

**Central School PTO Committee Information
and Volunteer Opportunities
2011-2012**

The Central School Parent-Teacher Organization is looking forward to your help with educational and entertaining activities for all of our children at Central School!!!

Please review the volunteer opportunities listed on the following pages and check the committee(s) that interest you. The committees require varying time commitments, some of which are perfect for working parents or those with young children. You will find some that need assistance on one particular day or event, others that have recurring needs throughout the year. Chances are there is something perfect to fit your schedule that will allow you to become involved in your child's school and help us strengthen our Central School community!

Attendance at PTO meetings is not required to be a volunteer, but it is a wonderful way to learn about new endeavors at Central, to meet fellow parents, and to spend time with the principal and superintendent. Meetings are generally the 2nd Friday morning of each month. Additionally, at least two evening meetings will be held during the school year for those unable to attend daytime meetings. We encourage you to attend the meetings whenever possible.

Please email us with any questions you may have. Thank you in advance for your continued interest and support.

Sincerely,

Erin Durkin (1stvp-erin@centralptonews.org)
Tracy Sloan (1stvp-tracy@centralptonews.org)
1st Vice-Presidents 2011-2012

____Please return to PTO mailbox in the school office by May 13, 2011*__

(*Note: You may bring this into the office or send it in your child's backpack in an envelope labeled "PTO mailbox-Committees" and it will be sent down to the office during the day!)

Member name/s _____

Phone: _____ Cell/Alt. # _____

Home Address _____

Email Address _____

Student name(s) and grade(s) for 2011-12 school year:

Child #1 _____	Grade _____
Child #2 _____	Grade _____
Child #3 _____	Grade _____

FUND-RAISING OPPORTUNITIES

Fall Fund-Raisers

Auction:

Join the Central Auction committee to help put together this fundraiser, which raises money to support our Cultural Arts and Artist in Residence Programs. All Children at Central benefit from these enriching PTO sponsored programs. This event takes place every other year with the next auction being considered for the Fall of 2012. Planning and preparations will begin in Spring 2011 for the Fall 2012 Auction. There are 3 committees outlined below.

Auction Committee:

Chair__ Helper__

Plan and execute the party including decorations, set up, clean up, venue and entertainment.

Auction Communication and Advertising Committee:

Chair__ Helper__

Create and produce all brochures, invitations, marketing materials and raffle tickets. Create a marketing plan, sell Ad space in the brochure and be the gateway for all communication regarding the Auction.

Auction Programs Committee:

Chair__ Helper__

Procure Parent and Business donations and organize Teacher donations.

Innisbrook Wrap and Gifts:

Chair_____ Co-Chair_____ Helper_____

Help make one of our largest fundraisers a success by being part of a big team to motivate the kids to sell premium gift wrap and gifts. Online ordering and other processing make this fundraiser a cinch! You just have to get the kids excited to ask friends and family to purchase the high quality product. Fundraiser runs from mid-September through delivery in November.

Kids Art Fundraiser:

Chair_____ Co- Chair_____ Helper_____

Students create a single colorful drawing at home that can be reproduced on various items and purchased by parents. Items included are aprons, potholders, note cards, night-lights, coasters, kitchen trivets and many other choices. Committee members assist with compiling student orders to send to the artwork vendor and distribute final products to the student.

Spirit Wear:

Chair_____ Co-Chair_____ Helper_____

Research vendors, prepare flier, take orders, and distribute Central School sweatshirts, t-shirts, etc. Spirit Wear sale takes place early in school year.

Winter Fund-Raisers

Book Fair:

Chair_____ Co-Chair_____ Helper_____

There are many varied opportunities to help with this week-long event in the Winter time (lead-time work for chair/co-chair, as well). Volunteers are needed to set up, decorate, and plan the schedule for shopping and related events with classroom teachers, cashiers, assist shoppers, and take down. Working parents can do some scheduling at home. Those not available during the day are also encouraged to work the evening of our family event (Winter Wonderland) held in conjunction with the fair.

On Going School Fund Raising Programs

Central 100% Fund:

Chair_____ Co-Chair_____

Back by popular demand! Promote and monitor participation in the PTO's most lucrative fundraiser! Solicit tax-deductible contributions (primarily from the Central School community) to provide funds needed for budgeted PTO programs and activities. A good job for working parent since most can be done from home with few, if any, meetings required.

