

Fundraising VP Responsibilities

- Attend State Convention in May (if possible)
- Submit a Fundraising budget request to President by July 1.
- Attend Monthly Board Meetings
- Oversee:
 - Annual Fundraiser (spring)
 - Choose a fundraiser and coordinate with the company
 - Schedule a week for the fundraiser with the school
 - Inform the students, teachers, parents, etc.
 - Schedule and Coordinate opening assembly
 - Be there to collect and count money as needed
 - Follow up on anything needed to finish the fundraiser
 - Labels for Education
 - Advertise that we collect Labels for Education
 - Collect all the labels turned into the school
 - Organize the labels and send them in for redemption
 - Box Tops for Education
 - Have monthly Box Top competitions
 - Create and distribute collection sheets to the students
 - Advertise and announce competitions and the winners
 - Collect all Box Tops turned into the school
 - Organize Box Tops and send them in for redemption
 - Give Back Night
 - Schedule dates & locations with fast food & sit down restaurants (4 per year)
 - Advertise the Give Back Nights. Use flyers, posters, marquee, PA announcements, newsletter, district phone calling system
 - Follow up to collect donation from restaurant
- Complete Activity Summary report for each Activity/Project you are responsible for and give to the Secretary
- Form a committee to help you with these tasks
- Thank the volunteers who help with the activities
- Report to the President