

MITCHELL MUSTANGS



Fundraising Coordinator Chairperson Walkthrough

Thank you for taking on the role of Fundraising Coordinator for the Mitchell PTO. Below you will find procedures and recommendations to help you in your role.

Job Description: Fundraising Coordinator: The Fundraising Coordinator will schedule and oversee all fundraising ventures of the PTO, including PTO events such as Ice Cream Social, Fun Run, Movie Night, Spirit Wear, and Restaurant Nights.

Duties:

1. Serve on the Executive Board: As a member of the executive board you may be called upon to attend additional Exec board meetings and or vote upon pressing matters as needed throughout the year.
2. Working with the Treasurer to balance our expenses and fundraising goals throughout the year.
3. Schedule Fundraisers and coordinate chairpersons or serve as the chairperson. Examples of previous fundraisers include:
 1. Restaurant nights
 2. Hungry Howie's Pizza Sales
 3. Fall Fest Teacher Raffle (work with the Fall Fest chairperson)
 4. The Ice Cream Social Auction

4. Work with all relevant parties to obtain any and all necessary permits or licenses needed for fundraising events.

4. The Fundraising Coordinator oversees the following chairpersons and serves as their contact to assist and field questions. Please find copies of their area walkthroughs in your officer packet.
 1. Fun Run Committee Chairperson
 2. Movie Night Chairperson
 3. Ice Cream Social Chairperson
 4. Spirit Wear Coordinator
 5. All other fundraising event chairpersons/coordinators.

5. Working with the Treasurer to set fundraising goals for the following fiscal year before the budget proposal presentation at the May meeting.