



## Woodmoor PTSA

### Woodmoor PTSA VP of Fundraising

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#### **About Us:**

The mission of Woodmoor PTSA is to create a dynamic partnership between Parents, Teachers and Students.

In order to achieve this goal, we focus on enhancing the educational experience for all students by providing support and information to parents and staff.

Woodmoor Elementary is a diverse educational setting, with [PACE](#) and Special Education classes alongside general education classrooms.

Our PTSA includes representatives from each group so that all may have a voice. Thanks to successful fundraising and amazing volunteers, Woodmoor PTSA is able to provide teacher funds for classroom materials, offer student enrichment programs, sponsor family social events, and so much more.

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#### **About The Role:**

- **Group:** Woodmoor PTSA Executive Committee
  - **Classification:** Elected Officer
  - **Scope:** Responsible for raising funds needed to sustain the annual operating budget.
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#### **Responsibilities:**

- Manage all fundraising activities for the PTSA including Fall Fundraiser, Dolphin Dash Fun Run, Dine Out Nights and other community

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partnerships.

- Research and evaluate new fundraising opportunities.
- Manage fundraising event expenses within the allotted budget.
- Order and organize supplies and materials prior to fundraising events.
- Advertise fundraising events with flyers, posters, and announcements for inclusion in the PTSA newsletter.
- Identify and contact vendors as needed for fundraising events.
- Recruit and manage volunteers for set up, clean up and staffing during fundraising events.
- Publish fundraising results to the school community.
- Attend monthly Board of Directors and General Membership meetings.
- Complete approved PTA Training, as required.