

# MILTON AVENUE SCHOOL PTO

## VOLUNTEERING OPPORTUNITIES

2024-2025

Volunteering for the PTO is a great way to enrich your child's elementary school experience at Milton and to become more meaningfully integrated into the Milton community.

Please check out the list of exciting volunteer openings -- there's something for everyone!

Volunteer opportunities are divided into three 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.
- **In-School Volunteers:** Sign-up-based opportunities that allow you to come into the school throughout the year on a semi-regular basis. These include room parents, art volunteers, library volunteers, and pizza day volunteers.
- **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.

Please consider volunteering for multiple committees. The PTO needs your support to run all of our exciting events and to function in support of our students and staff throughout the school year.

Thank you! Email [mas@chathampto.com](mailto:mas@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 Committee** - 2 People -

Work with the Director of Education and school librarian to plan a visit to the school by a children's author. Organize, promote, and spearhead advance book sales (a PTO fundraiser) and any related activities. Arrange for any hospitality requirements for the author, such as transportation and staff lunch. Author's Day is usually in the spring.

### **Book Fair Committee** - 4 People -

Schedule, organize, and run the Milton Book Fair, which will take place over the course of several days in January. Tasks include working with Scholastic books and the librarian, managing volunteers to set up, clean up, and staff the Book Fair, overseeing the sales process, and putting together the Family Shopping Night event.

### **Family Fun Night Committee** - 10 People -

Plan and run the very popular Family Fun Night, an evening event for Milton students and their families to gather as a community and raise funds for the PTO. Tasks include ticket sales, hiring a DJ, photographer, food vendors, organizing games and bounce houses, coordinating a silent auction, and managing volunteers for the event. This is one of the PTO's largest fundraisers of the year.

### **Field Day Committee** - 2 People -

Work with the Physical Education teacher to plan a day of fun physical challenges for the children. This event takes place in the beginning of June, during the school day. This role coordinates volunteers, refreshments, and activities.

### **Ladies Night Committee** - 3 People -

Arrange all activities for 2-3 Ladies Night Out events for Milton moms, including booking vendors, coordinating locations, and publicizing the event.

### **Luminary Coordinators** - 2 People -

Work with the Chatham Rotary Club to coordinate the sale of Christmas Eve luminaries and recruit block captains, who will assist with the sale of luminaries to Milton families in their section/block. The PTO receives a portion of the proceeds.

### **Milton Mile/Duathlon Committee** - 2 People -

Work with the Physical Education teacher to organize and run the Milton Mile (typically in the Fall) and Duathlon (typically in the Spring) on designated Saturday mornings. Coordinate any volunteers needed for the events. New ideas to boost turnout are welcome!

**Movie Night Committee** - 4 People - 

Organize Movie Night, which takes place before the weather gets too cold in early October on the blacktop of Milton. Tasks include conducting a school-wide poll to pick the movie, organizing and selling concessions and spirit wear, and working with the front office on setup and clean up needs.

**Picture Day Committee** - 3 People - 

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

**School Supply Coordinators** - 2 People - 

Coordinate content, sale, delivery, and distribution of school supply kits with Milton and our designated 3rd party vendor. This work happens prior to the start of the school year. This is a PTO fundraiser that takes the burden of back-to-school shopping off of parents.

**Winter Boutique Committee** - 4 People - 

Organize and run the Milton Winter Boutique, which takes place during school hours one week in December. Tasks include ordering gift items at varying price points for students to purchase for family and friends, creating a shopping schedule, and coordinating parent volunteers for shopping and wrapping.

## 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.

### **After School Enrichment Committee** - 5 People -

Coordinate three sessions of the After School Enrichment Program each calendar year, allowing students the opportunity for growth in areas like cooking, athletics, science technology, language, art, finance, and more. Responsibilities include hiring internal Milton staff instructors, outside vendors, and the on-site team (security and attendance officer); generating a course catalog and class lists; overseeing contracts and the registration process; and communicating any cancellations. For organizational purposes, the committee is broken down into five distinct roles: chair, vice chair, finance and contract coordinator, registrar, and vendor contact. Extensive coordination is necessary with the front office and Milton staff. This is our PTO's biggest fundraiser.

