District Wide Coordinators

Candy Bar Bingo - Obtain supplies and send out communication with schools. Works with PTA Board for volunteers. Coordinate room needs with Maintenance Director. Must be available for event.

Chef’s NIght Out - Obtain and coordinate events with local vendors. One event for each month. Send out communication with schools. Coordinate with teachers, if applicable.

Event Photographer - Attend various PTA events and take photos. Upload photos to Facebook/Website and send to PTA President.

Fundraising - Decide yearly fundraisers with PTA Board. Coordinate fundraiser with chosen company. Send out all communication/order forms with schools. Organize orders and submit to company. Distribute products to students.

Junior Achievement - Obtain and coordinate volunteers for each classroom in grades K-4, 5 & 6 for Spring or Fall sessions. Work with Junior Achievement Rep to obtain materials and payments. Work with teachers, if needed to obtain volunteers. Send reminders and instructions to volunteers.

Membership - Send out membership forms to schools and collect payments. Submit all payments to Treasurer. Hold Membership Drive - if possible. Send membership forms to Directory Coordinator. Attend Back to School nights to promote membership.

Savers Donation Drive - Coordinate date/times with PTA Board and Savers store Rep. Procure a vehicle by donation or rental. Obtain volunteers for event. Attend event and drop off items to Savers store when concluded. Bring back truck.


School Supplies - Work with schools Principals/staff to obtain each grade level’s needs. Work with chosen School Supply company to obtain those needs. Send out communication and set up online sales. Work with Admin Secretary for drop off location/times. Coordinate pick up times with families. Attend said time to distribute packs.

Social Media - Work with PTA Board to keep Facebook updated with various events and reminders.

Spirit Wear - Select company, if needed. Work with company and PTA Board to decide on styles, colors, prices, quantities and ordering. Set up orders, payments and distribution of products. Attend various events to sell over stock. Orders/sales should be done 2x a year.

Staff Appreciation Lunch - Obtain donations from various local vendors. Decide on decorations. Work with school Principals for number of staff attending. Obtain and coordinate volunteers for setup, pick up donations, clean up. Must be available during the day of the event.

Swinging for Steam - Coordinate golf day with chosen golf course. Coordinate dinner. Obtain various donations from local vendors. Obtain a photographer. Coordinate volunteers/staff for various jobs. Set up registration. Send out all communication. Work with Social Media Chair for advertising. Obtain volunteers/golfers at various school events. Must be available day of event.