



## CHMS PTO COMMITTEES 2020-21



We appreciate how valuable your time is and we thank you for considering volunteering at CHMS. Below is a list of our volunteer opportunities. Please contact us at [president@chmspto.org](mailto:president@chmspto.org) with questions!

### Committees:

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

**Book Fair (Fall/Nov & Spring/May):** *Chair* will assist MRC Director with the Book Fair and coordinate volunteers using SignUpGenius.com. *Volunteers* will assist the MRC Director with the Book Fair by working a scheduled shift to help set up and assist students when selecting and purchasing books.

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

**Directory (July/Aug/Sept):** *Chair* will work with D181 representative to gather CHMS family information to populate Membership Toolkit, the online school directory & app. *Chair* will also design and print a hard copy.

**Eagle Café (monthly):** *Chairs* will plan spirit lunches for students, coordinate with restaurants to cater event, work with the office to secure dates on the CHMS master calendar, work with the PTO to setup online sale, and solicit volunteers using SignUpGenius.com. *Volunteers* will help with execution of lunches on the day of the event. Shifts cover 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade lunches.

**Eagle Eats (every other month):** *Chair* will plan Community Partner days with local restaurants and businesses. The *Chair* will advertise these partners to the CHMS community via e-Newsletter and push notifications; in return, the partner will donate a portion of their sales to the PTO. *Chair* will also coordinate marquee messaging with the office and post yard signs the day of the event.

**8<sup>th</sup> Grade Graduation Ceremony & Dance (May):** This committee of **7<sup>th</sup> grade parents** will work to plan the graduation ceremony and associated activities. They will decorate the gym for the 8<sup>th</sup> grade dance and coordinate food service with the help of other 7<sup>th</sup> grade parents.

**8<sup>th</sup> Grade Graduation Lunch (May):** This committee of **8<sup>th</sup> grade parents** will organize lunch for the 8<sup>th</sup> graders on the last day of school and assemble 8<sup>th</sup> grade parents to help serve the lunch.

**Holiday Gift Drive (Nov/Dec):** *Chairs* will assist in development and coordination of a holiday gift drive for CHMS students and their families. This is similar to Holiday Adopt-A-Family programs.

**Hospitality (year-round):** *Chair* will assist the PTO in providing refreshments to Back to School Day volunteers (Aug), Veterans' Day Assembly guests (Nov) and Presidents' Meeting attendees (TBD).

**Landscaping (year-round):** *Chairs* will coordinate and oversee planting and maintenance of gardening pots at front doors of CHMS.

**Newcomers:** *Chairs* will plan a fun social event to connect new parents (6<sup>th</sup> graders and move-ins) with each other, the PTO Board and Dr. Brown and Mr. Jones. Coordinate communication and send invitations. *Volunteers* will help set up at the party, provide catering assistance, check guests in and help with clean up (shifts available). This is a great way to get to know people!

**Parent Representative and Grade Level Volunteers (year-round):** The *Parent Representative* serves as a liaison between teachers and parents. The rep 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 & Veterans Day). *Volunteers* will sign up for specific grades and will be contacted when an opportunity arises.

**Pizza Wars (March):** Our largest community event of the year where students and families vote on their favorite pizza vendor in our area. *Chairs* work to coordinate the pizza vendors, plan the evening, organize entertainment, secure donations and award prizes to the best tasting pizza. *Volunteers* will work shifts during the actual event.

**MRC Coordinator and Volunteers (year-round):** *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. *Volunteers* will be contacted to help with special and standard MRC activities. Weekly opportunities!

**Publicity (year-round):** *Chair* will work with the D181 press liaison and the PTO Board to spread awareness of CHMS to our community.

**School Supply Kits (Spring/Summer):** *Chairs* 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 (Spring). Receive delivery of the kits at CHMS with the help of the PTO Board (July) and distribute the kits on Back to School Day. (August)

**Speakers for PTO Meetings (Spring/Summer):** *Chairs* will coordinate the speakers for our General PTO Meetings (3-4 per year) with direction from the PTO Executive Board and Principal.

**Spirit Wear (2-3 times per year):** *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.

**Staff Appreciation (year-round):** *Chairs* will organize events to honor CHMS staff on a regular basis throughout the school year and during Teacher Appreciation Week (May). Coordinate quarterly Stock the Lounge efforts. Solicit *Volunteers* via SignUpGenius.com to ask for food, drinks, decorations or assistance in executing each event.

**Turnabout (October):** Main PTO fundraiser of the year and is easy to do from home! *Chair* will manage a month-long non-event where weekly emails are sent to promote our Turnabout. Families are asked 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. Outside donations may also be solicited.