



CHMS PTO COMMITTEES 2016-17



We appreciate how valuable your time is and we thank you for considering volunteering at CHMS! Our CHMS community is special because in addition to a dedicated faculty and staff, we have an active group of parent volunteers. Below is a list of our volunteer opportunities. We are sure there is a place to share your gifts and talents! The work load is shared, and the time requirements can usually be adjusted to accommodate volunteers' schedules. Thank you for helping out on behalf of our students!!

If you would like to volunteer, please return this page with your registration forms to the school office. Questions? Feel free to contact PTO Co-Presidents Laura Alter (312-330-4476) or Polly Ascher (773-251-9445). Email us at: president@chms.org.

Audit Committee: 1-2 volunteers to review the PTO books at yearend. Prior financial background is helpful.

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: Assist with the Book Fairs to raise money for the MRC. (November/December & May)

Box Tops: Coordinate Box Tops for Education collection and submission.

Clubs & Activities Fair: Coordinate fair in early fall to promote participation in CHMS clubs and activities. (October)

Community Service/SELAS: Assist in development and coordination of community service activities for CHMS students and their families. 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.

Directory: Create the CHMS Student Directory with school information and family contact information. Facilitate online registration for directory and at Back-To-School Day. Coordinate next year's directory advertising starting in the spring.

Eagle Cafe: Plan quarterly spirit lunches for students. Coordinate with restaurants to cater events, student lunch sales, and volunteers using SignUpGenius.com.

Eagles' Nest/Spirit Wear: Oversee purchase of snacks, school supplies, and spirit wear for school store. Coordinate the design, ordering, sales, and distribution of CHMS spirit wear such as shirts, sweatshirts, etc. Coordinate volunteers through SignUpGenius.com for school store during Wednesday and Friday lunches, 5th Grade Parent Night, Back-To-School Day, and other school-wide functions.

Grade Level Parent Rep: Serve as a liaison between teachers and parents. Coordinate volunteers for field trips and other special grade level events (e.g., Immigration Day, 60's Day, World War II Day, Medieval Day, and Graduation Day).

Hospitality/Welcoming: Coordinate coffee and snacks for PTO meetings and other special events. Host occasional coffee gatherings for new families to District 181 with children attending CHMS.

Landscaping: Coordinate and oversee planting and maintenance of gardening pots at front doors of CHMS.

Fall Fundraising/Pizza Wars: Coordinate fundraising effort in the fall, details TBD. Also an opportunity to help coordinate Pizza Wars, our fun spring pizza eating/fundraising event.

Manna: Assist PTO VP of Finance to coordinate Manna gift card sales used by families to fund 8th grade trips to Washington D.C.

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

MRC Volunteer: Assist with weekly shelving of books and other duties as requested by MRC Director.

Parent Rep Liaison: Oversee grade level parent representatives.

School Supply Kits: Order school supply kits from vendor and coordinate distribution of kits at Back-To-School Day.

Spirit Club: Coordinate students participating as Echo the Eagle, our school mascot. Coordinate submission of sports scores and student achievements to school website/newsletter on an ongoing basis. Develop opportunities to increase school spirit.

Staff Appreciation: Organize events to honor CHMS staff on at least a quarterly basis throughout the school year and during Teacher Appreciation Week (May). Coordinate volunteers using SignUpGenius.com.

Website/Newsletter: Update the CHMS PTO website and produce electronic newsletters on a weekly basis.

PLEASE FILL OUT THE BACK SIDE OF FORM TO VOLUNTEER. THANK YOU!



CHMS PTO 2016-17 VOLUNTEERING



NAME: _____ EMAIL: _____

HOME PHONE: _____ CELL PHONE: _____

I am interested in Co-Chairing or Chairing the following CHMS committee(s):

1. _____
2. _____

I am interested in serving on the following CHMS committee(s): *Check off as many as interest you!*

<input type="checkbox"/>	Audit Committee
<input type="checkbox"/>	Back-To-School-Day
<input type="checkbox"/>	Book Fair
<input type="checkbox"/>	Box Tops
<input type="checkbox"/>	Clubs and Activities Fair
<input type="checkbox"/>	Community Service/SELAS
<input type="checkbox"/>	Directory/Directory Advertising
<input type="checkbox"/>	Eagle Café
<input type="checkbox"/>	Eagles' Nest Store/Spirit Wear
<input type="checkbox"/>	Hospitality/Welcoming

<input type="checkbox"/>	Landscaping
<input type="checkbox"/>	Fall Fundraiser/Pizza Wars
<input type="checkbox"/>	Manna Gift Card Program
<input type="checkbox"/>	MRC Volunteers* <small>*Limited spots. Volunteers will be selected by lottery.</small>
<input type="checkbox"/>	6th-8th Grade Parent Rep Liaisons (please indicate grade): ____ 6 th Grade ____ 7 th Grade ____ 8 th Grade
<input type="checkbox"/>	School Supply Kits
<input type="checkbox"/>	Spirit Club
<input type="checkbox"/>	Staff Appreciation
<input type="checkbox"/>	Website/Newsletter

I have no committee preference; call me when help is needed.

**DON'T FORGET – TO REGISTER FOR PTO, SUBMIT INFO FOR STUDENT DIRECTORY
AND JOIN TEXT BLAST SYSTEM, PLEASE GO TO:
[HTTP://CHMSPTO.ORG/REGISTRATION/](http://CHMSPTO.ORG/REGISTRATION/)**

PTO AND SCHOOL REGISTRATION FORMS DUE NO LATER THAN MON, APRIL 25, 2016.