

Fundraising Committee Chair

Fundraising should only be undertaken to provide funds for the promotion of the PTA Purposes and Local PTA planned activities. Any fundraising event should reflect the high principles of the association. Each event should have educational, social or recreational value.

Major Duties

- Present a Plan of Work to the executive board for approval at the Summer Board Meeting.
- Attend available pertinent training for the position.
- Attend monthly PTA board meetings (typically second Thursday 5-7pm).
- Oversee all fundraising activities for the PTA.
- Maintain a procedure book which includes information on activities, programs, contacts, communications, statistics and budget information.
- Coordinate and work with a committee.
- Comply with local, state and federal laws, along with school district policy and procedures.
- Pay expenses by check—NEVER BY CASH! Incoming money should be deposited and not used to pay expenses prior to depositing.

Specific Tasks

- Order, inventory and sell school spirit items at designated school events OR manage the online inventory and selling of spirit items through a designated vendor.
- Coordinate and track birthday announcement sales for the marquee sign.
- Work with local restaurants to host “spirit nights” where a percentage of their sales is donated to the PTA. Schedule, promote, and follow up for payment upon completion of spirit night.
- Be a member of the Cheetah Fest committee if a Cheetah Fest Chairperson has been secured. If no Cheetah Fest Chairperson is secured, co-chair the event with the President.
- Coordinate the School Supply Fundraiser.
- Coordinate the T-shirt Design Contest for the upcoming school year.
- Cultivate and track sponsorship relationships with local businesses (with help of President and VP).
- Work closely with Communication Chairperson to publicize fundraising events and highlight sponsoring businesses.
- Track and report all grant monies received by the PTA and submit reports to grantors as required.
- Make certain that all money collected is turned over to the treasurer immediately.
- Two people from separate households, in addition to the treasurer, should always count money at the same time and both should sign an Itemized Receipt Form verifying the amount.

- Report to the executive board and the association all expenditures and profit from the fundraising event at the meeting immediately following the activity.
- Pass procedure book to successor.