**Cider Mill PTA Job Description**

Box Tops

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| --- | --- | --- |
| Outgoing |  |  |
| [2017-18](mailto:carrietv4@gmail.com) | Heather Mroz | heathermm@optonline.net |

**Objective:**

To collect Box tops and turn in to bring in money to the school.

**Role:**

* Attend the PTA meetings. Give updates as appropriate.
* Occasionally advertise in Hot Cider for people to bring in Box tops. Have collection boxes on the PTA tables and other labeled places around the school. Four times a year, collect all box tops, check the dates for accuracy, group them into bundles of 50 and mail in. The money goes directly to the school.
* Ask the Secretary to notify you when the check comes in and what the amount is. Email the school principal with that information.