

VP of Fundraising (2)

Responsibilities:

- Attend monthly Board meetings (held at the school during school hours) and participate in discussion and decision-making
- Assist fellow Board members during various PTO events throughout the school year
- InstaRaise- RTES biggest fundraiser. The dates are in early September. For 2026 we are signed up for full service with the InstaRaise company. This means that the event will run the pep rallies and Fun Run day. We have the option to drop back to limited service where we will have access to all boosterthon content and prizes but the InstaRaise team will not be on campus. Daily huddles will be performed by PTO and/or parent volunteers. Prizes will be delivered daily to classrooms. Fun Run will be executed by the Co-VPs of fundraising along with PTO and parent help.
- Otter Outlet - school store that we have a few times a year. We get to school around 6:30am to set up and then start selling to the kids from 7:05 - 7:25. We do this for 3 days, Tuesday, Wednesday, Thursday.
- Winter Wonderland - this is a store that takes place before Thanksgiving break for kids to go shopping for their families during the holidays. This event is 2 weeks long and you will be at the school from 7:30 - 2 everyday. The dates for 2026 are November 12 - 20.
 - We spend 3 days setting up and then will have 2 days for kids to come and preview what they can buy.
 - Night event where kids and parents can come and shop.
 - Then the kids have a week where they can come and shop during school hours.
- Spirit Wear
 - You will help come up with designs for spirit wear.
 - Have 2 sales a year with a link. One in the beginning of October and another one that goes on during Kindergarten registration.
 - Keep the stock up to date on the website and deliver it when it is bought.
 - Sale in person at meet the teacher, Fall Festival and Kindergarten Registration
- Golf Tournament
 - Pick a date for the spring golf tournament.

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- Work with Community Relations on securing additional tournament sponsors and setting up the silent auction.
 - Work with the golf club on teams/pairing along with on course contests, food and beverage selections, and sponsor locations.
 - Help with advertising and sign-ups for the event.
- Back to School Kits
 - Vendor sends a link to the supplies for each grade level from the previous year
 - Forward this link to Admin to distribute to the grade level leads to add or remove supplies as they desire
 - Approve corrections which are then submitted to vendor
 - Request Communications and Administration to start sending out emails/links to order kits for the following school year.
- Candy gram and Stuffie sleepover
- Mabel's Labels