



# CHMS PTO COMMITTEES



## 2021-22

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 (Aug/Sept/Oct):** 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.

**Fortnightly:** Chair will team up with volunteers from the Community House and HMS to invite and coordinate students attending the Fortnightly program held for 8<sup>th</sup> graders.

**8<sup>th</sup> Grade Graduation Ceremony (June):** Chairs and committee of 7<sup>th</sup> and 6<sup>th</sup> grade parents will work to plan the graduation ceremony, decorations and coordinate with HMS graduation representatives.

**8<sup>th</sup> Grade Graduation Dance (May):** Chairs and committee of 8<sup>th</sup> grade parents will decorate the gym for the 8<sup>th</sup> grade dance and coordinate food service with the help of other volunteers.

**8<sup>th</sup> Grade Graduation Lunch (May):** Chairs and 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 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 oversee planting and maintenance of gardening planters at front doors of CHMS and front wind turbine flower bed. Special projects as necessary with principal and PTO leadership approval.

**Mascot:** Chair will manage Echo's appearance calendar via a sign-up form for student volunteers. Oversee the student's permission slips, other special events Echo attends such as the Rotary Run, and finally having costume available with the assistance of Mr. Mike Keane (building engineer) or PE teachers.

**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 routine MRC activities. Weekly opportunities!

**Newcomers:** Chairs will plan a fun social event to connect incoming parents (6<sup>th</sup> graders and new move-in families of all grades) 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 Volunteer Coordinator (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 and assist with event set-up and clean-up. Great event to get to know people.

**Pizza Wars Talent Show:** Lead CHMS in bringing back the Pizza Wars Talent Show! Chairs will work closely with the Pizza Wars chairs, plan the entertainment, hold try-outs and more.

**Publicity (year-round):** Chair will work with the VP of Communications 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 for new students with the help of the PTO Board (July) and distribute the kits on Back to School Day. (August)

**Parent Education/ PTO Speakers (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.

**Remote Learning Liaison:** Represent remote learning parents, act as a central source of communication exchange between CHMS, D181 and remote parents as needed. *This position is activated in school years it is necessary.*

**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.

**Webmaster:** *Auxiliary board position* – Update the CHMS PTO Website and work with website administrator to make sure updates are being made and licenses are current. Create forms that are used for online PTO registration, events etc.