



**CENTENNIAL MIDDLE SCHOOL
PARENT SUPPORT ORGANIZATION
We Help Grow Kids**

**Program/Event Planning
Volunteer**



Essential Duties

- Participate in committee meetings and brainstorming to plan the applicable program/event.
- Assist with committee operation and plan components, which may include:
 - Setting goals
 - Identifying budget, submitting budget request to CMS PSO Executive Board
 - Documenting the plan
 - Communicating the plan
 - Meeting with applicable school staff and Executive Board to update or ensure program components are amenable to applicable parties.
 - Creating program materials to communicate the program/event.
 - Gathering interest and participation.
 - Assist with procuring any items needed for the event including donations.
 - Assist with providing progress updates to CMS PSO Executive Board at monthly Board meetings.
- Assist with completion of Event Coordinator Feedback form at the program/event conclusion.
- www.PTOToday.com has a file share page with many program/event ideas
- CMS PSO has online account with www.donationmatch.com which helps nonprofits find in-kind product donations.



Average Hours

- 1-3 hours per week depending on number of volunteers, tasks required, and lead time before program/event.



Time Span

- This role may range between a 3-month to 6-month commitment. This role concludes upon the program/event presentation and submission of Program/Event Feedback Form.