**Responsibilities of Susick PTO Coordinators**

Dragon Den Coordinator– Run the school supply store weekly during lunch. Be responsible for coordinating, ordering, inventory and sales throughout the school year. Report out to the Treasurer if any items are being purchased for approval and PTO during the monthly general membership meeting. Training will be made available. (Effort: on-going, Average: could range from 4-6 hours per month or 1.5 hours per week)

Box Tops, Campbell’s, Tyson Label Coordinator – Duties include: Collections done weekly/monthly from each classroom, counting them and sending them to the company for donation credit as well as Report out to the PTO during the monthly general membership meeting on the classroom monthly tallies so they can be cascaded through the appropriate communications. Assist in planning year end parties for the winning classroom for each effort. Training will be provided. (Effort: on-going, Average: could range from 2-4 hours per month)

PTO Bulletin Board/Sign Decorator – Duties include: updating and decorating the PTO Bulletin Board every month as well as adding important PTO activity dates to the outside parking lot marquee. Information should be provided to your folder or email as new items are available. (Effort: on-going, Average: 1 hour during the first week of every month)

Family Night Out Coordinator – Duties include: to be at these evening events to ensure set up and keep the lines of communication open with the establishments Report out to the PTO during the monthly general membership meeting. Collect donation checks from the establishment when available, provide them to the Treasurer or President for deposit and records. (Effort: Monthly, Average: 3 hours a month)

Holiday Shop Coordinator – Duties include: Coordinating Vendors, reserving the Café, Flyer creation and disbursement, collect contracts and assist in money collection and counting from this event. As well as anything else to support the success of this event. Report out to the PTO during the monthly general membership meeting. Training will be provided. (Effort: Seasonal, Average: 7-9 hours total during November/December.)

Any other Coordinators obtained by the PTO are to be responsible for the same duties mentioned above if they pertain to the event.

Any planning during the event process should be communicated with the President to ensure there are no issues before the event is held.

Any monies collected must counted by a board member, preferably the treasurer in available, and the coordinator of the event together as a checks and balance.