**SMPTO Iron Forge Vice-President Duties**

Yearly: Attend monthly SMPTO Executive & General Membership Meetings. Chair One “Big” Event (Bubblethon, IFES Fall Fun Fest & Spooky Party, Luau, Family Movie Events (2), Teacher Appreciation Week (both schools), Spring Fling)

**July/August**

* Review calendar with board and principals to schedule the following events:
  + Back to school night(s) and Back to School teacher luncheon date (August)
  + Family Movie dates (2) (November & March)
  + Bubblethon kick-off and event dates (late August- Sept and October)
  + IFES Fall Fun Fest & Spooky Party (late October)
  + Fall Conference dates (November)
  + Valentine Pop Sale
  + IFES Book fair (with teacher preview)
  + Spring conference dates (February-March)
  + Luau (April)
  + Teacher Appreciation Week
  + Spring Fling
  + Forge Ahead Day

**August- September**

* Attend back to school night
* Help with back to school teacher luncheon
* Attend Opening Inservice Day to explain PTO and how they can be an important part as well as hand out $50 classroom checks and collect signatures.
* Schedule book fair
  + Pick dates with principal (usually during Spring conferences)
  + Schedule teacher preview with principal and Scholastic rep (usually Friday before fair starts for students)
  + Schedule the Book fair held during Spring Fling
* Help with Bubblethon (for both schools)
  + Kick off assembly
  + Count donations
  + Prizes
  + Bubblethon event
  + Assist with parties and celebrations
  + Communicate Time to Sign Up needs for volunteers with the secretary.
* Start planning IFES Fall Fun Fest & Spooky party
  + Recruit volunteers (chairperson for Haunted Hallway, Decorating, Games, Food and Contests)
  + Book a DJ
  + Design invitation and get approval
  + Communicate Sign-up sheets for volunteers and food/drink donations to Secretary.
  + Have SMPTO secretary contact high school interact club for volunteers
  + Evaluate stock of supplies and decorations (all stored at IFES)

**October**

* Prepare/Set up for Bubblethon Event & Reward Day – express anything needed for this event to the President at least one week prior to each event.
* Fall Fun Fest & Spooky party- usually held the last week of October
  + Send permission slip home 3 weeks before date – collect and track all slips by grade, teacher, student noting any special needs in an excel spreadsheet
  + Continue all planning listed above

**November**

* Fall conferences
  + Help plan meal for teachers
  + Help with Rice Scholastic book fair

**December**

* Help with Cookies & Cocoa with Santa
* Help with Holiday Market at Rice as needed

**January**

* First Family Movie Event
  + Communicate Purchase of snacks to President and/or Treasurer
  + Communicate sign up sheet for volunteers to Secretary
  + Create event on EventBrite to “sell” tickets
* Spring Fling Preparations (Ongoing through date of Spring Fling)
  + Assist with reaching out to local businesses to donate for the Calendar Raffle

**February- March**

* Second Family Movie Event
  + Communicate Purchase of snacks to President and/or Treasurer
  + Communicate sign up sheet for volunteers to Secretary
  + Create event on EventBrite to “sell” tickets
* IFES Scholastic Book Fair (during parent teacher conferences)
  + Confirm date of teacher preview with principal and Scholastic rep
  + Communicate Sign-up sheet for volunteers with Secretary (coordinate volunteers with when classes are scheduled to attend to shop)
  + Sign-up sheet for classes (sent out by principal)
  + Coordinate book fair set up date and close out date with principal and librarian, plan to assist with set up and close out.
  + Parent Teacher Conferences - Stock the Teacher’s Lounge
* Start planning Luau party
  + Recruit volunteers (chairperson, Decorating, Games, Food and Contests)
  + Design invitation and get approval
  + Book DJ/Photo Booth
  + Communicate Sign-up sheets for volunteers and food/drink donations to Secretary.
  + Have SMPTO secretary contact high school interact club for volunteers
  + Evaluate stock of supplies and decorations (all stored at IFES)

**April**

* Luau
  + Send permission slip home 3 weeks before date – collect and track all slips by grade, teacher, student noting any special needs in an excel spreadsheet
  + Continue all planning listed above
* Forge Ahead Day (for 5thgraders moving onto YBMS)
  + Communicate with 5th grade Team Leader to plan
  + Coordinate t-shirt design contest
  + Coordinate t-shirt request slips; order shirts
  + Plan lunch and dessert (know budget)
  + Communicate Sign-up sheet for volunteers with Secretary
* Help finalize and attend Spring Fling (set up, work the fair, take down the fair)

**May**

* Help finalize and attend Spring Fling (set up, work the fair, take down the fair)
* Assist with Teacher Appreciation Week
* Forge Ahead Day
  + Distribute t-shirts
  + Coordinate volunteers for lunch and dessert

**June**

* Assist with review and update of SMPTO By-Laws every 2 years (on even years).