

MEF School Representative Timeline

The primary job of member of our Board of Directors serving as a school representative is to be the point of contact and communication at your school for MEF activities. This is a general outline of how you can best contribute month to month. Use your own knowledge of the community to represent MEF and encourage your campus to get involved!

MONTHLY DUTIES

- Attend MEF monthly meeting and be prepared to provide a school update.
- Attend Home and School or PTO meeting and report on MEF activities
- Communicate important MEF info to your school community via school newsletter (submit to principal), email listserv, posting flyers, delivering Wed envelope materials, etc.
- If a teacher or principal is applying for an MEF innovation grant, assist them as needed.
- Assist with planning or executing upcoming MEF events and fundraisers as needed.

AUGUST

- Find out your school's Back To School (BTS) night dates
- Discuss with Principal what MEF can do at BTS night (presentation vs have a table, etc.)
- Arrange to get the BTS night kit or promotional materials
- Attend Welcome Back Coffee Event at your school and represent MEF

SEPTEMBER

- Attend your school's BTS night (table or presentation)
- Coordinate with Patch Manager about your school's pumpkin patch event; help organize
- Find out the dates for your school's fundraisers for the year

OCTOBER: Pumpkin Patch

- Volunteer at the pumpkin patch MEF sponsored events
- Help as needed with your school's Pumpkin Patch event

JANUARY

- Think about strategies that will work well on your campus for the Annual Fund Drive

FEBRUARY

- Retrieve Yogurtland sign and MEF banner from MEF office
- Begin planning Annual Fund Drive event for your school (morning coffee, etc.)

MARCH: Annual Fund Drive

- Hang Yogurtland and MEF banners on your campus
- Place collection box in the office & check frequently for donations
- Host morning coffee or other event to promote fund drive and be available for questions
- Assist as needed with mailings and advertising the fund drive
- Enter donations into spreadsheet
- Turn in checks from your school to designated location

APRIL

- Assist as needed with fund drive follow-up needs
- Check collection box in the office; remove box after fund drive. Remove banners

MAY

- Assist with your school Yogurtland party, if earned
- Determine your role with MEF for next year; find a replacement rep if needed.