



DONATIONS CHAIR

This is a very IMPORTANT role. Request and manage donations/sponsorships from local businesses and organizations, teachers/staff, SMS families and parishioners. Coordinates with necessary board members, to advertise and implement the fundraiser of choice. Manage/coordinate sending thank you cards to all donors; including families and parishioners who participate/attend the event. Communicate and direct committee members. Manage a list of donors, sponsorships and items to assure that donations are recorded.

(Effort: on-going; Average: 1-2 hours per month, Video conference or in-person meetings)

DONATIONS COMMITTEE (THREE)

At the direction of the Donations Chair - request and manage donations from local businesses and organizations, teachers/staff, SMS families and parishioners. Manage/coordinate sending thank you cards to all donors; including families and parishioners who participate/attend the event. Manage a list of donors, sponsorships and items to assure that donations are recorded.

(Effort: on-going; Average: 1-2 hours per month, Video conference or in-person meetings)

CLASS BASKET COORDINATOR(S)

Coordinates with room parents - distribute approved basket theme list. Work with Room Parents and Donations Committee to track Baskets (description and value). Helps coordinates communication between Auction Chair/Communication Chair and Room Parents. Ensures Room Parents are tracking monetary and physical items donated for the class basket. Collect all baskets at least one week before auction, and deliver to venue the day of event.

(Effort: on-going; Average: 1 hour per month, Video conference or in-person meetings)

FOOD AND DRINK CHAIR

(Budget: Food \$1200, Alcohol \$450, VABC License \$85, Miscellaneous \$250)

Plan and purchase food and drinks for the event. Select and reserve, plan and coordinate the meal/dinner that will be served during event. Manage food and drink purchases and donations. Coordinates with necessary board members, to vote on final food vendor choice. Obtain Banquet Special Event license from VABC. A banquet special event license is issued to duly organized nonprofits that are holding an event.

<https://www.abc.virginia.gov/licenses/get-a-license/definitions/banquet-special-event>

*ALL purchases need to be approved by the Auction Chair and voted on by the board.

(Effort: on-going; Average: 1-2 hours per month, Video conference or in-person meetings)



FOOD AND DRINK COMMITTEE (FIVE)

Assist with planning and purchasing food and drinks for the event. Work in conjunction with Food and Drink Chair to select and reserve, plan and coordinate the meal/dinner/vendor that will be served during event. Manage food, drink purchases and donations. Coordinates with necessary board members, to vote on final food vendor choice. Help obtain a Banquet Special Event license from VABC. A banquet special event license is issued to duly organized nonprofits that are holding an event.

<https://www.abc.virginia.gov/licenses/get-a-license/definitions/banquet-special-event>

*ALL purchases need to be approved by the Auction Chair and voted on by the board.

(Effort: on-going; Average: 1-2 hours per month, Video conference or in-person meetings)

DECORATIONS COMMITTEE (THREE)

(Budget: \$500 - ALL Purchases MUST be approved)

Utilize any current PTO owned decor (stored in Book Closet, Senior Building). Purchase decorations and/or DIY Decorations. Along with decoration chair - assist with planning the aesthetic and atmosphere of an event. Work closely with your chair to create a theme, plan the decor, and make sure that everything is in its place for the event. You will be needed for some event set-up.

(Effort: on-going; Average: 1 hour per month, Video conference or in-person meetings)

GAMES & ENTERTAINMENT CHAIR

(Any costs incurred will need to be approved prior to purchase.)

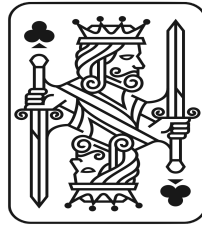
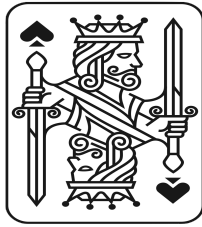
Create stations for a selection of games. Game options will be presented at Auction meeting and voted on. Game Chair and Committee are responsible for coming up with and/or creating fun theme related games. Organizes event games and prizes. Help coordinate volunteers to set up games during set-up. Coordinate the volunteers on day event to run games and tear down.

(Effort: on-going; Average: 1 hour per month, Video conference or in-person meetings)

GAMES & ENTERTAINMENT COMMITTEE (THREE)

Work with Games and Entertainment Chair to create stations for a selection of games. Game options will be presented at Auction meeting and voted on. Game Chair and Committee are responsible for coming up with and/or creating fun theme related games. Organizes event games and prizes. Help coordinate volunteers to set up games during set-up. Coordinate the volunteers on day event to run games and tear down.

(Effort: on-going; Average: 1 hour per month, Video conference or in-person meetings)



HEALTH AND SAFETY CHAIR

(Any costs incurred will need to be approved prior to purchase.)

Help maintain all COVID safety protocols, Social Distancing, Mask Wearing, Cleaning/Sanitization.

Manage volunteers during clean-up. As event date approaches the Health and Safety Chair will work with school administration, auction chair and health and safety committee to set-plan and create safety plan that is required to be submitted for event.

(Effort: on-going; Average: 1 hour per month, Video conference or in-person meetings -as well as- Effort: day of event, in-person)

HEALTH AND SAFETY COMMITTEE (TWO)

Help the Chair maintain all COVID safety protocols, Social Distancing, Mask Wearing, Cleaning/Sanitization. Manage volunteers during clean-up. As event date approaches the Health and Safety Chair will work with school administration, auction chair and health and safety committee to set-plan and create safety plan that is required to be submitted for event.

ADMISSIONS (FOUR)

Check-in and greet guests, hand out name badges and programs. Sell admission tickets when needed. There will be no change in price for tickets purchased at the door this year. Volunteers will be responsible for managing the cash box for tickets bought at the door.

(Effort: day of event, in-person)

EVENT SET-UP (TWENTY+)

Assist with event set up. Volunteers are asked to help in two hour increments. If you are available you may sign up for as many time slots as you wish! Assist with table/chair set-up, bar set-up, stage set-up, game stations set-up, admissions set-up, work with event manager assisting where needed.

(Effort: day of event, in-person)

EVENT CLEAN-UP (TWENTY)

Assist with event clean up and tear-down.

(Effort: day of event, in-person)

VOLUNTEER COORDINATOR

Manage a list of event volunteers. Assure that volunteer data is recorded and available to both the Board. Work with committee chairs to assure volunteers slots are filled. Track volunteer hours and discounted Volunteer Tickets.

(Effort: on-going; Average: 1 hour per month, Video conference or in-person meetings)