

Baymonte Christian School
PTF & Auction Committee Roles Overview
Last Updated April 2025

PTF Board Level Positions

PTF President

Our PTF President leads our PTF team in a vision to serve our school community. The President has broad oversight of the PTF activities. The President will meet regularly with the school principal to align on key initiatives and goals. The PTF President takes a leading role in engaging with parents and encouraging active community involvement. The PTF President is the primary steward of the PTF's funds, providing valuable guidance on ways the PTF can financially bless the school and teachers. The President will set the meeting calendar and set the agenda.

PTF Vice President, Fundraising

The VP Fundraising plays a pivotal role in supporting Baymonte's financial goals through meeting our annual fundraising targets. The VP, Fundraising has an active role in our annual auction gala, including coordination of the venue, vendors, and other details. The VP fundraising also leads other fundraising actions including our Drive for Schools and Community Day events.

PTF Vice President, Hospitality

Our VP Hospitality takes the lead on showing our teachers and staff the love and appreciation they deserve! This role includes coordinating a monthly celebration of teachers birthdays including preparing an array of treats in the teachers lounge. Additionally, the VP hospitality takes a leading role in teacher appreciation week (April), and coordinating special recognition and events for our teachers around the Holidays.

PTF Treasurer

The Treasurer is responsible for maintaining the PTF financial records and processing disbursements for approved expenditures. The Treasurer manages our teacher grant program, which includes reimbursing teachers for an approved amount of classroom supplies each year.

PTF Secretary

The Secretary's primary responsibility is to attend our meetings and keep the minutes. Additionally, The Secretary will work with the school office to set the meeting calendar, and notify the school community of our upcoming meeting dates. Additionally, the

Secretary will be responsible for regular community updates via social media on the PTF activities and updates.

PTF Associate Member Positions (non-Board Level)

Auction Sponsorship Lead

The Sponsorship lead coordinates our efforts to raise up to \$30,000 in corporate sponsorships. Leverage upon our existing list of engaged community partners, and of course welcome any of your own community contacts. You'll use a combination of mailing campaigns, email, social media, and personal follow-ups. Peak effort between October through December.

Auction Website Coordinator

The website coordinator maintains the auction website. This includes initial event setup online and data entry of the auction items. At the conclusion of the event, you'll work with the team to distribute donation receipts and thank you's to our donors. Peak commitment time in December through February, with extra hours the week prior to and week of the auction event.

Auction Procurement assistants (5 spots)

It takes a village to procure the 200 items featured in our live auction, silent auction and prize wheel! Join a team of up to five or more in reaching out to local businesses, many of whom are repeat donors and fun to work with! Time commitment will vary, but can be as little as 5 hours total. Outreaches can be done in person, but many of our business donors also have email and online request systems so this can also be done from your computer at home. Peak commitment time in December and January.

Auction Prize Wheel Coordinator

Working with our procurement team, The prize wheel coordinator will ensure that our very popular prize wheel is fully stocked with gift cards, wine bottles, and fun mystery bags. As the event date approaches, the prize wheel coordinator will take the lead on gift wrapping the prize wheel items (with help from other team members), setting up the prize wheel, and transporting the prize wheel gifts to the venue. Peak commitment time is February, including availability the day before and day of the event.

Auction Decor team (3 spots)

Our decor team is a vital part of making our annual auction gala a success by providing the vision to ensure an elegant and special experience for all of our guests. This role includes developing the design vision, procuring decor supplies, and capturing the

gala's theme in our printed and posted materials. Peak commitment time is January and February, including commitment to be on site for setup and clean up of the event.

Auction Sign-up Party Coordinator

Sign-up parties are a way for our Baymonte Students to participate in all the fun of the auction! You'll work with our staff to coordinate fun staff-led events that parents can purchase tickets to in the silence auction. You'll also work with parents in the school community to organize events for adults as well. Peak commitment time is January and February.