



**SOUTHERN BOULEVARD SCHOOL PTO**

# VOLUNTEER OPPORTUNITIES

Volunteering for the PTO is a great way to enrich your child's elementary school experience at SBS. Check out the list of exciting volunteer openings -- there's something for everyone!

Volunteer opportunities are divided into four areas:

- Committee Chairs – Single Event - Committees that work toward planning an event/project that takes place once during the school year.
- Committee Chairs – Ongoing – Committees that work toward planning an event/project that takes place multiple times or ongoing during the school year.
- Class Parents
- After School Enrichment (ASE)
- Executive Board

Throughout the catalog of volunteer opportunities, you will find a general time commitment indicated with the Chatham paw symbol . More paw symbols equal a bigger time commitment.

Email [sbs@chathampto.com](mailto:sbs@chathampto.com) with any questions.

# COMMITTEE CHAIRS – SINGLE EVENT

The volunteer opportunities listed below are for committees that work towards planning an event/project that takes place once during the school year.

## Author's Day Coordinator- 2 People 🐾🐾

Work with the Director of Education: Educational Technology & Innovation (Danielle Dagounis) and the school Librarian in arranging a visit to the school by a children's author. Organize, promote and spearhead advance book sale (a PTO fundraiser), button contest and luncheon/refreshments for author and faculty the day the author visits. Also participate in planning meetings to coordinate all author day details. May need to organize transportation for the author if necessary. Author's Day is usually in the spring.

## Book Fair Committee- 5 People 🐾🐾🐾🐾

Work with Librarian to promote, facilitate and execute Scholastic week long book fair (usually scheduled in January) set-up and clean-up, manage sales process with Librarian, handle daily deposits and tracking. Also organize volunteers to staff the book fair.

## Community Service/Hope Week Coordinators- 4 People 🐾🐾🐾🐾



Coordinate and organize community service and character education initiatives throughout the year for HOPE Week (November). Serve as SBS representative for any district-level initiatives

that may arise.

## Field Day Coordinator- 4 People 🐾🐾🐾



Work with the Physical Education teachers to plan a Spring day of fun physical challenges for the children. Order appropriate refreshments for children and organize parent volunteers.

Event usually takes place in the beginning of June.

## Grade 1 Family Fun Event Coordinator 2-3 People 🐾🐾



Coordinate and organize volunteers for Family Fun Night. This event is usually held on a Friday night in January at SBS and combines K grade and 1st grade children and families. Work with 2/3 representatives from each grade.

## Grade 2 Family Fun Event Coordinator 3 People 🐾🐾

Coordinate and organize volunteers for a family fun night for our second and third grade children and families usually held on a Friday night in the spring. This event is a "class feud" event modeled after the Family Feud game show. Work with 3 representatives from each grade.

## Grade 3 Family Fun Event Coordinator 3 People 🐾🐾

Coordinate and organize volunteers for a family fun night for our second and third grade children and families usually held on a Friday night in the spring. This event is a "class feud" event modeled after the Family Feud game show. Work with 3 representatives from each grade.

## Kindergarten Family Fun Event Coordinator 2-3 People 🐾🐾



Coordinate and organize volunteers for Family Fun Night. This event is usually held on a Friday night in January at SBS and combines K grade and 1st grade children and families. Work with 2/3 representatives from each grade.

# COMMITTEE CHAIRS – SINGLE EVENT (continued)

The volunteer opportunities listed below are for committees that work towards planning an event/project that takes place once during the school year.

## Harvest Night Coordinator- 4 People 🐾🐾🐾🐾



Set up a family event in the fall. Publicize events, arrange activities and entertainment, order food, and coordinate volunteers. This event is usually held on a Friday night in October.

## Holiday Boutique Coordinator 6 People 🐾🐾🐾🐾🐾🐾



Order and organize holiday gift items at varying price points for students to purchase for their family and friends. Work with the office/teachers to create a “shopping” schedule during school hours for students to

visit the boutique. Coordinate parent volunteers to help students purchase and wrap gifts. Boutique is scheduled during school hours for a week in December.

## Picture Day Coordinator- 2 People 🐾🐾

Manage Picture Day in October and Retake Day in November. Distribute order information to the parent community, schedule classes and coordinate volunteers on that day, and manage communications with Lifetouch.

