

<u>Roles/ Committees</u>	<u>Details</u>	
Staff Appreciation	<ul style="list-style-type: none"> - Welcome back lunch (AUG) - Holiday Breakfast (DEC) - Souper Bowl (FEB) - Appreciation week (first week of MAY) 	2 co-chairs for this role and would handle a group of volunteers to help you out.
Holiday House	<ul style="list-style-type: none"> - Speak with Wonderland Shoppes rep - Handle the contract and scheduling of items - Sign up genius/Volunteers - Reorders during the week - Setting up and taking down of Holiday House - (this is typically a 2 week planning event from set up to take down) 	2 co-chairs with a committee and volunteers to help during the week.
Spirit Wear/Spirit Spy	<ul style="list-style-type: none"> - Pick out colors for the year - Pick types of shirts - Handle all ordering and distribution of spirit wear - Sell items at school events - Think of things to add - Handle spirit fridays 	1 person but can have a volunteer/committee to help with spirit spy during the year
Silent Auction	<ul style="list-style-type: none"> - Getting donations - Set up pictures and descriptions on website - Responsible for distributing auction items to winners 	2 co chairs
Book Fair	<ul style="list-style-type: none"> - Work with Dr. P - Help set up 	2 co chairs

	<ul style="list-style-type: none"> - Help take down - Have a co chair during each shift - Create sign up genius to get volunteers for all shifts 	
Walk a Thon	<ul style="list-style-type: none"> - Decide on theme - Decide on Prizes - Handle donations - Run the event - Sign up genius - Organize prizes - Hand them out - If a tshirt you can handle or spirit wear committee can help 	<p>2 co chairs w/ a committee FEB Start planning in January or earlier</p>
5th Grade Committee	<ul style="list-style-type: none"> - Pick theme for the class - Handle shirts for 5th graders (they receive these for free) - Baby Pictures for 5th graders (used in yearbook and graduation) - Decorations for the graduation stage - Coordinate a 4th grade parent committee to set up graduation/ take down of stage - Plan party for 5th grade class 	<p>1 or 2 chairs with a committee to run events/help out</p>
Courtyard Committee	<ul style="list-style-type: none"> - Fall theme is usually a decorating contest between classes (pumpkins, scarecrows) with fall decorations, Winter Wonderland with trees with pictures for each grade and winter decorations, spring courtyard with scavenger hunt and 	<p>1 or 2 co chairs</p>

	<p>name the dolphin voting</p> <ul style="list-style-type: none"> - Set up/take down - Organize w/ teachers when applicable - Create Sign up genius to secure volunteers - 	
Treasurer	<ul style="list-style-type: none"> - Works w/ President - Sends financial reports from quickbooks monthly to board - Stays on top of the budget and helps for planning for the next year budget 	<p>1 person Someone who is a CPA or knowledgeable with quickbooks</p>
Secretary	<ul style="list-style-type: none"> - Sends out the board meeting minutes monthly - Handles the Monthly newsletters PTO sends out 	<p>1 person Works in google docs and Canva</p>
Vice President	<ul style="list-style-type: none"> - Helps President w/ ordering staff wishlists - Helps with events - Helps with social media - Helps Board Members - Events double check to make sure money and cash boxes are accounted for 	<p>1 person</p>
President	<ul style="list-style-type: none"> - Works with the Principal - Sets up calendar and events for each year - Works with treasurer with budget and purchasing - Handles teacher/staff communication - Board agendas - Handles the PTO fund request forms to be 	<p>1 person</p>

	<p>sent out for approvals</p> <ul style="list-style-type: none">- Dolphin Sponsors- School Supplies- Website- Sending Parent Emails- Social Media- Informational Events- Make sure committees are staying on task for events and help them with anything they need- Event Forms to be handed in to school secretary- Make sure vendors are e-verified- Keep up to date w/<ul style="list-style-type: none">- Insurance- Florida certificate- Website	
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