collect logos for all Corporate Sponsors. Print banner for the front of the school and design graphic to include in weekly McAlpine Minute newsletter and on website.
- Work with Book Fair Coordinator to organize and market fall and spring Book Fairs.
- Oversee administration of Easy Money programs and provide support to the Easy Money Coordinator.
- Oversee the Everyone Counts Campaign and provide support to the ECC Coordinator as needed.
- Oversee Eagles Night Out programs at area restaurants and Spirit Night events with local sports leagues or entertainment venues, provide support to the ENO and Spirit Night Coordinators, and continually evaluate these programs to ensure that McAlpine is raising the most money possible.
- Oversee the coordination of the McAlpine Mile Fun Run and provide support to the McAlpine Mile Coordinator. Work in support of the Boosterthon team and school administration to execute this program.
- Coordinate with the School Spirit Wear Coordinator to identify sales opportunities for items, such as Open House, Kindergarten Beginners Night, Family Fun Nights, etc. Work with Spirit Wear Coordinator designs and work with vendors to ensure timely delivery of these items.

Positions reporting to the Vice President of Fundraising:*

- Book Fair Coordinator
- Easy Money Coordinator
- Everyone Counts Campaign Coordinator
- Eagles Night Out Coordinator
- McAlpine Mile Fun Run Coordinator
- Spirit Night Coordinator
- Spirit Wear Coordinator

**If any of these positions are vacant, the responsibility for those job duties fall to the VP of Fundraising.*



Vice President of Programs

The Vice President of Programs is primarily responsible for student enrichment opportunities. The Vice President of Programs will serve as a member of the PTO Executive Board. Responsibilities of the Vice President of Programs include, but are not limited to:

- Enrichment Assembly/Field Trip Planning – Work with administrators and grade level teaching teams to schedule grade-appropriate learning assemblies and field trips.
- After School Clubs – Coordinate after school enrichment activities/opportunities as needed.
- Community Service – Work with administration to establish/facilitate community service projects as appropriate.



Vice President of Special Events

The Vice President of Special Events oversees all school-wide events and works with volunteers to implement staff appreciation efforts. The Vice President of Special Events will serve as a member of the PTO Executive Board. Responsibilities of the Vice President of Special Events include, but are not limited to:

- Create a Special Events Committee to help organize and implement all special events at McAlpine. Serve as Chair of that Committee and oversee and plan all special events as directed by the PTO Executive Board.
- Organize a fall family event, currently Food Truck Friday, to kick off the school year at McAlpine. Organize food and beverage, entertainment, and volunteers. Support the Food Truck Friday Coordinator.
- Organize Spring Fling each spring. Work with the Vice President of Fundraising to ensure sponsors are recognized. Oversee all entertainment, activities, raffle, silent auction, and food vendors. Support the Food Truck Friday Coordinator.
- Plan Someone Special Dance. Select a date, market the event to students and families, and coordinate all logistics (food and beverage, decor, DJ, ticket sales, security, etc.). Support the Someone Special Dance Coordinator.
- Create an arts night event, currently called Pizza & Picasso Night, each spring to celebrate arts and culture at McAlpine. Support the Pizza & Picasso Coordinator.
- Implement any additional special events, such as Bingo Night or Movie Night, approved by the PTO Executive Board to enrich the spirit of community at the school.
- Coordinate staff appreciation/hospitality programs and events with Hospitality Chair as needed. Specifically, provide support during planning and implementation of Teacher Appreciation Week and staff appreciation luncheons.

Positions reporting to the Vice President of Special Events*:

- Food Truck Friday Coordinator
- Hospitality/Staff Appreciation Coordinator
- Pizza & Picasso Coordinator
- Someone Special Dance Coordinator
- Spring Fling Coordinator

* If any of these positions are vacant, the responsibility for those job duties fall to the VP of Special Events.



Vice President of Volunteers

The Vice President of Volunteers works with all PTO Executive Board and General Board officers and coordinators to fill volunteer needs. The Vice President of Volunteers will serve as a member of the PTO Executive Board. Responsibilities of the Vice President of Volunteers include, but are not limited to:

- Help with the recruitment of volunteers for Executive and General Board positions.
- Screen all volunteers and ensure they are registered through CMS's online volunteer registration program
- Maintain a current database of all volunteers, including contact information and areas of volunteer interest.

