# 2nd Vice President

**Purpose of Committee:** Determine how much money is needed to maintain budget, determine if school has any needs that can be met with a PTA fundraiser, and determine the appropriate fundraisers needed for the school year.

**2nd Vice President Responsibilities:**

1. See the Bylaws for a description of 2nd VP responsibilities
2. See the Standing Rules

**Executive Committee Responsibilities (see Standing Rules)**

* TBD

**Road Map**

| **Month** | **Activity** | **Est. #  of Hours** |
| --- | --- | --- |
| August | * Meet with Executive Board and Principal to determine what fundraisers will be done for the year | 1-2 |
| Monthly Meetings | * Give a report about any fundraisers | 1 |
| September | * Possible KidStuff Books/Race for Education fundraiser report * Make sure all passive fundraisers are updated:   Shoparoo, Amazon Smile, Giant Eagle Apple Rewards   * Set up meetings and recruit volunteers for fundraisers | 1 |
| October | * Possible KidStuff Books/Race for Education fundraiser report | 1 |
| November | * Possible Reverse Raffle/Race for Education fundraiser report | 1 |
| December | * Possible Reverse Raffle Fundraiser Report | 1 |
| January | * Reverse Raffle Meetings weekly | 1-2 |
| February | * Reverse Raffle Meetings weekly | 1-2 |
| March | * Reverse Raffle Newsletter | 1-2 |
| April | * Set up Kidstuff Books for the next year | 1 |
| May | * Deposit for Reverse Raffle Fundraiser for next year to reserve date | 1 |
| June | * Update Google Docs with any information that was used for any fundraiser for the year | 3-4 |

**Tips & Tricks - What Works Well and What Didn’t Work Well**

**Reverse Raffle and Silent Auction Fundraiser**

* **Complete contract in May with Joe at TLC Catering in May before event (picking a Friday during lent, guarantees you will have the big hall)**
* **Past two themes: Mardi Gras & I Love the 80’s**
* **Online donation requests can begin at beginning of school year or sooner**
* **Most restaurants have a budget for donations that are replenished at the beginning of a month**
* **Beginning of the year is often a great time to ask businesses for donations**
* **Start early in recruiting volunteers.**

**\*Possible sub-committees – Decorations, Online Donation Requests, Local Business Calling, Balloon Raffle Set Up, Set Up for the Event**

* **Start early in finding 1 person 18 or older to supervise the high school and middle school students for childcare. Possible option is 4 or 5 to split time**
* **Classroom Baskets**

**\*Request themes early from room moms or classroom contact person to avoid duplicates**

**\*Send email for updates about the progress of baskets to see if any help is needed**

**\*Request that basket descriptions including Basket Name, Basket Value and itemized Basket list be sent at least two weeks prior to event**

* **If people would like to donate baskets for the event, ask them to send you Basket Name, Basket Value and itemized Basket list be sent at least two weeks prior to event**
* **Request to have baskets dropped off at 1 location a week prior to event**
* **Time consuming items that are last minute**

**\*Determining how to group the donation from businesses that you receive in a basket**

**\*Typing up basket description bid sheets**

**\*Organizing the order of the baskets**

**Night of the Event**

* **Volunteers**

**\*2 for childcare check in**

**\*2 for guest check in**

**\*1 MC for night**

**\*1 for side board sales, 1 for 50/50 sale, 1 for Booze Bucket sale**

**\*1 for checking off numbers on computer for big screen**

**\*1 for assisting the MC in organizing the numbers once pulled**

**\*1 for collecting bid sheets once a table has closed**

**\*2 at least for Balloon Raffle(collecting money and distributing prizes)**

**\*3-4 for check out(determining what is owed, credit card processor, etc.)**

**KidStuff Coupon Books**

* **Recruit volunteers for labeling and distributing books**
* **Get class lists and make an Excel file to make it easier to track books**

**Race for Education**

* **Planning needs to start before school depending on date of event**
* **Day of Halloween Parade worked well in October**
* **There is a step by step process once you have picked the Race day**
* **Recruit many volunteers for paperwork, mailing, filing, Race day volunteers, etc.**
* **The financial part of keeping track of all cash/checks coming in is time consuming**
* **Contact the Race for Education group for assistance** [**http://racefored.com/**](http://racefored.com/)
* **Since we already paid the 20% to company for first Race for Education, every penny raised will be profit**