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

### **Board of Ed Observers** - 2 People -

Attend Board of Education meetings, summarize, and relay information back to the PTO Executive Board. Meetings are held in the evenings once a month at 7:30 pm.

### **Bulletin Board Coordinators** - 2 People -

A fun and creative role updating the bulletin boards by the main office throughout the school year with themes agreed upon with the main office.

### **Cafeteria Committee** - 4 People -

Attend quarterly District Cafeteria Committee meetings to represent Milton parent concerns and relay information. These meetings happen ~three times a year during lunch time. Schedule and organize monthly PTO-sponsored Pizza Parlor Day with Pomptonian and Hickory Tree Pizza, typically the first Friday of each month, and coordinate parent volunteers for Pizza Parlor Day. Organize and operate the district-wide Cougars Care Cooler program, designed to reduce waste by donating any unopened food items to a local food pantry.

### **Car Line Drop-Off Coordinators** - 2 People -

Schedule volunteers to assist grades 1-3 in the morning drop-off line and attend any necessary safety committee meetings (about 3-5).

### **Community Service Coordinators** - 2 People -

Plan, arrange, and coordinate community service projects throughout the school year. Examples include but are not limited to: Halloween candy drive, Thanksgiving canned food drive,

December mitten tree, and Valentine cards for the nursing home. All new ideas welcome!  
Coordination occurs with the PTO executive board and the front office.

**Gardening Committee** - 3 People -  

Arrange seasonal plantings around the school grounds and maintain various garden spaces, including the beds adjacent to the Milton sign, the butterfly garden, and the barrels at the school entrance. Coordinate committee to beautify the school as needed, including the first day of school and Back to School Night.

**Green Team Environmental Committee** - 3 People -  




Coordinate special events related to environmental awareness, including our popular Walk to School Wednesdays and Waste Free Lunch Day. All new ideas welcome, especially in brainstorming an Earth Day event. Coordination occurs with the PTO executive board and the front office.

**Hasegawa's Helpers** - 2 People -  

Work with the art teacher to coordinate parent volunteers for the art room during art periods for full-day K through grade 3. Maintain schedule of volunteers and help facilitate any necessary date swaps.

**Hospitality Committee** - 5 People -   

Arrange refreshments for school staff as necessary, including periodically stocking of the staff lounge. Coordinate Back-to-School Luncheon for staff, Thanksgiving Appreciation treats, and Staff Appreciation Week including collection of items for teacher raffle baskets, breakfast, luncheon and activities. Work with teachers to oversee the Teacher's Amazon Wish List during the holiday season.

**Library Committee** - 4 People -   

Work with the librarian to coordinate and train parent volunteers to assist in the library during their child's class and to coordinate a school-wide reading contest, for a fixed period of time during the school year, aimed at promoting a love of reading and developing strong reading skills. The committee also plans and executes the Birthday Book Program, a PTO fundraiser that allows parents to dedicate new library books to their children on their birthdays.

**Registration Coordinator** - 1 Person -  

Manage all fundraising initiatives on Community Pass (or new platform that we may transition to) and run the necessary reports. These initiatives will likely include ASE registration, Birthday Book orders, Movie Night tickets, and Family Fun Night tickets.

**Room Parent Coordinators** - 2 People - 




One coordinator for K-3 and one coordinator for pre-school. Coordinators oversee room parents for each class, distributes guardian emails to class parents and explains expectations for class parties and teacher gifts. Coordinator also sends emails that need to be communicated through class parents.

**Social Media & SignUp Coordinator** - 1 Person - 

Coordinate with committee chairs to create SignUp requests. Publicize Milton activities across social media accounts.

**Special Services Representative** - 1 Person - 

Represent families with children who receive services through the Special Services Department at the CHASE District wide parent meetings (held every other month on a Monday evening) and report information back to the PTO executive board.

**Sunshine Committee** - 2 People -   




Work with a Milton staff member assigned by the principal to coordinate the sending of cards, flowers, or gifts to staff members in the event of illness, death, weddings, birth, etc.

**Second Grade Spirit Committee** - 6 People -    

***This year only because of the school reconfiguration.*** Plan fundraisers throughout the year to support second grade celebrations and organize those celebrations. Open to new ideas to make this feel distinct from the traditional 3rd grade festivities and fundraisers. This committee will coordinate with the PTO executive board, a designated 3rd grade staff member, and the front office.