Positions reporting to the Director of Volunteers:*

- Kindergarten Coordinator
- Media Center Volunteer Coordinator
- Room Parent Coordinator
- Volunteer Registrar
- Welcome Wagon Coordinator

**If any of these positions are vacant, the responsibility for those job duties fall to the VP of Volunteers.*



Vice President of Building and Grounds

The Vice President of Building and Grounds is responsible for maintaining the campus at McAlpine to ensure the school looks welcoming and is in good repair. The Vice President of Building and Grounds will serve as a member of the PTO Executive Board. The Vice President of Building and Grounds responsibilities include, but are not limited to:

- Coordinate volunteers to help plant and maintain flowers and mulch/pine needles around the McAlpine building.
- Schedule and coordinate Campus Beautification Days to handle any small on-site projects, such as fence painting, playground and soccer field cleanup, seasonal planting, classroom repairs, etc.
- Make recommendations on how McAlpine can appear more welcoming and inviting to parents, students, and visitors.



Secretary

The Secretary will serve as a member of the PTO Executive Board. The Secretary's responsibilities include, but are not limited to:

- Take minutes at all PTO Executive Board and General Membership meetings. Publish minutes of the PTO Executive Board each month for approval.
- Maintain ongoing attendance records at all meetings.
- Assist President in maintaining the PTO Calendar, Executive Board Directory, and PTO Job Descriptions.
- Have on hand for reference at each meeting a copy of the local bylaws and standing rules and the minutes of the previous meeting.
- Prepare a copy of General Board meeting minutes to be shown or distributed at General Membership meetings, if needed.
- Act as custodian of all records, except those specifically assigned to other PTO board members.
- With the Vice President of Communication, maintain a current list of PTO members, including all contact information for email newsletter distribution.



Treasurer

The Treasurer is responsible for ensuring the PTO is a good steward of membership and fundraising dollars. The Treasurer will serve as a member of the PTO Executive Board. The Treasurer's responsibilities include, but are not limited to:

- Maintain a separate bank account for PTO funds.
- Being present at McAlpine events involving any kind of financial transactions to verify, count and deposit money. Issue receipts for all funds received, which should always be counted in the presence of at least one other person.
- Record all monies received on the "Summary of Receipts" form and issue checks promptly.
- Pay all bills by check or debit/credit card.
- Make available the check request form by which PTO board members request reimbursement payment for all expenses. Issue reimbursement checks in a timely manner.
- Prepare monthly reports of ongoing expenditures for presentation at PTO Executive Board meetings.
- Work with the Executive Board to prepare a budget for approval by the General Membership. Maintain the budget records on an ongoing basis.
- Give an up-to-date financial statement at all Executive Board meetings and all PTO General Membership meetings.
- File state and/or national tax forms in a timely manner.
- Participate in a monthly audit of PTO financial records.

Positions reporting to the Treasurer:*

- Assistant/Co-Treasurer

**Please note that if any of these positions are vacant, the responsibility for those job duties fall to the Treasurer.*

Assistant/Co-Treasurer

This position serves as an assistant to the PTO Executive Board Treasurer. The Assistant Treasurer will serve as a member of the PTO Executive Board. Job responsibilities include, but are not limited to:

- Take all PTO deposits to the bank.
- Keep records and receipts of all deposits made.
- Please note that the Assistant Treasurer's name will be on the bank signature card.
- Assist Treasurer as needed, particularly when counting money at large McAlpine events.



