

# Rock Ridge PTO

400 Heritage Ave, Castle Rock, CO 80104



## **Executive Board Job Description for Fundraising**

- Point of contact for all companies wanting to become financial sponsors for Rock Ridge PTO sponsored events
- Point of contact for any corporate donations made to the Rock Ridge PTO
- Works alongside Treasurer to collect financial donations and to keep track of Tax information as needed
- Keeps detailed records of all company donations, logos, and Tax information
- Solicits companies for potential donations and/or sponsorships to the Rock Ridge PTO
- Timely respond (24-48 hours) to daily communications from executives, school and committee chairs
- Attendance at monthly public PTO meetings and 2-4 executive board meetings per school year
- Attendance at DCEF meetings (usually annual)
- Get any agenda items to Secretary prior to meetings
- Discuss issues/resolutions