## Reading Program Coordinator- 2 People 🐾🐾

Work with Librarian to undertake a Love to Read contest or similar reading contest (usually in February), aimed at promoting a love of reading and developing strong reading skills.

## School Supplies Coordinator- 2 People 🐾🐾

Organize the purchase and distribution of school supply kits for students starting in the fall. Two-year position, assist in the first year (ideal candidate has a K/1 grade child to take over the following year). Availability in August needed because most activity is a week before school starts.

## Spring Fling Coordinator- 4 People 🐾🐾🐾🐾

Responsible for coordinating the spring social event for parents in the school community. Event usually takes place at the end of April/beginning of May. Potentially could incorporate fundraising.

## Staff Appreciation Coordinator- 3 People 🐾🐾🐾

Plan and organize activities that allow children and parents to thank staff for all they do. Coordinate activities in the Spring that provide for staff recognition in May.

## Third Grade Breakfast Coordinator - 2 People 🐾

Organize end of the year breakfast for graduating third graders where they sign their memory books. This event takes place on the last day of school.

## Third Grade Celebration Coordinator 2 People 🐾🐾🐾



A 3rd grade graduation party held during the last week of school.

Coordinate with 3rd Grade Teacher Leader,

vendors and helpers for carnival games, blow ups, ice cream truck, DIY photo booth and other entertainment or activities. Coordinate with Chartwells for Picnic Lunch. Create and order class tee-shirts for students and staff.

## Third Grade Talent Show- 3 People 🐾🐾🐾

Organize and develop a talent show program for an end of year event with third grade students. Event is usually held in May on a Friday night with a dress rehearsal the day before.



# COMMITTEE CHAIRS – ONGOING

The volunteer opportunities listed below are for committees that work towards planning an event/project that takes place multiple times or ongoing during the school year.

## Beautification Committee- 4 People 🐾🐾



Arrange seasonal plantings around the school grounds and maintain various garden spaces, including renovated interior courtyards. Coordinate committee to beautify the school as needed, including the first day of school, Back to School Night and filling & maintaining

planters as needed.

## Board of Education Observer 🐾

Attend or view online Board of Education meetings and report back to the PTO Board. Meetings are held in the evenings once a month at 7:30 pm. Committee members coordinate with other elementary schools to alternate months and submit written reports to PTO President post meeting.

## Fund Coordinator 🐾

Assist the President in fundraising efforts for the SBS Fund and process and organize donations. He/she will also process gift acknowledgement correspondence.

## Green Team Coordinator- 2 People 🐾🐾

Coordinate special events related to environmental awareness, Walk To School Day and an Earth Day celebration in April. Collaborate with other committee coordinators where appropriate.

## Library Coordinator 🐾🐾

Organize volunteers to work shifts in the school library during the year and for June inventory.

## Mileage Club Coordinator- 4 People 🐾🐾

Organize a walking/running/mileage club for SBS students at the walking track during recess. Coordinate schedule for volunteers to help students keep track of their distance. Provide incentives and prizes for students as they work towards their goals. Usually scheduled during a week in October and a week in April.

## New Family Welcome Coordinator 5 People 🐾🐾

Help families new to SBS. Welcome families to the school and facilitate a smooth transition for children and parents. Make contact at the end of August as families arrive in Chatham, email information and host coffee/playdate during the last week of August and host coffee for the first day of K. Welcome families throughout the year as they arrive and be a resource for information and help.

## Pizza Day Coordinator- 2 People 🐾🐾

Organize volunteers to serve pizza on the first Friday each month and attend each pizza day to coordinate volunteers. Attend quarterly meetings with district head cafeteria staff to ensure menu diversity.

## Publicity and Social Media Coordinator 🐾🐾🐾

Publicize and maintain SBS activities in Facebook, Instagram, Chatham Patch, etc. Work closely with the President, Vice-President, and school administrators. Coordinate with Third Grade Memory Book coordinator to share photos.

## Stem Coordinator- 2 People 🐾🐾🐾



Coordinate special events related to the Hour of Code Activities. (December). Assist After School Enrichment team in identifying STEM enrichment offerings. Potentially research assembly options.

## Safe Routes to School Coordinator 🐾

Maintain SBS status as a Safe Routes to School participant and work with Green Team to plan and execute Walk to School Days throughout the year.