Fifth Grade Steering Chair

This position begins in December of the year preceding the Fifth Grade and continues through the end of the Fifth Grade year. The Fifth Grade Steering Chair works with the Fifth Grade Team to organize all fundraisers and grade-wide events. This position reports to the **President**. Job duties include, but are not limited to:

- Work with teachers to plan, organize, and fundraise for the spring class trip.
- Create and oversee fundraising opportunities for the class trip including, but not limited to:
 - Food & Drink sales at Pizza & Picasso (March)
 - PJs & Popcorn (April)
 - Flower Sales during Teacher Appreciation Week (May)
 - Food & Drink sales at Spring Fling (April/May)
 - Fall Fundraiser sales (GoPlaySave, Charleston Wrap, Autobell, etc.)
 - Drinks & Popcorn sales at Food Truck Friday (October)
 - Boo Grams/Penny Wars (October)
 - Sweats & Sweets (December)
 - Spirit Rock (year-round)
- Work with room parents of all Fifth Grade Classes to recruit volunteers for various Fifth Grade events and fundraising opportunities.
- Work with the teaching team and administrators to organize the Fifth Grade Graduation Ceremony and Celebration at the end of the year.

Parent Pack Coordinator

The Parent Pack Coordinator works with volunteers to oversee the parent information packs, which are packets of material sent home with students at the beginning of the school year. The bulk of duties for this job takes place from late July through the first few weeks of September. This position reports to the **President**. Job responsibilities include, but are not limited to:

- During the summer, the Coordinator will work with the PTO Executive Board and other PTO Coordinators to finalize a list of forms and documents that will be sent home to Open House (or first week of school).
- Parent Pack forms will include announcements of upcoming volunteer opportunities and payment/order forms for PTO-sponsored initiatives and items, like the yearbook, PTO membership, upcoming PTO events, etc.
- The Coordinator will work with volunteers and a member of the PTO Executive Board to process and tally the Parent Information Pack forms and money following distribution of the Packs. Coordinator will, with assistance from a PTO Executive Board member, prepare all monies for deposit.
- Coordinator will be at school regularly during the first few weeks of school to oversee opening and processing of Parent Packs and monies.



McAlpine Minute Coordinator

The McAlpine Minute Coordinator is responsible for publishing the *McAlpine Minute*, a newsletter designed to keep members of the McAlpine community informed of events and activities. This position reports to the **VP of Communications**. Job responsibilities include, but are not limited to:

- Create and publish a weekly electronic newsletter containing important events and activities of interest.
- Create and publish special editions of the McAlpine Minute on an as-needed basis.
- Coordinate with the VP of Communications to compile contact information for parents and staff in order to disseminate the McAlpine Minute via email and in other digital forms.
- Serve as the main point person for all school administrators, teachers and PTO Board members who would like to get information distributed through the McAlpine Minute newsletters.
- Work with the PTO Executive Board and Coordinators to promote all upcoming PTO events and announcements in a timely manner in the newsletter.
- Work with school administrators to promote school-wide events and school calendar information in a timely manner in the newsletter.
- Provide opportunities for families to sign up for the McAlpine Minute (i.e., QR code in Parent Packs).

Social Media Liason

The Social Media Liason is responsible for promoting all PTO and school activities through social media accounts belonging to the McAlpine PTO. This position reports to the **VP of Communications**. Job responsibilities include, but are not limited to:

- Work with the PTO Executive Board and Coordinators to promote all upcoming PTO events in a timely manner.
- Work with school administrators to promote school-wide events and school calendar information in a timely manner.

Yearbook Editor

The Yearbook Editor will oversee all aspects of McAlpine's annual yearbook, from soliciting sales from McAlpine families to selecting a yearbook vendor to arranging picture layout. This position reports to the **VP of Communications**. Job responsibilities include, but are not limited to:

- Work with the PTO Treasurer to set the price for the yearbook.
- Create a yearbook order form/information for inclusion in Parent Packs.
- Solicit yearbook orders.
- Work with the PTO President and Vice President of Communications to choose a Yearbook vendor.
- Solicit photos from all classes and design yearbook layout online using digital yearbook software.
- Work with established vendor to publish the yearbook.
- Deliver and distribute all yearbooks before the last day of school.



Webmaster

The Webmaster will oversee all aspects of the McAlpine PTO website, www.McAlpinePTO.org. This position reports to the **VP of Communications**. Job responsibilities include, but are not limited to:

- Work with the PTO President and VP of Communications to select a website hosting vendor. Maintain relationship with established vendor.
- Work with the PTO Executive Board and Coordinators to promote all upcoming PTO events in a timely manner on the website.
- Ensure all content on the website is up-to-date and relevant to the McAlpine community.

