



2008-2009 PTO Volunteer Opportunities

Your membership dues are important to accomplishing our mission, but volunteers make it work! Listed below are a variety of activities; some require a larger block of time for a short period (Book Fair) and others require a minimal time commitment on a regular basis (Scrip/Gift Card). There are many opportunities for you to become engaged in your child's educational experience. It really makes a difference to the schools.

I would be interested in volunteering for the following (see next page for descriptions):

Open Board and Committee Chair positions:

- Fun Fair Co-Chair
- General Hospitality Chair
- Academic Awards Night Chair (hospitality)

Elect positions:

PTO Board-elect position:

- President
- Vice President
- Secretary
- Treasurer

Committee Chair-elect position:

_____ (fill-in)

PTO Support:

- Membership Coordinator
- Legal Advisor

School Support:

- HES Library Help
- HES Lemonade Social
- Curriculum Enrichment
- HES BROM

Publications:

- Student Directory
- PTO Website Community Page
- Bromfield Bulletin

Fundraising Events:

- Book Fair
- Box Top Rebate Program
- Community/School Calendar
- Holiday Gift Donation (for classrooms)
- Fall Fête
- Fun Fair
- Holiday Gift Donations
- Scrip/Gift Cards
- Summer Skill Books

Family Fun Nights:

- Festival of Cultures
- Billiards Day Tournament

Hospitality:

- General Hospitality/Baking
- HES BROM
- Teacher Appreciation Days
- HES BROM
- National Honor Society Dinner
- Academic Awards Night

Academic Events:

- HES Earth Day Fair

Name: _____

Telephone: _____ Email: _____

***Free time is something I only dream of, but I would like to make a donation to the PTO ***

Check # _____ Amount \$ _____

Descriptions of Volunteer Opportunities

PTO Board or Committee Chair: The Board consists of the President, VP, Secretary and Treasurer. In addition, the PTO board includes HES, MS/Bromfield, Special Education and town representatives. The Committee (co-)Chair is responsible for the overall design, planning, and execution of an activity or event. In many cases they will oversee a group of volunteers and work directly with other Chairs and the PTO Board. Current open Chair positions are listed. *For succession planning, check off the Elect category to express interest in a position currently filled.*

General Hospitality Chair: Coordinate refreshments for PTO meetings and hospitality for other PTO events as needed.

Academic Awards Night Chair: Coordinate refreshments and flowers for Academic Awards Night in May 2009.

Membership Coordinator: Coordinate the annual late summer/early fall membership mailing and enroll new members throughout the school year, including recordkeeping and member communication.

Legal Advisor: Provide legal advice when needed.

HES Library Help: Help during your child's library period with checking out materials, re-shelving books, and locating books for students (1 hour per week, or less frequently depending on number of classroom volunteers).

HES Lemonade Social: Help set up refreshments for this casual gathering to start the school year.

Curriculum Enrichment: Help schedule extracurricular presentations for each grade level.

Student Directory: Assist in verifying accuracy of data, binding directories, and distributing them to PTO members.

PTO Website Community Page (Senior Project): Assist in maintaining the PTO website community pages (senior students only).

Bromfield Bulletin: Help research, write, edit, lay-out and produce the Bromfield Bulletin, an electronic newsletter sent biweekly to all Bromfield parents.

HES Earth Day Fair: Assist with any aspect of Annual Earth Day celebration at HES.

Book Fairs: Assist with sale of books as well as set up and clean up for the fall and/or spring book sales.

Box Top Rebate Program: Collect, tally, and submit Box Tops for rebate.

Community/School Calendar: Help produce and distribute the annual community/school calendar.

Holiday Gift Donations: Coordinate the contributions that many parents choose to make in lieu of a holiday gift to the teacher for the purchase of supplies and books in each classroom.

Fall Fête: Assist with any aspect of this annual dinner/dance fundraiser held in the fall.

Fun Fair: Help with this end-of-the-year fundraiser consisting of games, pony rides, food, and much more!

Holiday Gift Donations: Coordinate the contributions that many parents choose to make in lieu of a holiday gift to the teacher for the purchase of supplies and books in each classroom.

Scrip/Gift Cards: Help with data entry of orders and work with local vendors and marketing; can be done on your own time, with a few ad hoc (somewhat social) meetings with other parents.

Summer Skill Books: Help order, purchase, and distribute books that students use during summer to keep up with grade level work.

Family Fun Nights: Help coordinate special family events such as the multi-cultural fair to celebrate cultural diversity, and a billiards tournament.

General Hospitality/Baking: Bake and cook for events and PTO monthly meetings as needed.

Teacher Appreciation Days: Provide food and serve teachers during Teacher Appreciation Days.

National Honor Society Dinner: Meal prepared by Chef Paul. Assist with decorations, serving and clean up at National Honor Society dinner at Bromfield.

Academic Awards Night: Provide and serve refreshments for Academic Awards Night at Bromfield.