**PTO VOLUNTEER DESCRIPTIONS**

FUNDRAISING

**Fund-It:** manage and promote grocery gift card program; collect funds from parents, place orders for gift cards and distribute through student envelopes; organizational skills and personal credit card needed; position can be shared; profits support PTO.

**Student Council Liaison:** help lead Student Council in developing goals and budget, for purposes of fundraising and giving back to the community; assist Student Council with Boxtops for Education program; coordinate collections in Fall and Spring per program guidelines and submit to Boxtops for Education; accountable for funds received and expenditures; funds raised support Student Council.

**School Photographs:** work with school secretary to coordinate with Lifetouch for dates, schedule, location of school pictures in Fall; assist photographer and staff on picture days as needed.

**Spirit Wear:** plan and run clothing sale in Fall; develop and present design and items to be sold for PTO Board approval; set up marketing display in school lobby; distribute and receive order forms, checks/cash for orders; place order with vendor and process/distribute to students upon receipt; good organizational skills necessary; chairperson(s) and committee members needed; funds raised support PTO.

**Library Book Fair:** aid Librarian in coordinating & staffing Fall book fair; help with set up and break down of displays; coordinate teacher wish lists and solicit volunteers as directed by Librarian; chairperson and committee members needed; proceeds benefit Library Media Center.

**Paul Cryan Photographs:** work with photographer to setup and coordinate appointments in winter; function as liaison to parents; funds raised support PTO.

**Parents' Night Out Auction:** not a yearly position (event occurs as needed for specific causes); coordinate auction and night out for parents; solicit auction items, event venue, food/beverages and awareness of event (marketing, tickets, etc.); manage and direct committee members; chairperson(s) and committee members needed; funds support specific need designated by PTO.

**Cultural Council:** distribute fundraising letter & collect donations for events as part of town-wide council; send thank you letters and receipts for donations; single event occurs in early April; mandatory meetings in February or March at Town Hall; information about event and any giveaways supplied at meetings; create awareness about event; introduce participants and provide water to them on day of event; fully funded by parent donations.

**School Fair:** plan & organize June fair; plan stations and activities, acquire permits from town, organize volunteers, coordinate food and events. ; take accounting of supplies from previous year and use as able; responsible for keeping track of funds raised and expenditures; chairperson(s) and committee members needed; funds raised support PTO.

FIFTH GRADE EVENTS

**Fifth Grade Events Coordinators (need 2 chairpersons):** Coordinate all 5th Grade Events sub-committees including: **Yearbook, Fun Day, Class Gift, Class Day and Slide Show.**  Designate chairpersons for each sub-committee. Descriptions of duties of each sub-committee listed below. Supply support as needed to teachers who are in charge of events; update binder with budget and account for donations from each family; responsible for making sure all committees stay within budget; coordinate with President/Vice President to determine budget for 5th grade.

**Fifth Grade Yearbook:** in charge of production, as created in house; responsible for layout; photographs, editing, soliciting info from students and parents for inclusion; chairperson and committee members needed including 4th grade parents in training for next year.

**Fifth Grade Fun Day:** organize event with Winding Trails in Farmington; organize food and beverages to be brought to location and distributed; organize outdoor snack upon return to school; coordinate volunteers to assist as needed.

**Fifth Grade Class Gift:** work with 5th Grade Events Coordinators to choose, order and purchase student gifts; distribute gift to each 5th grade student.

**Fifth Grade Class Day:** class day occurs in June; order cake, set up beverages, set up tent and coordinate needs with janitorial staff; communicate with and organize 4th grade parents through room parents to assist and serve food, beverages.

**Fifth Grade Slide Show:** develop and produce slide show for Class Day highlighting students' years at Duffy; present at Class Day assembly in auditorium; request photographs from parents for inclusion; coordinate with office, parents and students as needed.

HOSPITALITY

**Coffee Hour Coordinators:** organize coffee hour on first and second days of school as well as one or two additional coffee hours hosted throughout the year as designated by either the PTO Board or the Principal. Arrange for set up and start of the coffee urns in the cafeteria with custodial staff. Coordinate purchase or donation of paper goods, additional beverages and food items to be served. The PTO closet in the cafeteria contains extra paper goods that can be used at these functions.

**Teachers' Welcome Luncheon:** organize lunch for teachers before school opens in late August- usually the Monday or Tuesday before school starts; organize committee members to provide donated food items as well as purchase food according to budget; coordinate volunteers for set-up and clean-up; chairperson and committee members needed.

**Welcome Wagon Dinner:** coordinate welcome dinner for new families occurring at Sept. PTO Meeting; produce and distribute invitations to all new families; collect and manage responses; coordinate donated food items as well as purchase/ delivery of pizza, etc. according to budget; coordinate volunteers for set-up and clean-up; chairperson and committee members needed.