Book Fair Chairperson

The Book Fair Chairperson works with the assigned Book Fair Company Representative, school administrators, and the PTO President to facilitate Book Fairs in fall and spring. This position reports to the **VP of Fundraising**. Job responsibilities include, but are not limited to:

- Confirm dates with the Book Fair company.
- Select theme for the Book Fair. Create design and promotional materials based on said theme.
- Coordinate volunteers for set-up, Teacher Preview Event, student preview and buy days, and event break down.
- Set up Book Fair before the Teacher Preview Event.
- Maintain book stock with reorders during the run of the fair.
- Pack up remaining books at the conclusion of the Book Fair.
- Prepare financial paperwork provided by Book Fair company and request final payment from the Treasurer to be sent to the Book Fair company.
- Plan to be present for the duration of the Book Fair to facilitate Book Fair operations. Hours are 7 a.m. – 3 p.m. each day of the Book Fair and the evening of the accompanying seasonal event--Food Truck Friday, Pizza & Picasso, Kindergarten Beginner's Night, etc.
- Be available for questions and concerns from volunteers, parents, and teachers during Book Fair hours.

Easy Money Coordinator

This Coordinator works with parents, students and teachers to publicize McAlpine's participation in "easy money" programs such as Box Tops for Education, Publix Partners, etc. This position reports to the **VP of Fundraising**. Job responsibilities include, but are not limited to:

PUBLIX PARTNERS:

- Encourage families to join Club Publix and choose McAlpine as their Publix Partner.
- Market the occasional Publix Partners contests/promotions that could benefit McAlpine.
- Track school earnings from Publix to stay on target for annual fundraising goals.

Miscellaneous:

- Update Parent Pack flyer describing all Easy Money programs (August).
- Promote all Easy Money programs via regular McAlpine Minute emails, flyers, PTO Website, Facebook, school signs, etc. throughout the school year.
- Explore additional ways McAlpine could earn free money.



Everyone Counts Campaign Coordinator

This Coordinator is responsible for running McAlpine's annual Everyone Counts Campaign, a fundraiser which solicits monetary donations from McAlpine families to pay for PTO programs, books for the media center, field trips and many other areas CMS budget does not cover. This position reports to the **VP of Fundraising**. Job responsibilities include, but are not limited to:

- Coordinate all facets of the campaign, with assistance from the Vice President of Fundraising as needed.
- Work with PTO President, Treasurer and VP of Fundraising to determine fundraising goal, and campaign start and end dates.
- Set participation incentives. Determine prizes for classrooms with highest level of participation. Work with vendors to find inexpensive incentive gifts for all donors, or for weekly raffle winners.
- Market goal and progress toward it through weekly communication with McAlpine families, teachers, and school administration through flyers and electronic communication.
- Seek opportunities to solicit donations, including encouraging giving during Food Truck Friday, Curriculum Night and other school-wide events that fall during campaign time window.
- Track all donations through existing Excel spreadsheet, and process each donation in a timely manner with PTO Treasurer.
- Coordinate all matching gifts through online corporate gift administration program software.
- Send thank you note and/or incentive item to all families who donate.
- Maintain Everyone Counts Campaign bulletin board listing families who have given and tracking progress toward goal. Regularly update bulletin board and various school signs tracking progress toward overall goal and class percentage of participation.
- Provide weekly updates and raffle drawings on the Eagle Extra morning news program.
- Announce final numbers at appropriate school-wide event, as well as online and in the McAlpine Minute.
- Distribute tax letters to all individual donors (no later than January 31 each year) confirming their tax deductible donation to McAlpine PTO as a 501(c)(3) not-for-profit organization.

Eagles Night Out Coordinator

The Eagles Night Out Coordinator works with local restaurants to find and schedule opportunities for McAlpine to raise money by dining out at specific restaurants. This position reports to the **VP of Fundraising**. Job responsibilities include, but are not limited to:

- Work with PTO President and contacts at designated food establishments to schedule the food fundraisers for the entire school year by mid-August and add them to the PTO calendar. Make sure there are no calendar conflicts with other school events.
- Find a contact person at each food establishment and stay in contact during the school year.
- Provide contact with McAlpine's tax ID and mailing address (some require check pick-up).
- Advertise the fundraisers to McAlpine students and their families. Distribute forms, stickers and email reminders on the day of the fundraiser via teachers to students and school's distribution list.
- Schedule volunteers to be on-site during each food fundraiser to track participation.
- Plan prizes for raffle winners and for the class with the highest attendance at each food fundraiser. Some food establishments will donate these prizes (gift cards, cookies for parties, etc.)



