

McCarthy-Towne PTSO Volunteer Descriptions

PTSO Junior Chair: shadow the current Chair to prepare for the role of Senior Chair during the 2018-19 school year. Role of Senior Chair entails presiding over the monthly PTSO meetings and attending (half-hour) monthly meetings with the Principal.

PTSO Secretary: record the minutes of monthly PTSO meetings.

Buddy Family: Welcome families new to McCarthy-Towne with a phone call and answer questions they may have about McT and/or the community. (Be sure to let us know if you have a background in a language other than English.) [time commitment varies]

Directory: Variety of tasks related to creating our annual student directory, including proofreading, advertising follow-up, and data entry. All work is completed in September/October. [time commitment varies]

Hospitality: Provide refreshments for socials and special events. [about 4-6 requests per year, you accept as many or as few as you choose]

Howler: Collect email submissions about school events and compile into one weekly newsletter. [about one hour per week from home]

Fall Fundraiser: Help with collating gift wrap orders [about 3 hours total]

McT Spiritwear: Create order form, collate and sort orders of McT clothing. [about 3 hours total]

UNICEF: Distribute *Trick-or-Treat for UNICEF* boxes to McT classrooms; collect filled boxes; and bring money to *Coinstar* machine for deposit. [about two hours total]

Book Fair: Help for one or more 2-hour slots to assist children with book selections and purchases. Volunteers also needed for set up and closing.

Videographer: Videotape 2-3 events during the year

Fall Social co-Chair: Help coordinate our annual Fall Social.

Fall Social: Help with admissions, volunteer to run games or direct children in crafting. Volunteers are also needed with set-up and clean up. [about 1-2 hours total]

Landscape/Grounds: Work with other parents maintaining the Parker Damon Building's plantings [once or twice in the spring]

Auction: This is our largest fundraiser, with more than twenty different committees including Classroom Projects, Parent Donations, Event Design, Room Set-up and many others. It is scheduled for **April 7, 2018**. If you are interested, please review and return the (separate) Auction Volunteer Form.

Yard Sale: Help organize donated items and assist customers on the day of the sale. [about 2 hours total]

Family Field Day: Help with set-up and clean-up for this school-wide event that focuses on family games such as spoon-and-egg races, three-legged races and other fun events. [about 1-2 hours] We also need one additional co-chair to help coordinate this event. [about 3-4 hours total]

AB/PIP STEM: Work with this town-wide group which develops, plans and runs science and math events. Past events have included 3rd & 5th Grade Market Math Manias and 4th Grade Sky Party. [about five hours total]

Pinch Hitter: This runs the gamut. We email this group of volunteers for a variety of short-term projects and last-minute calls for help.