**Third Grade Spirit Committee** - 6 People -    

Plan fundraisers throughout the year to support third grade celebrations and organize those celebrations, which include a farewell breakfast and slideshow on the last day of school and a school-day celebration with a DJ, inflatables, photo-ops, ice cream trucks, etc. Work with the yearbook committee on the slideshow to be shown at the farewell breakfast. Possible fundraisers include Pretzel Sales and a Holiday Shopping Night at Quartet, and a Mr. A party. Create and order class t-shirts for students and staff. This committee coordinates with the PTO executive board, a designated 3rd grade staff member, and the front office.

**Welcome Committee** - 3 People -   

Help provide a warm welcome to new Milton families! Arrange the New Family Welcome Meet-up before the start of the school year and the school-wide Welcome Picnic at the start of the school year. Provide refreshments and greet new families joining Milton. Coordinate with the front office to greet new families starting at MAS mid-year.

**Second Grade Yearbook Committee** - 3 People - 

***This year only because of the school reconfiguration.*** Coordinate the creation and production of a memory book for graduating 2nd grade Milton students. Responsibilities include setting up the memory book account with Picaboo, collecting pictures from their years at Milton, compiling class photos, and designing the memory book.

**Third Grade Yearbook Committee** - 3 People - 

Coordinate the creation and production of a memory book for graduating 3rd grade Milton students. Responsibilities include setting up the memory book account with Picaboo, collecting pictures from their years at Milton, compiling class photos, and designing the memory book.

## IN-SCHOOL VOLUNTEERS

Sign-up based opportunities that allow you to come into the school throughout the year. Communication with these SignUp Genius links to come.

### **Room Parents** - 2 People per class -

Provide teachers with general assistance and coordination of your child's classroom-related activities, such as the Halloween, Winter Holiday, and end-of-school-year class parties. Assist in collecting PTO dues. Coordinate collection and allocation of holiday and end-of-school-year teacher gifts. Create and maintain a class email list and update their class on any PTO related information. Required to attend a class parent meeting at the beginning of the school year to receive direction on responsibilities.

### **Art Volunteers** - 1 Person each class -

No art experience or aptitude necessary. Sign up to come into your child's art class and help the teacher set up, hand out art materials, and clean up. This is a hands-on opportunity that allows you to watch your child and his/her classmates as they become budding artists! Date/time depends on your child's art schedule.

### **Library Volunteers** - 1 Person each class -

Sign up to come into your child's library class and help check books in and out and shelve them. This is a hands-on opportunity that allows you to help encourage a love of reading in your child and his/her classmates! Required to attend a training session in the library at the beginning of the school year. Date/time depends on your child's library schedule.

### **Pizza Parlor Volunteers** - 4 People each pizza day -


Once a month, the PTO treats Milton students to pizza. Sign up to come into the Milton cafeteria to hand it out. This is a favorite, so we limit volunteers to 2x per year. Lunch period usually runs from ~noon to 1pm.




## EXECUTIVE BOARD

**President** - 1-2 People - 


Oversee day-to-day operations of the Milton PTO. Act as the primary liaison between the school administration and the parent community. Responsibilities include: Fundraising, oversee/assist the various Committee Heads and their respective events/roles. On a bimonthly 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 Milton principal, front office, and staff. Serve on the District Cabinet (roles change yearly).

**Vice President** - 1-2 People - 


Assist the President throughout the year. Attend monthly District Cabinet meetings and bimonthly Milton PTO meetings. Attend orientation for incoming Kindergarten students. 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** - 1 Person - 

Attend all PTO meetings and take minutes. Type and distribute minutes to the PTO president and administration in a timely manner. Compile information for the weekly Milton Minute and send out via Constant Contact.

**Treasurer** - 1 Person - 

Manage the Milton 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 Assistant Treasurer to take over the role the following year. Attendance at PTO meetings required.

**Assistant Treasurer** - 1 person - 

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.

**Ways & Means Committee** - 3 people - 

Oversee and keep record of the collection of dues and generation fund donations. Coordinate spirit wear sales at various school events and online.