



Conant Parent-Teacher Organization: Open PTO Positions for 2014-15

Can you help?

- *Discuss ways to improve our school; be involved in key decisions and roles.*
- *“Fun” raise funds for our students in order to directly enrich their educational experience by **providing critical classroom assistant salaries, cultural enrichment programs, author programs, playground up-keep and improvement, nature walks, and more.***
- *Give as much or as little time as you can and get things done through help of volunteers.*

Dear Conant Moms and Dads,

The opportunity to make a difference in the school, through the PTO, is something unique and wonderful to the American school system. We would like to take this opportunity to send a BIG thank you to all of you who have given in different ways to the PTO and the school community and made such a difference. We would not be able to work towards our goals of fundraising and community building without your help.

Looking ahead to the 2014-15 school year, there are a number of open positions in the PTO. Please browse through these opportunities and let us know where you can help. Some of these positions can be done easily from home and all of them can be shared with a friend. Descriptions of the positions follow. We hope that you will be able to participate.

Thank you,

Ranjini Reddy
for the Conant PTO

PTO Board Positions:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Vice President / President-Elect | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Volunteer Coordinator Position Filled | |

PTO Committee Chairs:

- | | |
|---|---|
| <input type="checkbox"/> Newsflash Coordinator Position Filled | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Hospitality Co-Chair Position Filled | <input type="checkbox"/> Nature Walk Program Trainer (Shadow) |

Please check the boxes that interest you and return this form to your child's classroom teacher. Alternatively, email us at president@conantpto.org with your interest.



PTO Fund Raising:

- Ice Cream Social: Class Gifts Coordinator Craft Fair Co-Chair

The PTO is also seeking volunteers for the following school year (2014-15):

- | | |
|--|--|
| <input type="checkbox"/> Welcoming Families.
Language _____ | <input type="checkbox"/> Room Parents |
| <input type="checkbox"/> Copying Committee | <input type="checkbox"/> Gardening / Grounds |
| <input type="checkbox"/> Hospitality: Bake / Provide Food | <input type="checkbox"/> Grants Writing Team |

Parent Name (s) _____

Phone _____ **Email** _____

Child(ren)'s Names _____

Child(ren)'s Grades _____

Comments _____

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Conant PTO Volunteer Descriptions

PTO Board Positions:

Vice President / President-Elect: The role of the Vice President has historically been an “in-training” position to the PTO President. The VP typically assumes the role of President for the following school academic year. It is possible for two individuals to hold this position as co-VPs. The VP chairs three Finance Committee meetings a year and works in tandem with the President.

Secretary: The PTO Secretary takes meeting minutes at all the PTO meetings. This job can certainly be shared. The secretary needs to have copies of the minutes for each PTO meeting for review and acceptance. After the minutes are accepted, a copy is emailed to the PTO’s webmaster to post online. The secretary is also responsible for reserving the Conant school building for the various events throughout the year (this is done by July 31st for the following school year).

Volunteer Coordinator: The Volunteer Coordinator recruits room coordinators at the beginning of the school year, help coordinate volunteers for the various PTO events, and act as a conduit to pass information from the PTO to the larger Conant community through the room coordinators. This is a position that can very easily be done from home.

PTO Committee Chair Positions:

Gardening: The chair of the Gardening committee, along with other volunteers, helps keep the garden beds around school clean and spruced for the season.

Hospitality Co-Chair: Join Anna Sater to host PTO sponsored events such as the teacher appreciation lunch and the AB graduate reception. Responsibilities include assembling a list of willing cooks, bakers, and/or buyers to provide refreshments, purchase supplies for the events, and assist with set-up and clean up.

Newsflash Coordinator: The coordinator will be responsible for setting up and publishing the Newsflash that goes out each weekend of the school year. This job can easily be done from home.

Nature Walk Program Trainer (Shadow): Shadow the Nature Walk Trainer next year with the goal of taking over the volunteer training portion of the Nature Walk program in 2015-2016. Prepare parent volunteers to chaperone their child’s nature walk by running a training session in which you review the nature walk goals and format, walk through the specific areas on the Conant grounds to visit, review the training guide. This job can be shared by multiple people. Note that this job focuses only on volunteer training; you do not need to schedule the walks, organize supplies, enroll volunteers, etc.

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PTO Fundraising Positions:

Craft Fair Co-Chair: Learn the ropes and help organize Conant's biggest fundraiser! Be involved in receiving, reviewing, and selection vendors, build your team of parents for advertising, parking, bake sale, and volunteers, map out the placement of the vendors for the day of the fair and create a program for attendees. The Craft Fair will fall on October 26th of 2014. You will need to be available the Friday afternoon before the fair for set up and the entire day of the fair. Please email for more information. The job would be great to do with a friend and is a treat if you have been to enjoy craft fairs and shopping!

Ice Cream Social: Class Gifts Coordinator: Organize the creation and the raffle of gifts from each class for the Ice Cream Social. All tasks for this job have been detailed over the last few years and it will be very easy to adopt and run! You will need to be present during the day of the event to help set up and run the program. This job is also a great one to share with a friend.

PTO Volunteering Positions:

Welcoming Families: Join a crew to welcome new families to Conant. This would involve an email or a phone call to the families.

Room Parents: Act as a liaison between the classroom teachers and the families of the classroom. This is a rewarding role which will put your organization, communication, and social skills to use for a wonderful purpose. Room parents help coordinate parent volunteers for the classroom, coordinate class-based activities for the PTO, help plan various special class celebrations, class projects, and field trips, and generally help with other tasks as needed by the teacher.

Copying Committee: Help make copies for teacher for the classroom. This is a perfect job for someone who is looking for a flexible volunteering position.

Gardening / Grounds: Lend a hand to the Gardening chair with clean up, pruning, planting, in the areas around the school.

Hospitality: Bake / Provide Food: Let us know if you would love to cook/bake for PTO events.

Grants Writing Team: Join the grants writing at the PTO and help us raise funds for projects around the school. You will be guided by a parent who has many years experience in this area. This is a great way to learn a new skill and enrich up your resume.

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