

Board Member Volunteer Description
Fundraising Chairperson

Commitment Level:  quarterly fundraisers

Requirements:

1. Must be PTSA member (\$12/school year). This is a requirement in order to hold a board member position and handle PTSA funds.
2. Must be cleared to volunteer in the Kent School District. This must be completed every school year. <http://www.kent.k12.wa.us/domain/1057>
3. Must attend monthly PTSA board meetings typically held the 2nd Monday of each month.
4. Each board member shall be a member in good standing of the PTSA prior to assuming the roles and responsibilities of the position.

Training:

You will be trained by the former fundraising chairperson.

Responsibilities:

1. You are responsible for setting the fundraising plan for school year – with board approval. This plan needs to be approved in the spring (typically April) prior to the final membership meeting during which the approval of the next year's budget will happen.
2. Coordinate and run all catalog sales. As well as, oversee and help chairpersons of the following events/programs: Clothing Sale, Community Rewards, Coin Drive, Popcorn Sales, Restaurant Nights, and Spirit Wear Sales.
3. Communicate fundraising events via flyers, kid-mail, Facebook, website, newsletter articles, community pages, etc.
4. Report status of all fundraising events to the board monthly.

If you would like more information on the job, please contact any of the former chairpersons listed below.

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