**Watch DOGS Chairperson Job Aid**

**School Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Overview:** The Watch D.O.G.S. (Dads of Great Students) program encourages fathers and father figures to volunteer at their child's school, providing positive male role models and enhancing school security.

**Chair/Co-Chair:** The Chair coordinates the program by scheduling volunteers, organizing events, communicating with school staff and volunteers, promoting the program to increase participation, and providing training for new volunteers. The Co-Chair assists the Chair with these tasks, helps with scheduling, communication, and event organization, and serves as a backup to the Chair when needed. Both roles require strong organizational and communication skills and a passion for fostering a positive school environment.

**Key Responsibilities:**

1. **Volunteer Management:**
	* Recruit, schedule, and manage volunteers for Popcorn Friday events.
	* Ensure all volunteers understand they must be approved by the Issaquah School District before participating in school events. The application is available on the district’s website.
	* Confirm that all volunteers attend required trainings, including school or PTA-arranged sessions, and provide alternative access (e.g., links) for those unable to attend in person. Volunteers are expected to complete training promptly.
	* Ensure that volunteers adhere to school and PTA conduct guidelines while interacting with students and staff, including maintaining professionalism, following school safety protocols, and demonstrating respectful behavior.
2. **Event Coordination:**
	* Oversee the setup and execution of Donuts with Dads, ensuring that all equipment is functioning properly, and that popcorn is prepared and served safely.
	* Partner with the Events Team for assistance with volunteer lists, MPR use forms, budget details, communications, order forms, and other logistical needs.
3. **Event Management & Budget:**
	* Partner with the Events Team, who can assist with volunteer lists, MPR use forms, budget details, communications, order forms, and more.
	* **Clarify Budget with PTA Treasurer:**
		+ Current Budget: Confirm the allocated budget for the event with the PTA Treasurer at treasurer@maplehillspta.com.
		+ Previous Year's Revenue: Request details on the amount raised at the event the previous year to set financial expectations.
	* **Expense Tracking:**
		+ Request cash for the cash box using the appropriate form from the Treasurer.
		+ Create an itemized budget to track all expected and actual expenses.
		+ Keep all receipts for purchases and reimbursements. Submit all receipts to the Treasurer with a reimbursement form.
	* **Revenue Tracking:**
		+ Track all sales from popcorn.
4. **Event Planning:**
	* **Volunteer Coordination:**
		+ Request the volunteer sign-up list from the Events Team.
		+ Identify and recruit volunteers for various tasks, such as popcorn preparation, serving, and cleanup. Partner with the Events Team to create a Sign-Up Genius for volunteer coordination, send it to existing volunteers, and work with the Communications Director to recruit additional volunteers as needed.
		+ Maintain regular communication with the volunteer team and assign specific responsibilities to each volunteer.
	* **Advertisements:**
		+ Coordinate with the Communications Director to create and distribute advertisements for Popcorn Friday events.
5. **Communication:**
	* Collaborate with the Communications Director to promote Events.
	* Work closely with the Events Team to receive an updated list of volunteers at the beginning of the school year and upon request.
6. **Compliance and Safety:**
	* Ensure all activities comply with school district policies, PTA guidelines, and food safety regulations.
	* Emphasize proper conduct among volunteers while working in the school environment, including adhering to safety protocols, maintaining , and safety, demonstrating courteous behavior towards students and staff.
	* **Expense Submission:** Submit all receipts to the Treasurer along with the appropriate reimbursement form. Keep copies of all documentation for your records.
7. **Safety and Hygiene:**
	* **Equipment Safety:** Regularly inspect the popcorn popper for any signs of wear or malfunction. Ensure volunteers are trained on safe operation and handling of the equipment to prevent accidents or injuries.
	* **Food Safety:** Store popcorn and related supplies in food-safe containers, and keep the area clean to avoid contamination. Follow food safety guidelines when handling, preparing, and serving popcorn to students.