<https://www.saferoutesnj.org/about-the-safe-routes-to-school-recognition-program/>

# COMMITTEE CHAIRS – ONGOING (continued)

The volunteer opportunities listed below are for committees that work towards planning an event/project that takes place multiple times or ongoing during the school year.

## Spirit Wear Coordinator- 5 People 🐾🐾🐾



Coordinate SBS Spiritwear sales at Back to School Night, Harvest Night and various Family Fun Nights in the Winter and Spring. Work with district-wide representatives to develop product assortment for sale (t-

shirts, shorts, water bottles, sweatshirts etc). Coordinate distribution of merchandise.

## Working Parents Network Coordinator

### 2 People 🐾

Develop a network for volunteers when schedules allow, for sharing pertinent information throughout the school year, and for feedback on SBS and PTO events. Organize a social/networking event in the beginning of the school year for working parents. Represent the voice of this community.

## Third Grade Memory Book

### 2-3 People 🐾🐾🐾🐾

Compile and publish a Memory Book presented at 'graduation' to third graders. Take photos, plan layout, and compile materials throughout the year for the memory book. Volunteers needed from all sections of third grade. Coordinate photos with the Publicity and Social Media coordinator.

# CLASS PARENTS

## Class Parents

### 2 People per class 🐾🐾

Provide teachers with general assistance and coordination of your child's classroom-related activities and assist the PTO by disseminating information and collecting monies for various expenses. Required to attend the first PTO meeting of the year to receive direction on their responsibilities. Plan and host a class meet up as well as attend the Halloween and Winter Holiday class parties at school. Coordinate collection and allocation of holiday and end of school year gifts along with PTO VP on behalf of the class for the lead teacher and additional SBS Staff. Create and maintain a class email list and update their class on any PTO related information.

# AFTER SCHOOL ENRICHMENT (ASE) CHAIRS

**ASE Committee Members receive early registration for their children and one free ASE class per school year per family.**

## **ASE Chair** 🐾🐾🐾🐾

Responsibilities:

- Collaborates with committee members to organize and run three sessions of ASE each calendar year.
- Coordinates regular meetings with committee members to review classes, course catalog, contracts, community pass etc.
- Creates class schedule for each session for committee to review.
- Reviews previous program to identify classes that did and did not work.
- Sends reminder emails to committee about catalog, registration, contracts and background checks.
- Assembles all binders and folders for each session that include all necessary paperwork, such as student information, contact information, medical information, work family, homeroom teacher, attendance sheets etc.
- Participates in registration 3x each year (fall, winter and spring) and handles any questions or concerns.
- Edits course catalog.
- Sends session overview to Main Office so they can assign rooms.
- Creates class lists for each day and send to teachers.
- Works closely with ASE security and responds to parental concerns, teacher concerns and student behavior issues.
- Works closely with SBS administration when necessary.
- Assist in team-wide coverage of the SBSASE email inbox. Check inbox and pass along dismissal changes and other updates to ASE program staff. (1 day per week.)
- Attend committee meetings.

Time Commitment:

- 1-3 hours each week when ASE is in session
- 2-4 hours each week when ASE is in planning stages for next session
- Meetings additional

## **ASE Vice-Chair, Communications** 🐾🐾🐾🐾

Responsibilities:

- Assist Chair with ASE programming (Vice-Chair will become Chair the following year.)
- Create program communications and partner with SBO office staff to distribute registration reminders and any SBS staff communications.
- Using Community Pass, draft and send registration confirmations, weekly reminders, payment reminders, and program updates to participating families.
- Create cone signs for each ASE session, organized by day.
- Assist with the ASE registration process 3x a year (fall, winter, spring).
- Assist in team-wide coverage of the SBSASE email inbox. Check inbox and pass along dismissal changes and other updates to ASE program staff. (1 day per week.)
- Attend committee meetings.

Time Commitment:

- During registration weeks, approximately 2-3 hours.
- While ASE is in session, anywhere from 10-30 minutes per week depending on how much communication is required.
- Meetings additional.

# AFTER SCHOOL ENRICHMENT (ASE) CHAIRS (continued)

**ASE Committee Members receive early registration for their children and one free ASE class per school year per family.**

## **ASE Finance & Contract Coordinator** 🐾🐾🐾

Responsibilities:

- Create contracts for outside vendors, internal SBS staff instructors and on-site team (moderators and security)
- Determine pricing for each class offered, factoring in expenses and each vendor's individual costs
- Work with ASE Vendor Contact to secure signatures and troubleshoot any issues that arise
- Oversee accounting, expense, and payment process as well as submit PTO check request forms to the PTO treasurer.
- Oversee financial health of the program - assessing current and future sessions, determining if any adjustments are needed, etc.
- Assist in team-wide coverage of the SBS ASE email for dismissal changes (typically once/week) for each session.

