



# PTA COMMITTEE HELP WANTED

## Giving Campaign Coordinator

*(Job description from Laurence Diaco)*

### Here are the responsibilities:

1. Send out 6-7 flyers/emails throughout the year to ask for donations. We've been sending flyers every month or so, and have used the following themes in the past.
  - At the beginning of the school year
  - October - after carnival
  - Giving Tuesday and/or end of year push
  - January - new year, new opportunity to support
  - February Valentine push
  - March Giving Campaign
  - May - another push for us to get to our school year goal
2. Create and update outdoor thermometer - (optional)
3. Track and log all parent donations that come in.
4. Manage razoo account online.
5. Email individual personal thank you note/ receipt (about 50 / year)

**IF YOU ARE INTERESTED IN HELPING WITH THIS,  
PLEASE EMAIL [HARDINGPTAPRESIDENT@GMAIL.COM](mailto:HARDINGPTAPRESIDENT@GMAIL.COM)**