

Legislative VP Responsibilities

- Attend State Convention in May (if possible)
- Submit a Legislative budget request to President by July 1.
- Attend Monthly Board Meetings
- Collect any Legislative information (provided at State/Council level) and inform board members as needed
- Oversee Watch D.O.G.S – with the help of a “Top Dog” volunteer
 - Order supplies
 - Sign up calendar (Master Calendar)
 - Update it to include “no school” days, short days & school activities
 - Small paw stickers (‘Great Student’ Stickers)
 - Calendar stickers (Line Up & Sign Up’ Stickers)
 - Name tag stickers (Official Name Tags)
 - T-shirts (as needed)
 - Picture Display/Bulletin Board
 - Coordinate with office staff to take pictures of Watch D.O.G.S with their students
 - Print pictures and post on the bulletin board
 - Make Appreciation Certificates for the Watch D.O.G.S. at year end to go with their pictures. Send home with their student.
 - Have 2 Launch Events at the beginning of the school year
 - Back to school night (August)
 - Have calendar for Watch D.O.G.S. to sign up
 - Take T-shirt orders
 - Advertise Pizza Night
 - Pizza Night sign up event (September)
 - Provide pizza, drinks & supplies for Watch D.O.G.S. and students who attend
 - Instruct Watch D.O.G.S.
 - Student Activities
 - Paw of Appreciation
 - Tic Tac Toe
 - Word search
 - Have calendar for sign-ups
 - Take T-shirt orders

Legislative VP Responsibilities (continued)

- Have a Mid-year Awareness & Sign-up Event
 - Coordinate or help school with an annual community event
- Complete forms weekly for those who sign up.
 - Contact Watch DOGS 2-3 weeks before the day they signed up for to confirm that they are still planning to come. If so:
 - Ensure there is a registration form on file for the Watch D.O.G.S. If not, prepare one for the day of volunteering
 - Notify the teacher(s) 1 - 2 weeks in advance so they know when a Watch D.O.G. will be in their classroom
 - Have forms in the office folder – ready for when the Watch D.O.G. checks in on the morning they volunteer
 - Name Tag sticker for Watch D.O.G.S.
 - Great student stickers
 - Orientation form with Watch D.O.G.S. name and date written on top right corner
 - Completed Daily schedule form
- Complete Activity Summary report for each Activity/Project you are responsible for and give to the Secretary
- Form a committee to help you with these tasks
- Thank the volunteers who help with the activities.
- Report to the President