**Donations and Sponsorship Committee**

Vision:

Trustee or designated Board member will chair the committee to coordinate and execute PTO community donation and sponsorship opportunities to mitigate the spending of the PTO.

Scope:

* Leader to develop an operational plan that will guide the committee to solicit donations and sponsors.
  + To be completed via internet submission, postal mail, in person, by phone, or email.
* Coordinate donations and sponsorship for approved fundraising and family events
  + Fun Fair, Walk a Thon, Tiger Trot, Box Tops, Market Day, Skating Party, Spirit Nights (No Cook Nights), assemblies, family nights etc.
* Recruit committee chairs for donation and sponsorship solicitation, and other PTO events when necessary
* Maintain copies of the 501c3 and E99 forms to be given to business for tax purposes
* Work with the Fundraising, Family and Community Engagement, Marketing/Social committees acquire appropriate donations and sponsors to ensure the PTO is being polite and ethical within the business community
* Evaluate current donors and sponsors to determine if they meet the PTO’s profitability guidelines
* Do not solicit any political or religious affiliated donors per 501c3 guidelines
* Research & develop new donation and sponsorship possibilities
* Develop a “Thank you” system for donors and sponsors to show the PTO and school’s appreciation
* Committee will report activities to the PTO Board monthly