Time Commitment:

- At the start of each session approximately 3-4 hours to determine class pricing and create vendor contracts once registration finalizes.
- At the end of each session approximately 3-4 hours to finalize accounting and create PTO Check Request Forms.
- While ASE is in session, anywhere from 10-30 minutes per week depending on how much communication is required.
- Meetings additional

## **ASE Registrar** 🐾🐾

Responsibilities:

- Input course catalog into Community Pass - requires some communication with CP staff.
- Create reports and compile data into various formats based on ASE Chair needs.
- Monitor and assist ASE Chairs and parents with issues during registration time period.
- Assist in team-wide coverage of the SBSASE email inbox. Check inbox and pass along dismissal changes and other updates to ASE program staff. (1 day per week.)
- Attend committee meetings.

Time Commitment:

- Approximately 3 hours to input catalog information.
- While ASE is in session, anywhere from 10-30 minutes per week depending on how much communication is required.
- Meetings additional.

## **ASE Vendor Contact** 🐾🐾🐾

Responsibilities:

- Main line of communication to all Vendors to schedule and plan classes.
- Once registration is complete, works with vendors and SDOC HR to secure background checks, fingerprints and etc.
- Creates contact list of all vendors for onsite team.
- Liaison between vendors and onsite and committee ASE team on any issues during session.
- Assist in team-wide coverage of the SBSASE email for dismissal changes.
- Attend committee meetings.

Time Commitment:

- Per session, approximately 2-3 hours emailing/scheduling and 1-2 hours of administrative (vendor contact list and catalog)
- While ASE is in session, anywhere from 10-30 minutes per week depending on how much communication is required.
- Meetings additional

# EXECUTIVE BOARD

## **President** 🐾🐾🐾🐾🐾

Oversee day-to-day operations of the SBS PTO. Act as the primary liaison between the school administration and the parent community. Responsibilities include: Fundraising via the SBS General Fund, oversee/assist the various Committee Heads and their respective events/roles. On a bi-monthly basis organize a pre-PTO Meeting briefing with the executive committee and the principal in advance of the PTO Meeting and plan and run bimonthly the PTO Meetings. Provide support to SBS Staff, organize monthly staff appreciation items (alternate between fill-the-lounge and a gift item) and serve on the District Cabinet (roles change yearly).

## **Vice President** 🐾🐾🐾🐾🐾

Assist the President throughout the year. Attend monthly District Cabinet meetings and bimonthly SBS PTO meetings. Attend orientation for incoming Kindergarten students. Weekly write-up of upcoming PTO events to include in SBS FYI email sent out each Friday. Organize sign up of homeroom parents in the summer. Conduct a homeroom parent meeting in early September and coordinate ongoing communication throughout the year. Work with homeroom parents to organize crafts and parties for Halloween and Winter Holidays. Work with homeroom parents to collect money for teachers and staff and distribute accordingly at Holiday and year end. Work with the other elementary school VPs to research and book school wide assemblies throughout the year. Become PTO President for the following year.

## **Secretary** 🐾🐾

Attend all PTO meetings and take minutes. Type and distribute minutes to the PTO president and administration in a timely manner. Work with PTO Treasurer and President to coordinate PTO Back to School Night efforts, including update and distribution of PTO volunteer forms. Attendance at PTO meetings required.

## **Treasurer** 🐾🐾🐾🐾🐾

Manage the SBS PTO Bank Account responsible for handling all payments and reimbursements to Third Party vendors, W-9s and bank reconciliations within QuickBooks. Coordinate all bank activities including signatures. Communicate with District Treasurers to ensure consistency within the district. Train and Support the Assist the Treasurer to take over role the following year. Attendance at PTO meetings required.

## **Assistant Treasurer** 🐾🐾🐾

Assist the Treasurer and become Treasurer for the following school year. Manage deposits to ensure accuracy and completeness. Work with the Treasurer in the collection of PTO dues and Fund donations. Should be comfortable with Excel. Attendance at PTO meetings required.