

## Special Projects Leads – Job Descriptions

### Popcorn Lead

- Be a PTSA Member
- Attend committee meetings with Special Project Chair and VP of Programs
- Complete PTSA money handling training before first popcorn day
- Complete any necessary Committee Plan of Action Reports to be reviewed at board meetings by the VP of Programs
- Work with Special Projects Chair to set Popcorn calendar
- Give popcorn volunteer needs to Volunteer Coordinator
- Order Supplies
- Coordinate deep cleaning of machine, approx. once every three years
- Clean popcorn machine after each popcorn day
- Provide sales tax information to treasurer
- Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)

### Spiritwear Lead

- Be a PTSA Member
- Attend committee meetings with Special Project Chair and VP of Programs
- Complete PTSA money handling training before spiritwear sales start
- Complete any necessary Committee Plan of Action Reports to be reviewed at board meetings by the VP of Programs
- Work with Special Projects Chair to set spiritwear sales period, once a year at the start of the school year
- Be the liaison with the 3<sup>rd</sup> party spiritwear company: design of the spiritwear, timeline, order forms
- Attend school and PTSA events during the sales period to promote the sale of spiritwear
- Collect order forms, keep records of funds received, prepare deposits and copy order forms
- When sales period has ended, send all order forms to 3<sup>rd</sup> party spiritwear company
- Distribute pre-sorted spiritwear orders to classrooms when they arrive
- Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)

### SAW (Staff Appreciation Week) Lead

- Be a PTSA Member
- Attend committee meetings with Special Project Chair and VP of Programs
- Complete PTSA money handling training before SAW committee meetings begin
- Complete any necessary Committee Plan of Action Reports to be reviewed at board meetings by the VP of Programs
- Obtain SAW Planning Committee volunteers from the Volunteer Coordinator, plan and lead the first SAW planning committee meeting with those volunteers in January. Hold monthly meetings until SAW in May.
- Get volunteer needs for the week of SAW to the Volunteer Coordinator
- Provide general oversight for SAW planning and during the week of SAW
- Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)

### Talent Show Leads

- Be a PTSA Member
- Attend committee meetings with Special Project Chair and VP of Programs
- Complete PTSA money handling training before the talent show
- Complete any necessary Committee Plan of Action Reports to be reviewed at board meetings by the VP of

## Programs

Planning for the talent show should begin in early October

Online audition sign-ups occur before winter break

Auditions occur during the first few weeks of January, and the talent show is at the end of January

Coordinate volunteer needs with the Volunteer Coordinator

Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)

## Yearbook Lead

Be a PTSA Member

Attend committee meetings with Special Project Chair and VP of Programs

Complete PTSA money handling training before yearbook sales begin

Complete any necessary Committee Plan of Action Reports to be reviewed at board meetings by the VP of Programs

Oversee 5<sup>th</sup> Grade Baby Picture submissions and Yearbook Cover contest in January

Be a liaison with Photography by Joy and coordinate volunteer needs for picture day

Coordinate with staff for the group and class candid photos

Coordinate and track yearbook sales in the spring

Work with Photographer Lead to coordinate photography needs at events

Solicit pictures from parents

Compile the Stillwater yearbook

Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)

## Photography Lead

Be a PTSA Member

Attend committee meetings with Special Project Chair and VP of Programs

Complete any necessary Committee Plan of Action Reports to be reviewed at board meetings by the VP of Programs

Attend PTSA and school events to take pictures to be used in the yearbook and on social media – coordinate with Yearbook Lead

Hang up photo privacy notice sign at every PTSA event

Send any social media post requests to [communication@stillwaterptsa.org](mailto:communication@stillwaterptsa.org)

## TAG Lead ( Teacher Appreciation Gift)

Be a PTSA Member

Meet with Special Projects Chair to discuss a new theme for the year

Arrange to purchase items for the gift

Schedule a time with Office and Principal to make items with students