

CAP Volunteer Positions

Executive Board Positions

- President:
 - Preside over general CAP meetings and executive board meetings; serve as the official representative of CAP; hold an annual audit of the financial records of CAP.
- Vice President:
 - Oversee the committee system of CAP; assist the president and chair meetings in the absence of the president.
- Secretary:
 - Record and distribute minutes of all general membership meeting; hold historical records and attendance records for CAP; manage communications such as email; Facebook, bulletin board, and CAP website.
- Treasurer
 - Serve as custodian of CAP finances. Collect revenue, pay authorized expenses, report financial records and prepare budget for following year to present for approval at June's executive board meeting.

Board Positions

- Primary Representative
 - Represent CAP to primary school level teachers to ensure optimum communication; participate in distribution and pick up of payback books in the classrooms; assist in teacher appreciation during handout opportunities
- Middle Representative
 - Represent CAP to middle school level teachers to ensure optimum communication; participate in distribution and pick up of payback books in the classrooms; assist in teacher appreciation during handout opportunities
- High Representative
 - Represent CAP to high school level teachers to ensure optimum communication; participate in distribution and pick up of payback books in the classrooms; assist in teacher appreciation during handout opportunities
- Pizza Tuesdays
 - Place orders and coordinate volunteers
- Payback Book Fundraiser
 - Arrange for order form and book deliveries
 - Coordinate volunteers stuffing envelopes, distributing books, collecting money, etc
- Spirit Wear
 - Collect order forms, tally amounts, place order, distribute items
- Box Tops Fundraiser
 - Collect, count, organize and mail in box tops
 - Organize box top contests

- Restaurant Fundraiser
- Thanksgiving Lunch
 - Collect and tally order forms/money
 - Order food, purchase supplies
 - Organize volunteers to bring food, help with check in and clean up
- Student Appreciation
 - Organize student surprises! This could be hot chocolate, candy, etc
- Teacher Appreciation
 - Oversee coordination and implementation of activities (breakfast, lunch, treats) within approved budget.
- 8th Grade Recognition
 - Oversee coordination of event within approved budget.
- High School Graduation Night Coordinator
- High School Baccalaureate
- Library
 - Coordinate volunteers; hours of operations; adding donated and new books to library
- Game Night
 - Publicity, organize volunteers, arrange for refreshments, etc.
- G6
 - Collect, tally, count order forms/money
 - Publicity, coordinate with G6
- Donation Coordinator
 - Go into the community to find donations for PBIS, Ice Cream Social, Box Top Prizes, etc
- Watch Dog Top Dog (needs to be a male role model)
 - Coordinate volunteer schedule for dads, uncles, grandpa's, etc