

All event chairs have the option of co-chairing and creating a committee of volunteers for additional help. Fundraising Board Member oversees event chairs.

Book Fair

The Book Fair Chair is responsible for:

- Being the primary contact for arranging and executing the book fair with Scholastic
- Coordinating all aspects of the fair including set up and take down
- Coordinating volunteers
- Keeping accurate records and reordering items as needed
- Handling money and Scholastic dollars

Carnival

The Carnival Chair is responsible for:

- Creating and coordinating all aspects of the school carnival in May/June
- Advertising the carnival
- Organizing games, purchase prizes, hiring an inflatables company, concessions
- Coordinating volunteers
- Working with the Fundraising Board Member to organize ticket purchasing and advertising
- Handling money
- Managing day-of activities

Color Run

The Color Run Chair is responsible for:

- Working with the Fundraising Board Member for hand off
- Coordinating volunteers
- Advertising Color Run and keeping thermometer up to date
- Implementing the incentive plan laid out by Boosterthon (Checking the online stats and distributing prizes)
- Distributing shirts
- Managing day-of activities

Dance

The Dance Chair is responsible for:

- Selecting the theme of the dance and advertising
- Deciding on and hiring a DJ, running games, accessories (glow sticks), concessions
- Coordinating volunteers
- Handling money

Movie Nights

The Movie Nights Chair is responsible for:

- Coordinating dates and times, and facilities reservation with the office and district
- Coordinating volunteers for set up, concession sales, and clean up
- Selecting, setting up, and running the movie
- Ordering concessions products