

Family Donation Coordinator



Purpose: Manage the process of tracking and reporting donations from OSS families.

Prerequisite/Requirement: Coordinate with Treasurers to receive Family Donation report from Quickbooks, showing total amount raised through Family Donations.

Job Responsibilities

- Work with Communications Coordinator to make announcements and inform membership of Autodraft options through CheddarUp.
- Update PTO thermometer posted at school; keep Fundraising Manager up to date on budget/income.
- Generate yearly tax donation receipts, deliver to families.
- Attend periodic finance team meetings.

Financial Responsibility: Direct checks to safe in Kindergarten hall for Accounts Receivable Coordinator to deposit at bank.

Hours recording procedure: Hours are to be entered by the job holder on a digital hours-recording platform provided by the PTO.

Hours earned: 25

Reports to: Fundraising Manager and Treasurer

Selection Process: Appointed - this position will be filled by the PTO Executive Board. Please sign up if you would like to be considered for it. You may be asked to submit a written statement outlining your qualifications. You may submit your name to the PTO President or sign the sheet below at any time until the close of the election.

Term: July 1 to June 30

Candidates

Revised 5/23