

## Fundraising Director

- Coordination of Grocery Store programs: Kroger and Tom Thumb
- Coordination of Amazon Smile Account program
- Coordination of Holiday gift cards to teachers/staff
- Research and develop additional revenue partnerships (Sponsorships)
- Oversees the following committees
  - Kidz Rule the School
  - Spirit Restaurant Nights -
    - reaches out to local restaurants to find fundraising partners for HOC Spirit Nights. Once the coordinator locates a good partner, he/she works with restaurant management to determine an event date and the percent of sales the restaurant will donate back to the HOC. The coordinator also promotes the event on Westlake Academy and HOC social media channels, weekly newsletters (the HOC weekly email and the Communique), and through grassroots efforts (bulletin boards and handing out flyers in car line).
  - Box Tops
    - serves as the point person for all Box Tops fundraising activities. The coordinator makes copies of Box Top collection sheets and supplies them to all PYP teachers for distribution to their students. The coordinator also collects, counts, and prepares all submitted Box Tops for submission to Box Tops for Education. The coordinator submits names of "power collectors," house winners, and

class winners to Westlake Academy for recognition.  
He/she also works with the sponsor for the pizza party for  
the class winners.

- **EPI School Supplies**