

EEMS PTA Box Tops Committee

Position Description	<ul style="list-style-type: none">• Chairperson will promote Box Top program to school via social media, flyers and PTA Newsletter• Chairperson will coordinate 2-3 volunteers to count Box Tops collected at school• Box Top submittals must be postmarked by November 1 and February 1. Checks for respective submittal are issued in December and April.
General Dates Needed	Every Friday morning during the school year
Volunteers Hours (estimated)	8-10 hours in October and 8-10 hours in February Additional time will be needed to send out communication to school to promote the program.
Budget	\$0
Recommended # of Committee Volunteers	3 volunteers to count collected Box Tops
Key Staff Contacts	PTA Marketing/Communications Chair / Principal
Additional Info	Box Tops must be neatly trimmed, counted, and divided into bags of 50 Box Tops each.