



## CHMS PTO COMMITTEES 2018-19



We appreciate how valuable your time is and we thank you for considering volunteering at CHMS. Below is a list of our volunteer opportunities.

**Back-To-School Day:** *Volunteers* will assist with tasks such as passing out gym clothes, selling spirit wear, helping new families, etc. Volunteer for an hour, half day, or entire event. *Committee Chairs* will coordinate volunteers and the day's events using SignUpGenius.com. (August)

**Book Fair:** *Volunteers* will assist the MRC director with the Book Fairs by working scheduled shift to help set up and assist students when selecting and purchasing books. *Committee Chairs* will assist MRC Director with the Book Fair and coordinate volunteers using SignUpGenius.com (November & May)

**Clubs & Activities Fair:** *Committee Chair* will work with the assistant principal to create list of clubs/activities, help coordinate fair, promote participation in CHMS clubs and activities and garner volunteers for event day help. *Volunteers* will assist the day of the event to help with set up, flow of activities and direct students. (October)

**Community Service/SELAS:** *Committee Chairs* will assist in development and coordination of community service activities for CHMS students and their families. They will help coordinate "Social, Emotional Learning for Academic Success" with CHMS social workers periodically throughout the year. Previous projects include: Holiday Adopt-A-Family program, Feeding Children Worldwide event, hat and mitten drives, food drives as well as various SELAS week activities. *Volunteers* will help to execute planned events.

**Eagle Cafe:** *Committee Chairs* will plan spirit lunches for students, coordinate with restaurants to cater event, work with the PTO to setup online sale, and gather volunteers using SignUpGenius.com. This has typically been used to pay back our vendors who participate in Pizza Wars. *Volunteers* will help with execution of lunches on the day of the event. Shifts are usually around a couple hour commitment and take place periodically through the year during the lunch periods. Volunteer needs will be communicated via a SignUpGenius.com link.

**Spirit Wear:** A Committee Chair position for the creative mind. The *Committee Chair* will coordinate the design, ordering, sales, and distribution of CHMS spirit wear such as shirts, sweatshirts, etc. Work with online vendor to coordinate these efforts and conduct all sales via an online vehicle. This chair will also coordinate the promotion and sale of the incoming 6<sup>th</sup> grade t-shirt. (Ongoing, April/5<sup>th</sup> grade t-shirt sales)

**Grade Level Parent Reps:** There will be a Rep for each grade that serves as a liaison between teachers and parents. Reps will coordinate volunteers for field trips and other special grade level events (e.g., Immigration Day, 60's Day, World War II Day, Medieval Day, Graduation Day).

**Landscaping:** *Committee Chairs* will coordinate and oversee planting and maintenance of gardening pots at front doors of CHMS. (Fall/Holiday/Spring as weather permits)

**Phantom Ball:** This is our main fundraiser of the year and is a great *Committee Chair* spot for someone to do from home. This is a month long event where weekly emails are sent to promote our Phantom Ball. A non-event where we ask CHMS families to donate money to the PTO to support our yearly budget as well as requests from the teachers and principal. This event is the key fundraiser to enable our PTO to operate and fund events. (October)

**Pizza Wars:** Our largest community event of the year where students vote on their favorite pizza vendor in our area. The *Committee Chairs* work to coordinate the pizza vendors, plan the evening, coordinate the talent show and award prizes to the best tasting pizza. *Volunteers* will work shifts during the actual event. This is a fun family event. (March)

**MRC Volunteer Coordinator:** *Committee Chair* will assist the MRC Director with special projects (i.e., Mock Newbery Challenge raffle baskets) and manage weekly volunteers for shelving books using SignUpGenius.com. (Ongoing)

**MRC Volunteer:** *Volunteers* will work to assist with weekly shelving of books and other duties as requested by MRC Director. (Ongoing)

**Newsletter:** *Committee Chair* will write and publish the weekly electronic newsletter. (Ongoing)

**Publicity:** *Committee Chair* will work with the Press and VP of Communications to spread awareness of CHMS to our community. (Ongoing)

**School Supply Kits:** *Committee Chair* will meet with the principal & staff to determine supply lists by grade for the next year, work with the PTO to determine pricing and order the supply kits from the vendor. The Chair will manage the *Volunteers* to help with delivery of the kits to the CHMS (July) and then help with distribution of the kits on BTS Day. (August)

**Staff Appreciation:** *Committee Chairs* will organize events to honor CHMS staff on at least a quarterly basis throughout the school year and during Teacher Appreciation Week (May). These chairs will coordinate *Volunteers* using SignUpGenius.com in asking to supply food, drinks, decorations or help to execute each event.

**Webmaster:** The *Webmaster* will update the CHMS PTO Website and work with the website administrator to make sure updates are being made and licenses current as well as communicating all pertinent information to CHMS families.

**8<sup>th</sup> Grade Graduation/Lunch:** This committee of 7<sup>th</sup> grade parents will work to coordinate the events of 8<sup>th</sup> grade graduation. This will consist of organizing the lunch for the 8<sup>th</sup> graders on the last day of school and organize 8<sup>th</sup> grade parents to help serve the lunch. They will also decorate the gym for the 8<sup>th</sup> grade dance as well as coordinate the dinner/dance on graduation day. They will gather 7<sup>th</sup> grade parents to help assist in decoration and serving dinner on graduation day. (May)

**Brick Sale:** *Committee Chair* will coordinate the sale and installation of the memorial bricks at the entrance of CHMS. (April)

**Directory:** *Committee Chair* will work with the D181 to gather CHMS family information in order to populate My School Anywhere, the online school directory & app. (August)

**6<sup>th</sup> Grade Parent Social:** *Committee Chair* and *Volunteers* will work together to plan a fun social event to connect our parents of our 6<sup>th</sup> graders. A great way to get to know all the parents of our community as our school converge together.

**Speakers for PTO Meetings:** *Committee Chair* will coordinate the speakers for our Monthly General PTO Meetings with direction from the PTO Executive Board and Principal.

**Vending Machines:** *Committee Chair* will work with our designated vendor to ensure the vending machine is full and being stocked with healthy snacks approved by the principal.

**Long Range Planning Committee:** *Committee Chair* will partner with the PTO Executive Board, Teaching Staff and Principal to identify potential needs to be purchased by the PTO for the school year. They will log the purchases to ensure a funning diary of all investments at CHMS by the PTO.

If you have questions or would like to volunteer, please contact PTO Co-Presidents Theresa Gannon & Lisa Romberger at [president@chmspto.org](mailto:president@chmspto.org).