- Send thank you notes to food establishment owners when appropriate.
- Track earnings on food fundraisers and report these to the PTO Vice President of Fundraising. Based on this data, determine which food establishments to keep on the rotation. Explore additional opportunities as warranted.

McAlpine Mile Fun Run Coordinator

The McAlpine Mile Run Coordinator is responsible for organizing and implementing the McAlpine Mile, an annual fun-run fundraiser which takes place in the Spring. This position reports to the **VP of Fundraising**. Job responsibilities include, but are not limited to:

- Schedule date with Booster representatives 9-12 months in advance of event.
- Include PTO President and school administration on communications with Booster to prevent scheduling conflicts.
- Coordinate program elements and details with Booster representatives, keeping applicable PTO Executive Board members and school administration informed.
- Work with Booster team in the weeks leading up to the Fun Run to coordinate all details.
- Involve Booster Team in any other school events scheduled during the week of the Fun Run (i.e., “Celebrity scoopers” at Marble Slab)
- Provide Booster Team with the resources needed in order to successfully execute the Fun Run (communication means, contact information, space in the PTO room, etc.).
- Coordinate with PTO Treasurer to pay Booster initial deposit and Booster share of proceeds.
- Work with school administration and PTO President to fulfill any school-related incentives (i.e. sliming the principal, popsicle parties, etc.).
- Explore additional opportunities with new partners as warranted.

Spirit Night Coordinator

This Coordinator works with local sporting teams or other organizations to find and schedule opportunities for McAlpine to raise money by attending games or other events. This position reports to the **VP of Fundraising**. Job responsibilities include, but are not limited to:

- Work with contacts of designated sporting teams to schedule the fundraisers as soon as team schedules are announced. Make sure there are no calendar conflicts with other school events.
- Advertise the Spirit Night/Game events to McAlpine students and their families.
- Distribute event and ticket purchasing information via McAlpine Minute emails, flyers, PTO Website, Facebook, school signs, etc. for each event.
- Send thank you notes to organization owners when appropriate.
- Track earnings of these fundraisers and report to the PTO VP of Fundraising. Based on this data, determine which events to keep on the annual rotation.
- Explore additional opportunities with new partners as warranted.



Spirit Wear Coordinator

The Spirit Wear Coordinator manages vendor relationships, ordering, collecting payments and distribution of McAlpine Elementary Spirit Wear. This position reports to the **VP of Fundraising**. Job responsibilities include, but are not limited to:

- Choose a vendor to supply McAlpine Spirit Wear. Criteria include competitive pricing, quality clothing and professional service. Consult with PTO President when making this decision. It is advisable to obtain 2-3 quotes.
- Use the previous year's sales numbers and current stock to determine how many styles and sizes of clothing to offer, color choices, and price per item.
- Typically, the bulk of Spirit Wear will be offered at the beginning of the year. Spirit Wear may be ordered at other times throughout the year as demand warrants, but minimum orders must be confirmed with vendor for certain items before placing an order to ensure competitive/bulk pricing.
- Design an informational flyer and/or order form and distribute it in Parent Packs. Additional flyers/order forms may be distributed as needed (i.e., in November to capitalize on holiday sales.)
- McAlpine Spirit Wear includes House Shirts. The bulk of House Shirts are typically sold after new students/staff are sorted into McAlpine Houses during the first few weeks of school. House Shirts usually require a separate order form from general school Spirit Wear.
- Coordinate with VP of Communications to promote online Spirit Wear sales through the vendor website and/or PTO website.
- Sales may take place at Open House, Curriculum Night, Family Nights, Kindergarten Beginners Night, and other events throughout the school year. The Spirit Wear Coordinator will determine sales opportunities and solicit volunteers to help staff Spirit Wear sales during these events.
- Direct committee volunteers in collecting payments, placing orders with vendors, and distributing/delivering McAlpine Spirit Wear to students.