Brick Pavers:

Chair_____ Co-Chair_____

Promote the brick paver dedication program in front of the school during the Fall and Spring with fliers.

Grant Writer:

Chair_____

Are you a writer? Do you have a way with words? Do you enjoy a challenge? Assist with research, writing and editing all grant applications.

Soup Label and Box Top program:

Chair_____

Promote and sort the collection of labels and box tops, redeemable for items used at Central School. Much of this can be done at home on your own schedule.

Target:

Chair_____ Co-Chair_____ Helper_____

Communicate information regarding the Target program and educate parents as to the benefits of registering their credit card with Central Elementary as the recipient of up to 1% of all purchases. Distribute fliers and communicate several times a year.

"FUN" RAISING SOCIAL, SUPPORT AND EDUCATIONAL PROGRAMS

Birthday Boards:

Chair_____ Co-Chair_____

This committee honors all of the student and staff birthdays on the bulletin board in the hallway outside the office. Great opportunity to show off your creativity!

Creative Learning Committee/Riverside Area Inclusion Network (R.A.I.N.):

Chair_____ Helper____

New! Be the Central representative to the District "Beyond the Typical Educational Needs" Committee in bringing awareness of educational needs of students who fall on either end of the educational bell curve, community involvement, and sensitivity training for all.

Cultural Arts, Artist-in-Residence Coordinator:

Chair_____ Helper____

Investigate and coordinate the Artist-in-Residency programs for the school.

Cultural Arts, Classroom Presentations:

Chair_____ Co-Chair_____ Helper_____

There are many opportunities to help with this yearlong program. The Cultural Arts Classroom presentation program provides for parent volunteers to give monthly presentations in each classroom about selected artists and pieces of art and supervise a hands-on related art activity. This committee guides the program. The committee ensures our Lead Room Parents schedule parent volunteers for the presentations and also that our parent volunteers are offered training and have access to presentation materials.

Cultural Arts, Field Trips:

Chair____ Co-Chair____

One or two volunteers to coordinate the annual Cultural Arts field trips. Traditionally, the field trips are in May and include: a kindergarten trip to the Riverside Art Center, a 1st grade historical tour of Central School, a 2nd grade visit to the Riverside Art Center, a 3rd grade walking tour of Riverside, a 4th grade walking tour of Riverside's Frank Lloyd Wright homes, and a 5th grade excursion by train to Chicago for an architectural tour downtown and a lecture/tour at the Art Institute.

Environmental Concerns Committee:

Chair_____ Co-Chair_____ Helper_____

Let's Go Green! This committee works with teachers, staff, students and administrators to encourage environmentally responsible practices in our school and district. We also support the Central School 4th & 5th Grade Ecology Club which meets approximately once a month after school.

Family Night Program(s):

Chair_____ Co-Chair_____ Helper_____

Plan, organize and execute two family social events at Central. (Fall and Spring events)

5th Grade Activities:

Chair_____ Co-Chair_____ Helper_____

You will coordinate the ordering of the Central school 5th grade T-shirts. Together with volunteers from the other elementary schools, you will help plan the Spring Social Games Night for the year's future 6th graders at Hauser Junior High. In addition, you will plan the end of school year picnic. All 5th-Grade parents are encouraged to assist in this fun event.

Flying Carpet Club:

Chair_____ Helper_____

This is a fun format for introducing children grades 1-5 to stories of literary merit from around the world selected by the Great Books Foundation. Using "shared inquiry" method of discussion, plus a healthy dose of creativity, we lead small groups of 6-8 children once-a-

week on literary adventures during the lunch/recess hour. The club meets 10 weeks between return from Winter break January until Spring break in March.

Garden Gurus:

Chair_____ Co-Chair_____ Helper_____

This committee does Fall and Spring clean up of the front yard landscaping as well as Summer watering. The chair coordinates the summer watering schedule.

Halloween Festivities at Central School:

Chair_____ Co-Chair_____ Helper_____

Assist in the planning and execution of the Halloween day celebrations.

Halloween Village Event:

Chair_____ Co-Chair_____

Coordinate Central School's participation in the district-wide creative Halloween program.

Hike and Bike to School:

Chair_____ Co-Chair_____ Helper_____

Plan and promote a week of awareness and activities promoting walking or riding bikes to school. (Fall Program)

Hospitality:

Helpers__

Get in on the ground level of this fun, new committee! The Hospitality Committee is guided by the PTO 3rd Vice President. Responsibilities include coordinating the Faculty Music Recital Reception (Fall) and Staff Conference Meal (November). This Committee may assist with other hospitality duties as designated by the 3rd Vice President.

