


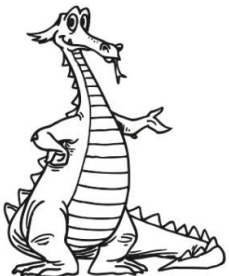
Driscoll Elementary PTO

Position Descriptions

Beautification Volunteer	School Supply Kit Coordinator	Driscoll Directory Organizer	Membership Coordinator
August – October & April/May	April/May & August	August – October	May & August/September
Freshens up flower beds near entrances and around message board	Prepares and processes school kit order forms for each grade to distribute to students for first day of school	Compiles the list of current student names and addresses for distribution of the directory	Conducts Fall and Spring PTO membership drives to collect PTO dues
Curriculum Advisory Council (CAC)	Homeroom Parent Coordinator	Redemption Program Coordinator	Gingerbread House Coordinator
Monthly	August, October, December, & February	Monthly	December
Represents Driscoll at monthly CAC meetings and reports back to the PTO any current curriculum updates	Organizes volunteers as homeroom party coordinators for each classroom	Solicits parent participation in Amazon Smile, Kroger Neighborhood Rewards, DLM Good Neighbor; Coordinates General Mills Box Tops for Education collection	Coordinates baking and assembly of gingerbread house frames and the donation of candy supplies for this 2 nd grade student project
Fitness Challenge Coordinator	Community Events Coordinator	Social Media Coordinator	FunDay Coordinator
August, September, & October	Monthly	Continuous	May
Organizes class participation to raise donations for the Driscoll Dragon DASH and solicit parent volunteers to work during the event	Organizes fundraising events at community locations (i.e., Chick-fil-A, City BBQ, Mod Pizza, etc.)	Creates postings and events on Facebook page and responds to messages on Facebook	Works with gym teacher to organize and solicit parent volunteers for the annual outdoor activity scheduled the last week of school
Social Events Committee			
Appreciation Events Coordinator	Morning Events Coordinator		
August, October, & May	November, January, & May		
Organizes food and volunteers for teacher and staff appreciation lunches (staff's opening day, parent/teacher conferences, teacher/staff appreciation week)	Organizes food and volunteers for three early morning events (Grandparents' & Special Friends' Day, Donuts with Dad, and Morning with Moms)		

Driscoll Elementary PTO

Position Descriptions

Spiritwear Coordinator	Scholarship Committee	Fifth Grade Recognition	School Store Coordinator
To Be Determined	April	April & May	Continuous
Designs and selects spiritwear apparel and other items to sell to Driscoll families	Reviews applications and selects recipients PTO scholarship awarded each spring to a graduating senior from CHS who attended Driscoll Elementary	Plans and organizes 5 th grade end of year event (breakfast and commemorative items) to celebrate the 5 th grade class	Stocks school store with needed supplies for each grade level; Schedules 5 th grade volunteers to operate store each week throughout the year
BOARD POSITIONS	FUNIVAL Committee		
	Responsible for planning and operation of the annual school carnival usually in late February/early March. Many levels of time commitment available. See below. Many, many, many volunteers needed!		
President Elect	Volunteer Coordinator		Kitchen Coordinator
Assists current president in the operation of the PTO; Traditionally serves as PTO President during the following school year	January & February/March Recruits parent and community volunteers to run the event		January & February/March Coordinates menu and arranges for food for the event
Treasurer	GAMES COMMITTEE	GAME TICKET COMMITTEE	SILENT AUCTION COMMITTEE
Manages the PTO bank account, pays bills, and handles money from the fundraisers; Distributes budget report at monthly PTO meetings	Games Coordinator	PreSale Coordinator	SA Solicitation Coordinator
	November – February/March Plans, prepares, and organizes games for event	January & February/March Organizes and distributes presale tickets for event	November – February/March Solicits for business donations for prizes for raffle baskets
Recording Secretary	Prizes Patrol	Fun Sheet Coordinator	SA Basket Committee
Records the minutes at the monthly meetings and prepares minutes for distribution on the website	November – February/March Purchases and distributes prizes for prize room	January & February/March Prepares game sheets for students related to theme of event and determines winners for participation	January & February/March Organizes solicited donations into raffle baskets and prepares for auction