

## Meadow Ridge PFE Officers & Volunteer Roles

Officer/ Committee	Responsibilities	Timing	Approx Hours
President & Co-President  Must attend meetings	<ul style="list-style-type: none"> <li>Run monthly meetings</li> <li>Prepare monthly agendas</li> <li>Maintain PFE email contact list</li> <li>Coordinate with principal re PFE activities</li> <li>Attend and report on DPFE monthly meeting with D135 Board Updates</li> <li>Communicate/remind committees about planning as needed</li> <li>Fill any vacant committee role or terminate committee</li> <li>Set up Sign-Up Genius as needed for events/ volunteers for the school or coordinate with the office to do so</li> <li>Coordinate to have a PFE table at open house</li> <li>Read and sign PFE by-laws</li> <li>Acquire with MR assembly &amp; author presenters for the year</li> </ul>	All School Year	10 hrs/month +monthly meetings
Treasurer  Must attend meetings	<ul style="list-style-type: none"> <li>Prepare monthly Treasurer's Report for the building and maintain PFE financial records</li> <li>Collect funds and reimbursement requests from committees/school and ensure requests are approved and within budget</li> <li>Coordinate with DPFE treasurer to remit deposits, and arrange for reimbursements/payment on invoices, report on balances and encumbrance monthly, acquire and relay W-9s for vendors</li> <li>Provide an annual Donation Report to D135 at end of year</li> <li>Read and sign PFE by-laws</li> </ul>	All School Year	4-5 hrs/mo  + 3-6hrs around certain events
Secretary  Must attend meetings	<ul style="list-style-type: none"> <li>Take minutes at monthly meetings and provide draft minutes to be approved at following meeting</li> <li>Read and sign PFE by-laws</li> </ul>	All School Year	1 hr/month
Membership	<ul style="list-style-type: none"> <li>Collect and submit staff memberships to DPFE</li> <li>Collect and submit membership forms to DPFE</li> <li>Get any funds collected to treasurer</li> </ul>	Mainly Fall	3 hours
Staff Appreciation Committee	<ul style="list-style-type: none"> <li>Coordinate staff appreciation treats               <ul style="list-style-type: none"> <li>Back to School</li> <li>PT conferences</li> <li>Spring staff lunch</li> </ul> </li> <li>Purchase items and set up</li> <li>WISH list</li> </ul>	Throughout Year	15 hours total including shopping
Family Fun Nights Committee	<ul style="list-style-type: none"> <li>Schedule, Plan &amp; Implement family night evening events throughout year</li> <li>Set up Sign Up Genius for volunteers when needed</li> <li>Events: Skate Party, Sweetheart Dance, Bingo or other events</li> </ul>	Throughout Year	10 hours + Day of events
School Supply Kit Coordinator	<ul style="list-style-type: none"> <li>Coordinate with school supply kit vender on sale</li> <li>Communicate with staff for supply lists</li> <li>Push out notifications with the Principle &amp; PFE</li> </ul>	Spring	5 hours

