



- This event occurs in May each year and is primarily held on the CMS grounds using a minimal neighborhood pathway as part of the 5k course.
- The goals for this event include a 50% split between:
  - Raising funds to support the current CMS initiative (2015-2016 is the Media Center renovation and sponsorship of the Maker Space area.
  - Funding for 2016-2017 programming.
  - Dependent upon total raised some funding may be allocated to the supply request program.



### Essential Duties

- Familiarize yourself with the available materials regarding the color-a-thon/color run process through [www.schoolathon.org](http://www.schoolathon.org)
  - Contact [schoolathon.org](http://www.schoolathon.org) and speak with a representative regarding the process used and the steps involved in engaging [schoolathon.org](http://www.schoolathon.org) for this service.
  - Entry fee event is the preferred option (our parents tend to avoid direct selling and fundraising)
  - Maintain communication with CMS PSO Board with any questions, concerns, needs.
- Build an ad hoc committee of volunteers sufficient to follow the [schoolathon.org](http://www.schoolathon.org) plan and facilitate the event.
  - Request necessary budget for any event related expenses
  - Procure any necessary items to fulfill the plan.
  - Promote the event:
    - Via provided materials from [schoolathon.org](http://www.schoolathon.org) posted in the surrounding community
    - Gaining support from membership, staff, and committee networks to share on social media
    - Any other method identified by committee with which the Board or CMS Principal may assist.
  - Manage event website seeking assistance from Treasurer where needed.
    - Gain website sponsors for banner ads (4)
  - CMS PSO has online account with [www.donationmatch.com](http://www.donationmatch.com) which helps nonprofits find in-kind product donations.
- Reach out to elementary school color run planners to gain insight and best practices from their past events.
- Meet as necessary to plan, coordinate and communicate the event to the Executive Board, CMS Staff, and students/families in order to meet goals.
- Provide plan/progress updates to CMS PSO Executive Board at monthly Board meetings.
- Complete an Event Coordinator Feedback form within one week of the event conclusion.



### Average Hours

- 1-3 hours per week depending on number of volunteers and level of organization.
- Provide updates to CMS PSO Executive Board at monthly Board meetings prior to Membership meetings.



### Time Span

- This role is a 3-6 month commitment, to conclude upon submission of Event/Program Coordinator Feedback form upon the conclusion of the event.