

## **CHS Academic Boosters eScrip Coordinator Job Responsibilities**

**Job Responsibilities:** Solicit participants for the eScrip program and Nob Hill/Raleys Community Card program; publicize both programs and coordinate efforts to solicit participants. Provide info to officers of payment schedule and any backup info received of said deposits.

- March:
  - Update and provide publicity info in electronic form for Spring Letter.
- August:
  - Prepare publicity materials for registration, i.e., poster board, flyers, signup sheets, etc.
  - Attend training sessions by eScrip (in person or by computer sessions)
  - Mail out Nob Hill/Raleys cards and letter with details to those requesting a card.
  - Input and/or mail to eScrip any changes/updates for participants on program.
  - Prepare publicity info and provide to PTSA newsletter editor.
- September:
  - Publicize programs
- October:
  - Ensure that all eScrip participants have reauthorized participation (most time required 3 hrs).
  - Prepare publicity for November PTSA newsletter encouraging participation in the eScrip online shopping for the holidays.
- Year Round:
  - Solicit participants for both programs.
  - Publicize the details of both programs.
  - Mail out Nob Hill/Raleys cards and letter with details to those requesting a card.
  - Input and/or mail to eScrip any changes/updates for participants on program.
  - As coordinator, receive and attend to info received from eScrip (mostly electronic) and Nob Hill/Raleys Community Card program (electronic and by mail).