Fundraiser Committee	<ul style="list-style-type: none"> <li>Plan main Fundraising event of year</li> <li>Basket Raffle 21-22, 22-23, 23-24 years (Springtime) <ul style="list-style-type: none"> <li>Decide on raffle items, purchase or obtain donations, crate baskets, display baskets in library</li> <li>Create ticket order form &amp; distribute</li> <li>Publicize heavily</li> <li>Obtain class list and gather tickets throughout the two weeks</li> <li>Provide a type of entertainment for Basket Raffle Event Night</li> </ul> </li> <li>Coin Challenge 23-24 year (Fall time)</li> <li>Read a Thon 24-25 (Fall time) <ul style="list-style-type: none"> <li>Publicize</li> <li>Purchase incentives</li> </ul> </li> </ul>	Varies as scheduled	20+ hours + night of event (if applicable)
Yearbook Committee	<ul style="list-style-type: none"> <li>Should have some graphic arts or photo editing experience</li> <li>Coordinate with TreeRing to set up Meadow Ridge annual yearbook</li> <li>Prepare yearbook layout (similar to Shutterfly photo book)</li> <li>Take photos at school events when feasible</li> <li>TreeRing will send a photographer to 1 event per year if scheduled</li> <li>Make sure staff entered correctly on TreeRing system at start of year</li> <li>Advertise sale in fall and spring</li> <li>Have students design yearbook cover</li> <li>Maintain Google drive for staff to upload photos</li> <li>Make sure check from yearbook sales payable to PFE and gets to treasurer</li> <li>Layout must be complete at the end of April for delivery by end of May</li> </ul>	All Year  Mainly Spring	1 hour/month  +day of PFE events  + more time in Spring to assemble
Restaurant Night Coordinator	<ul style="list-style-type: none"> <li>Coordinate with local restaurants and office for setting up restaurant nights for the PFE <ul style="list-style-type: none"> <li>Chipotle (30% back)</li> <li>Beggars Pizza (20% back)</li> <li>Winter cookie kits (new)</li> <li>Others</li> </ul> </li> <li>Check to avoid conflicts with other restaurants nights in district, if possible</li> <li>Make sure check from event payable to PFE and gets to treasurer</li> </ul>	Varies as scheduled	1 hour per month
Party Treat Planner	<ul style="list-style-type: none"> <li>Coordinate with office/nurse on treat choice, purchase treat and make sure it is to school in time for distribution <ul style="list-style-type: none"> <li>Halloween Party</li> <li>Winter Party</li> <li>Valentine's Day</li> </ul> </li> <li>Fun Treat Friday <ul style="list-style-type: none"> <li>Last Friday of each month during lunch provide treat</li> <li>Provide general item &amp; dietary restricted item</li> <li>Prepare Sign-Up Genius for volunteers day of distribution</li> </ul> </li> <li>Coordinate treat for Field Day Tropical Sno Cones/Kona Ice in past</li> </ul>	All Year	3 hours per treat event  + ordering supplies

Day of Play Committee	<ul style="list-style-type: none"> <li>• Inventory games and purchase new parts/games as needed (mostly in Mr. Darovic's office and PFE cabinet)</li> <li>• Plan layout of games in gym and multipurpose room</li> <li>• Coordinate with office on schedule for the day</li> <li>• Prepare Sign-Up Genius for volunteers</li> <li>• Coordinate volunteers for set-up day the afternoon before</li> <li>• Coordinate volunteers and flow of classes on the day of the event</li> </ul>	August	5 hours planning +Set up day +Day-long event
Community Event Committee	<ul style="list-style-type: none"> <li>• Coordinate with PFEs from Century, Center &amp; Centennial on planning and running event</li> <li>• Time commitment varies depending on the event selected</li> <li>• Prepare Sign-Up Genius for volunteers</li> <li>• Purchase items needed</li> <li>• Trunk or Treat 2021-2022 year</li> <li>• Winter carnival past 2022-2023 year</li> <li>• Staff Volleyball Tournament 2023-2024 &amp; 2024-2025 years</li> <li>• Or any other planned events</li> </ul>	Fall or Winter	10 hours + Day of event
Spirit Wear Coordinator	<ul style="list-style-type: none"> <li>• Choose a new vendor if one is needed</li> <li>• Coordinate with vendor for sale</li> <li>• Select designs to be offered</li> <li>• Promote spirits wear availability</li> <li>• Use Square website to provide inventory and collect payments</li> <li>• Coordinate with PFE to display and promote spirit wear at Open House</li> <li>• Compile spreadsheet of items and place order with vendor</li> <li>• Pick up order and sort through items and distribute to families</li> <li>• 1<sup>st</sup> Place Spirit Wear a separate sale continues throughout year</li> </ul>	Planning in summer, Start of school year	20 hours
Social Media Coordinator	<ul style="list-style-type: none"> <li>• Coordinate with PFE officers about events, posts, and photos</li> <li>• Post to PFE Facebook page, Instagram &amp; Twitter events</li> <li>• Update PFE website</li> </ul>	All school year	30 minutes/month
Science Day Coordinator	<ul style="list-style-type: none"> <li>• Coordinate with media center specialist about a STEM activity or shared resource</li> <li>• Schedule science related assembly or science handout</li> </ul>	May	5 hours
Raise Right Coordinator	<ul style="list-style-type: none"> <li>• Coordinate with Century PFE</li> <li>• Nov/Dec E-cards &amp; regular cards distribution</li> </ul>	Fall	5 hours
Self Contained Liasson	<ul style="list-style-type: none"> <li>• Communicate with Special Education department to promote inclusiveness</li> <li>• GOALS cart</li> </ul>	Throughout year	5 hours + shopping