

## **Re-Structure of Resale Committee**

Did you know that Owen PTA resale is our school's largest fundraiser and nets around \$10,000 for PTA programs each year? All proceeds go towards classroom subscriptions, field trips, assemblies, classroom cash, assignment notebooks, classroom parties, events for families and more. Volunteering for the Resale Committee is one of the most valuable ways you can contribute to ensure we can fund these programs. It's no cost to you except a few hours of time each year!

New for 2018/2019 we have opportunities that fit everyone's schedule and skills for a one-year or two-year term. ***PLUS! Each active committee member receives an automatic 80% of their own sales as well as the opportunity to participate in the pre-sale.***

Sign up at:

<https://memberhub.com/HSR19545I10448>

### **Project managers (need 2)**

- point person for communication with school
- set dates and room requests
- maintain storage, licenses and technology
- monitor email
- oversee subcommittees
- split onsite time at resale (typical hours are Thursday 4-9, Friday 9am-9pm, Saturday 6am-6pm)

### **Computer subcommittee (need 2)**

- training on how to use the computers as needed
- solve problems onsite as needed
- set up and tear down of computer system
- split onsite time at resale (typical hours are Friday 4pm-9pm; Saturday 6am-2pm)

### **Volunteer subcommittee (need 2-4)**

- coordinate volunteer schedule
- verify seller reimbursement rate
- onsite check in system
- provide direction for each volunteer job (signage and some onsite coordination)
- split onsite time at resale (typical hours are Thursday 4-9, Friday 9am-9pm, Saturday 6am-6pm)

### **Marketing subcommittee (need 2)**

- post on social media, website, signage/flyers throughout neighborhoods
- order paper through district
- coordinate paper pick up for tagging
- collecting envelopes for final payments from sellers
- split onsite time to run registers between marketing, set up/tear down AND post event subcommittees (typical hours are Friday 7pm-9pm and Saturday 7am-1:30pm)

**Set up/Tear down subcommittee (need 2)**

- coordinate delivery and pick up to and from storage
- set up tables/racks and overall layout for the sale (need some skill of screw gun to assemble racks)
- typical schedule: Set up Thursday 4-9pm and Tear down Saturday 1pm-6pm
- coordinate with volunteer subcommittee for tear down process
- split onsite time to run registers between marketing, set up/tear down AND post event subcommittees (typical hours are Friday 7pm-9pm and Saturday 7am-1:30pm)

**Post event subcommittee (need 2)**

- finance report
- final seller reports
- cutting payment checks and mailing envelopes
- split onsite time to run registers between marketing, set up/tear down AND post event subcommittees (typical hours are Friday 7pm-9pm and Saturday 7am-1:30pm)

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