Food Truck Friday Coordinator

This Coordinator is responsible for all aspects of Food Truck Friday, with assistance from the VP of Special Events. This position reports to the **VP of Special Events**. Job duties include, but are not limited to:

- Work with the Vice President of Fundraising to ensure that all sponsor benefits are fulfilled at the event (i.e., a table to display merchandise).
- Select and reserve food vendors and negotiate contribution percentages with them. (July)
- Confirm entertainment and/or activities (DJ, games, raffle, etc.).
- Update Parent Pack flyer. (August)
- Promote the event to all McAlpine students and families through posters, flyers, signage, emails, website, and PTO newsletter.
- Coordinate volunteer roles and responsibilities, including the schedule for event night, set up, and clear up. (September)
- Set-up, monitor and clean up event.



Spring Fling Coordinator

This Coordinator is responsible for all aspects of Spring Fling, with assistance from the VP of Special Events. This position reports to the **VP of Special Events**. Job duties include, but are not limited to:

- Work with Vice President of Special Events to form a Spring Fling Committee
- Select an event rental company and reserve rentals. Negotiate rental contract and coordinate payment. Select and reserve DJ and/or entertainment.
- Select and reserve food vendors and negotiate contributions percentages with them.
- Promote the event to all McAlpine students and families through posters, flyers, signage, emails, website, and PTO newsletter. Copy and distribute all flyers and event pre-order forms. Process preorders and prepare deposits.
- Coordinate volunteer roles and responsibilities. Create and coordinate volunteer schedule for event night and set-up.
- Work with the VP of Special Events and the VP of Fundraising to coordinate teacher raffle and silent auction. Ensure all items are tracked and donors are thanked.
- Prepare and mail thank you letters to raffle sponsors and food vendors.
- Set-up, monitor and clean up event. Assist PTO Treasurer and PTO President in counting money at the end of the event.

Hospitality Coordinator

This Coordinator works to support teachers and other staff at McAlpine by providing treats and goodies throughout the year to make them feel appreciated. This position reports to the **VP of Special Events**.

Job responsibilities include, but are not limited to:

- Work with the President and VP of Special Events to identify staff luncheons/treats throughout the year:
- Welcome Back luncheon before school begins
- Lunches on Early Release Days
- National days/weeks of recognition (Counselors Week, Bus Drivers Day, School Nurse Day, Custodians Day, Pi Day, Thanksgiving, etc.).
- Provide monthly birthday treats for staff.
- Work with the VP of Special Events to produce Teacher Appreciation Week. Identify a theme, staff gifts, and activities for each day, culminating in the Teacher Appreciation Luncheon.

Please note that all treats for staff can be homemade or store-bought, so this job can be as easy or as labor intensive as the Coordinator makes it.



Pizza & Picasso Coordinator

This Coordinator works to plan the annual Pizza & Picasso art “gallery crawl” event each Spring. This position reports to the **VP of Special Events**. Job responsibilities include, but are not limited to:

- Coordinate plans for Pizza & Picasso with Art Teacher, providing support in gathering, mounting, and displaying artwork for the event.
- Coordinate with the rising 5th Grade Steering Committee to organize and manage food & drink sales.
- Promote the event to all McAlpine students and families through posters, flyers, signage, emails, website, and PTO newsletter. Copy and distribute all flyers.
- Oversee pizza, drink, and baked goods sale with the rising 5th Grade Steering Committee during the event.
- Schedule volunteers for set-up and clean-up. Ensure that Rising 5th Grade Steering has volunteers to manage food & beverage sales.

Someone Special Dance Coordinator

This Coordinator works to plan the annual Someone Special Dance each February. This position reports to the **VP of Special Events**. Job responsibilities include, but are not limited to:

- Coordinate plans for Someone Special Dance with VP of Special Events.
- Promote and manage RSVPs and fees for attendance.
- Oversee all aspects of decorations, food, beverage, and entertainment for the dance.
- Schedule volunteers to work shifts during the event, including set-up, decorating, sign-in, food & beverage management, assistance with photo booth, clean-up, etc.
- Monitor sign-in process at dance, ensuring capacity is within fire code limitations.