**Conference Week:** organize refreshments for teachers during conferences in November and March;

**Kindergarten Screening:** Chairperson and committee members needed. Coordinate volunteers to provide assistance to school administration during the Kindergarten Registration process. Coordinate volunteers to attend evening parent meeting to greet Kindergarten parents, hand out materials, and schedule registration and screening date. Organize refreshments and volunteer support as needed for screening dates following parent meeting; attend screening days to provide additional support to parents of entering Kindergarteners. Collect Volunteer, Room Parent, Fund It and other relevant PTO forms as needed during screening days and return to proper board members.

**Teacher & Staff Appreciation:** organize festivities during Teacher Appreciation Week in May; plan events to include student participation, such as poems, favorite colors, stickers, etc.; choose and purchase gift(s) with PTO funds; solicit food donations for events as needed; solicit and coordinate parent volunteers to assist as needed; chairperson and committee members needed.

**Family Nights:** plan and run family night events throughout the year; coordinate with office and janitorial staff as needed for dates and locations of events; handle marketing and awareness of events to promote school-wide participation; chairperson and committee members needed.

**Field Day and Last Day Dance:** Field Day events occur in Spring; coordinate donations of watermelon for each class/grade through room parents; find volunteers to help with Field Day events as directed by P.E. teacher. Coordinate with P.E. teacher to purchase water cups to be used during events and popsicles for all grades to be given out after events. **Dance Day** event occurs on last day of school; purchase popsicles for entire student body utilizing PTO funds; transport to school on day of event or confirm that the freezer in the gym will still be in use at the end of the year; assist with distribution as needed.

ADMINISTRATIVE

**Room Parent Coordinator:** match volunteers to classrooms and assign room parents for upcoming year based on PTO volunteer forms returned in June; solicit additional volunteers if necessary; confirm contact information and compile list of email addresses for continued communication from PTO Board; hold meeting of all new room parents and distribute guidelines at beginning of school year; provide ongoing guidance and assistance to room parent volunteers as needed.

**Room Parent:** provide support to classroom teacher(s) as directed; meet with teacher and co-room parent early in year to assess upcoming needs; solicit and coordinate parent volunteers for field trips, class events, supplies, etc.; forward communications to parents on behalf of PTO; higher level of involvement generally occurs in lower grades.

**First Day Packets:** organize assembly of First Day Packets in August; solicit additional volunteers as needed; chairperson and committee members needed.

**WH Public Schools Health Council:** attend annual meeting on behalf of Duffy; report back to PTO with findings/information discussed at meeting.

**Foundation for WH Public Schools Liaison:** attend meetings as necessary and support Foundation for fundraising event held each spring under the direction of the Foundation for WH Public Schools Board. Provide gift card and/or donation to the Foundation on behalf of Duffy School for fundraising event.

**Library Coordinator/Volunteer:** work with Librarian to assign volunteers to assist during class times; coordinate volunteer schedule with 1/2 hours shifts occurring once or twice a month; assist with book check-in and check-out and re-shelving of books; mandatory training provided.

**Salad Bar Coordinator/Volunteer:** assist students with choosing healthy balance of food groups following Food Service guidelines; monitor salad bar for cleanliness and stock levels; coordinate volunteer shifts and mandatory training prior to volunteering per Food Service guidelines; shifts are currently 11:15 to 12:15 and 12:15 to 1:15 every Wednesday.

**Health & Wellness Committee:** coordinate and support events to promote health and wellness initiatives such as Fall and Spring farmers market events, teaching garden, running club, etc.; work with other elementary schools and Growing Great Schools organization on similar town wide goals and events; work within budget and be responsible for funds raised through committee events by coordinating with Fundraising Chair and PTO Board; chairperson(s) and committee members needed. (currently 3 chairpersons- one main chair- 2 for the garden)

DUFFY COMMUNITY

**Grounds Beautification:** help beautify school grounds through planning and planting; must work within limited budget; efforts focus on front of building beds around the school sign, to the right and left of the entrance and the area under the cafeteria window; need to coordinate with Principal and Custodial Staff or Town on occasion (i.e. mulch delivery before 5th grade Class Day, etc.); coordinate efforts of committee members; submit work orders for materials such as mulch and soil delivery and any grounds work such as pruning through the Duffy custodial staff for completion by staff or WH Public Works; solicit additional volunteers through Duffy Boy Scouts and Girl Scouts; chairperson and committee members needed.

**Service Projects:** donate holiday needs for a student family in our Duffy community; chairperson works with school psychologist who will provide list of families who may have needs; holiday donations include food and gifts; roles could be expanded with other suggestions; chairperson and committee members needed.

**WH Educational Scholarship Fund:** attend mandatory half-day meeting in April; participate in evaluation of applications as PTO representative (PTO supports this through donation from our funds).