**Qualifications:**

* Strong organizational skills and attention to detail.
* Ability to manage and motivate a team of volunteers.
* Excellent communication skills, both verbal and written.
* Familiarity with food handling requirements, including possessing a valid WA State Food Handlers Card.
* Budget management experience is a plus.
* Commitment to maintaining a positive, supportive environment for students and volunteers.

**Time Commitment:**

* This role requires a regular time commitment, including coordinating with volunteers, managing event logistics, and attending necessary trainings and meetings.

**Reports To:**

* PTA Events Team and Fundraising Chair.

By taking on the role of Popcorn Friday Chair, you will play a vital part in creating a fun and engaging experience for the students of Maple Hills Elementary while supporting the PTA’s community-building and fundraising efforts.

**Event Specifics**

**Past Event Details:**

* Kick Off Event scheduled for the first Friday in October in the MPR at 8:30am – 9:05am
* Past Attendance was about 250-300 (combo for parents and kids)
* Power Point Presentation given at 8:45am to promote signup of ISD Volunteer as well as WATCH D.O.G.S. and to explain the program and the impact to the students

**Event Vendors and Contact Info:**

* Krispy Kreme Donuts – Issaquah, purchased at Fundraising Rates
	+ Order 20 dozen donuts 1 week in advance for Pick-up
	+ Order 4-5 Coffee Brew Boxes (comes with coffee cups, sleeves, sticks, and fixings)
		- Check can be obtained in advance from Treasurer to pay for the donuts if we have total cost
* Amazon.com, Costco or other to order: Juice cups, Apple Juice,

**Volunteers Needed and Roles:**

* Use Sign-up Genius for Kick-off Event: 4-6 WATCH D.O.G.S. to help with set-up and clean-up from 7:45 AM – 8:30 AM and 9:05 AM – 9:20 AM
* Assign 2 Greeters at both entrances for welcoming and ushering people to the tables for donuts, juice, coffee and water
* Unlimited number of WATCH D.O.G.S. to sign up on sign-up genius schedule for their WATCH D.O.G.S. shift at the school

**Before the Kick-off Event**

* Become familiar with the WATCH D.O.G.S. program by visiting: [Dads of Great Students - WATCH D.O.G.S.®](https://dadsofgreatstudents.com/)

**Event Kick-Off in October:**

* Confirm the date with JoEllen if not already confirmed
	+ Confirmed for Friday October 4th, 2024
* Fill out “Request for Activity Approval and Placement on Master Calendar” form 2-3 weeks prior to Event for approval and so the Janitor will set up as requested. The form can be obtained from the front office. Request the set-up of lunch tables perpendicular to the stage with 2 long tables on each wall adjacent to the state for coffee and water. Make sure there are extra chairs
* Reach out to WATCH D.O.G.S. volunteers with sign-up genius link for help at kick-off event
* Order Donuts and Coffee 1 week prior to Event with pick-up at 7:15am the day of the event
* Order/Purchase apple juice, juice cups etc. to have in time for event (3-5 days prior)
* Print off and bring with you kids activities for the lunch tables (coloring or word searches) along with crayons, pencils/pens and sign-up sheets (which also include QR code to signing up online) on the tables. Use 1 or 2 pitchers to fill water for the coffee and juice tables
* Dan Bartholemew is our “Top Dog” as he has volunteer for a number of years. He is usually willing to talk through the presentation, mingle and help answer questions about the program.
* JoEllen will Introduce and Close the Event

**After the Kick-off Event**

* E-mail the volunteers every 4-8 weeks reminding them to sign up on the Sign-up Genius for a shift
* Coordinate as needed with the front office for changes to the schedule
* Answer Program Questions or how to sign-up as needed

Additional Information:

* All About WATCH D.O.G.S. Information Paper to be included with PTA Curriculum Packet for Curriculum Night and also used at the Kick-off event for signing up
* WATCH D.O.G.S Event Presentation
* QR Poster to place on walls at tables for digital sign-up on the PTA Website