**Cider Mill PTA Job Description**

Turkey Trot Co Chairs

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| Outgoing | Christine Costello | tccostello@hotmail.com |
| 2016-17 | Christine Costello | tccostello@hotmail.com |

**Budget: $0**

**Actual Spent: $100ish**

**The purpose of turkey trot is to collect money ($2 suggested donation per student) to provide to Wilton Social Services for grocery gift cards for the holiday season.**

Turkey Trot Chairperson (plus 1-2 other co-chairs) work with the gym teachers and administration to coordinate the date and timing of the event. Main Chair should oversee the event and coordinate with school, 1st co-chair should be responsible for overseeing volunteers and communication with parents, 2nd co-chair should be responsible for Hot Cider article and posting form in Virtual Backpack, as well as, collection of money on day of event. After the beginning of the school year, check with the gym teachers to determine the date.

**August:** Provide sign up sheets to each room rep so that sign up sheets can be set up in each class during open house night. Be sure that you have a place for the room rep to write the grade and teachers name on the sheet, as well as, the email address to send the volunteer to. Most room reps will email you with the volunteers; however, some turn the sheets into the office, so check periodically.

**Late September/Early October**: See if a date and time for the event has been secured. In years past, we were able to get a donation for water and cups, but that since has passed. If you know of a connection, start working on this now. I found it easier to purchase the water and cups at Costco. It was a donation that I choose to make. This decision is up to the Chair People because there is no budget for this event.

**Mid October:** Put article in Hot Cider with Dates of the Event (and rain date) and ask for additional volunteers. Run the article 2-3 weeks. Approx. 30 volunteers are plenty. The volunteer time commitment is just less than an hour per grade level. No training required. Job is simply to help keep kids on course, guide them to the field after the run and fill and pass out water at the end.

**End of October/Beginning of November:** Place donation form in Virtual Backpack. We do not need the forms and it each child participates whether or not they donate. We have found that the forms serve more as a hard copy reminder rather than for accounting purposes.

**3-5 days before event:** Confirm with volunteers via email. Give them time frame for the position. Also shop for water and cups or reconfirm with any donations of supplies. Also confirm with Gym teachers the need for tables on the field and garbage cans with extra liners. 3-4 tables and 2-3 garbage cans should be plenty.

**Amounts needed:** For approximately 1200 kids. 9-10 cases of gallon jugs of water (the cases at Costco come 6 gallons/case) and approximately 1800 hundred small drinking cups (small size – I think they were 4 oz cups).

Chairs can also contact local papers for publicity if they so desire.

**Set up/Day of event:** Set the tables on the turf near the finish line. (Ask the custodians to have tables/cans on the turf by 7:30. First run is usually at 8 a.m. so the first shift has to be ready quick) Have volunteers arrive 20-25 minutes before shift to fill water cups (1/2 full is plenty) and have them lined up on tables to be ready to hand to the runners. Try to have parents walk around after each run to refill cups. Some kids grab 10 or more cups.

Teachers will bring the money to the field. The collection person will gather envelopes at the starting point of the race. Some teachers forget and you may need to collect from the classroom after race is over. Be sure to check off each teacher to make it easier.

**Post Race:** Committee gets together and counts money. No need to separate by grade/class, etc. One total will be turned into the Cider Mill office. Check with office or gym teachers a couple days after to see if there were any straggling donations. It is best to count the money on the day of event and turn in ASAP. We met the evening of event and counted so we could turn in the following morning. This last year we netted $6000.00.

**Submit a follow up to Hot Cider to inform parents of total donations.**