

The below fundraisers/events need chairpersons and committee members who will collaborate with the PTA executive board. All chairpersons/members will work within a set budget provided by the executive board and will provide monthly reports on progress. Any money collected for an event will be tracked via a shared spreadsheet with the PTA Treasurer and a schedule for providing collected money to the Treasurer will be set. Thank you!

1. EASTER MONDAY GIFT AUCTION: April 21, 2025 (Always Monday after Easter)
 - a. Our largest fundraiser earning approximately \$70k a year.
 - b. Various jobs need to be done for the 4 months leading up to the event. Soliciting, tickets, set up/clean up, night of sales, gift running, etc. all will be explained in great detail to the committee members.
2. MOTHER/SON OUTING & FATHER/DAUGHTER DANCE:
 - a. Collaborate with the PTA board on a location/activity.
 - b. Order/Send invitations and arrange for decorations, if needed (within budget set by the PTA board).
 - c. Track RSVPs and all payments on a shared spreadsheet.
3. CLOTHING DRIVE: Help in early Spring.
 - a. Contact company to secure a date.
 - b. Organize volunteers to collect bags & load truck
 - c. Monitor donations the day of collection
4. DINE OUT NIGHTS: Throughout the year
 - a. Contact restaurants for give back nights for the school
 - b. Collaborate with PTA on restaurants/dates
 - c. Make flyer for the school to distribute to families.
 - d. Pick up payment check and provide to PTA Treasurer within 5 days of check being available by restaurant.
5. UNIFORM SWAP: Ongoing throughout the year.
 - a. Collect, organize and distribute used uniforms at PTA meetings.
6. BOOK FAIR:
 - a. Organize volunteers (Make Flyer/Sign Up)

- b. Update Scholastic website and send information to the school to be sent to families
- c. Set up, clean up and oversee the sales days (3 days of sales & pre-sale night at PTA meeting).
- d. End of the fair financial report to be completed & provide all cash to PTA Treasurer within 5 days of end of event.

7. SPS SCHOOL STORE: Held once a month during all lunch periods.

- a. Stock school store (pens, highlighters, note pads, etc.)
- b. Work sales once a month & provide all cash collected to PTA treasurer within 5 days.

8. FAMILY BINGO NIGHTS: Held 2-3 times a year.

- a. Inventory/purchase supplies needed and prizes.
- b. Make flyer, track RSVP's and organize any needed volunteers
- c. Run the event the night of, set up/clean up

9. GOLF OUTING: Held in the spring

- a. Collaborate with PTA board on date/location
- b. Solicit sponsorships/Track and collect golfer fees
- c. Collaborate with the PTA board on any needed licensing
- d. Make flyer/sign up and coordinate any needed volunteers

10. GERTRUDE HAWK: Runs in February with delivery before Easter

- a. Coordinate with Gertrude Hawk & distribute order forms to families
- b. Sort orders upon delivery and confirm all orders were received
- c. Schedule & work order pick up time

11. READ A THON: Runs in end of Feb. to March (Two weeks)

- a. Set up website
- b. Make flyer
- c. Monitor website and field parent questions
- d. Track class minutes for school wide contest