Kindergarten Coordinator

The Kindergarten Coordinator works with the Kindergarten teaching team to plan activities for students entering Kindergarten. This position reports to the **VP of Volunteers**. Job responsibilities include, but are not limited to:

- Plan “Popsicles on the Playground” event to occur during Open House in August. Popsicles will need to be distributed during the designated time on the McAlpine Playground to all rising Kindergarten students.
- Coordinate with Assistant Principal to organize a method for identifying Kindergarten Bus Riders (i.e., a ribbon attached to their backpack or a tag with bus lot number)
- Work with VP of Volunteers to organize volunteers for the first few weeks of school:
 - Lunchroom Volunteers – help Kindergarten students open lunch packages, navigate lunch lines, etc.
 - Bus Lot Volunteers – walk Kindergarteners from the bus lot to their classrooms
- Work with PTO President/Board to plan the Boo-Hoo/Yahoo Breakfast for Kindergarten parents on Friday of the first week of school (after the Staggered Entry Days).
- Organize a Kindergarten Photo Frames for Curriculum Night in September. Photographs of each Kindergartener will need to be taken, and inexpensive photo frames created for each student to be given to parents at Curriculum Night.
- Work with the administration and Kindergarten team to schedule and organize activities for both parents and children during Kindergarten Beginners Night in the Spring. Be on-site during Beginners Night to facilitate sign-in and to help ensure smooth flow of activities for parents and children.
- Plan any additional activities as determined to ensure kindergarteners have a smooth transition into kindergarten.

Media Center Coordinator

The Media Center Coordinator works closely with Media Center staff to provide volunteers to staff the library. This position reports to the **VP of Volunteers**. Job responsibilities include, but are not limited to:

- Work with VP of Volunteers to identify volunteers interested in helping in the Media Center.
- Coordinate and create a schedule of volunteers at the beginning of the school year.
- Volunteers are needed in the Media Center each day of the school year. Work with Media Specialist to determine when and where volunteers are needed (i.e. morning check out, Kindergarten classes, etc.).
- Hold training sessions, in coordination with Media Center staff, to familiarize volunteers with the duties required.



Room Parent Coordinator

The Room Parent Coordinator is responsible for helping appoint room parents for each classroom. This coordinator is responsible for communicating PTO information to Room Parents for them to pass along to their classroom families. This position reports to the **VP of Volunteers**. Job responsibilities include, but are not limited to:

- Recruit parent volunteers to serve as Room Parents (August/September). This can be done during Open House, Parent Packs, or online via the McAlpine Minute. The RPC can also consult with teachers to see if they have requests for Room Parents.
- Host a Room Parent Introduction meeting in September to outline responsibilities and expectations of the position.
- Send timely informational updates to Room Parents for dissemination to the families in their classrooms.
- Serve as the main point person for all school administrators, teachers and PTO Board members who would like to get information to the entire school through Room Parent emails.
- Have master copies of each class's Room Parent information, including beginning of year sign-up sheets for all parties, events and class email distribution information to be given to each Room Parent at the introductory meeting.
- Work with the Hospitality Coordinator to lend support during Teacher Appreciation Week events.

Volunteer Registrar

The Volunteer Registrar is responsible for logging contact information for all PTO Members. This position reports to the **VP of Volunteers**. Job responsibilities include, but are not limited to:

- Works with the Parent Pack Coordinator to process PTO Memberships via Parent Pack and Open House forms.
- Maintains a database of all paid McAlpine PTO members with contact information.

Welcome Wagon Coordinator

The Welcome Wagon Coordinator works to lead school tours as well as support families at McAlpine, whether they are new to the school or existing families going through crisis. This position reports to the **VP of Volunteers**. Job responsibilities include, but are not limited to:

- Coordinate all school tours for potential students and their families.
- Work with administration to contact any families who move or transfer to McAlpine Elementary during the school year, as needed. Coordinator can reach out to the family to ensure they've received a PTO Parent Pack and answer any questions the family has about their McAlpine experience.
- Work with administration and school counselors to assist with any McAlpine families who go through a crisis to help determine appropriate ways for the McAlpine community to support the family.