Ice-Skating Party:

Chair_____ Helper_____

Involves reserving an ice rink, sending out promotional fliers and coordinating volunteers to provide baked goods and refreshments. February event (on a half-day Friday).

Just Ask Me:

Yes_____.

I don't know where to put my name specifically, but if there is a need for something, please ask me (via phone or email listed on front page) and I will try to help out.

Kids Care:

Chair_____ Co-Chair _____

Organize child-involved, charitable activities for the needy children and families in Riverside and surrounding communities.

Kindergarten Picnic/Back-to-School Balloons:

Chair_____ Co-Chair_____

Help organize a picnic and a few activities on the day before the children begin their first day of kindergarten! In addition to this, the kindergarten chair/co-chair arrange for the traditional welcome balloons on the first day back to school (the 3rd VP can help guide this task).

Library:

Chair____ Co-Chair_____

Shelving_____ Shelf Reading_____ Book Repair/Covering_____ Bulletin Board_____

There are many opportunities to help with this yearlong program. The Library Committee works in conjunction with and is guided by the Library Staff. Responsibilities include shelving books, shelf reading (making sure the books are in the right order on the shelves), book covering & repair, and designing/decorating the library bulletin boards. Training will be provided for all jobs.

Little Symphony:

Chair_____

Be the Central representative to the district Little Symphony committee. This committee decides on three musical presentations to bring to our students each year.

Living Classroom:

Chair_____ Co-Chair_____ Helper_____

The Centennial Reading Garden is replanted with bulbs each October by the 3rd grade classes. We need parents of 3rd graders to help with this project.

PE Helper:

Chair_____

Help the Physical Education teacher with Presidential Fitness testing 3 times per year (fall run, winter indoor testing and spring run) during your child's gym class.

Preschool Screening:

Chair_____ Co-Chair_____

Assist with the running of the preschool screening program, usually in February.

Program Chair:

Chair_____ Co-Chair_____

One or two people needed to select and schedule 2-3 daytime all-school assembly programs per year.

P.R./Media Coordinator:

Chair_____

One person to inform media of school events for the purpose of getting photos and articles into the local paper. This individual will work in conjunction with the Central PTO Communications Director.

P.R./Communications:

Chair_____

Prepare fliers and/or online communications for all PTO meetings or any programs that require parent/student notification at home. This individual will work in conjunction with the Central PTO Communications Director and school administration to ensure appropriate distribution to students.

PTO Webmaster:

Chair_____

One person needed to maintain and update the Central PTO web site. This individual will work in conjunction with the Central PTO Communications Director.

Read to Succeed:

Chair_____

Promote, distribute forms, and prepare certificates for free admission to Great America for students who read more than 360 minutes. (This typically occurs in the Winter.)

Roller Skating Party:

Chair_____

PTO-sponsored party in the Fall. Chair needs to reserve the rink and provide for event communications.

School Calendar:

Prepare Central School’s calendar of events for the next school year with representatives from the other schools in the district during May. (PTO President’s responsibility).

School Supply Sale:

Chair_____ Co-Chair_____ Helper_____

As a convenience to parents, we offer prepacked supplies custom-ordered for each grade. Requires ordering supplies from a company and distributing them to classrooms in August.

Science in a Can:

Chair_____ Co-Chair_____ Helper_____

A weekly commitment for 4 weeks, typically during February or March, to check in cans and replenish supplies for the experiments. Usually requires 30-45 minutes/week at school.

Science Fair:

Chair_____ Co-Chair_____ Helper_____

Interested in encouraging students' appreciation for Science? Get in on the ground level of Central's First Science Fair! You will be part of this interesting Science Fair event where enthusiastic students proudly show their knowledge of the scientific method and display their experiments. Your involvement may include helping students set up projects, directing visitors, preparing awards, and other activities connected to the Fair.

Student Directory:

Chair_____ Co-Chair_____ Helper_____

Are you Excel savvy?? If so, this may be the job for you!! During the first 2 weeks of September, you will arrange for the typing, printing, and distribution of the school directory.

Talent Show:

Chair_____ Co-Chair_____ Helper_____

This much-loved event happens in the Spring and requires the dedication of many hardworking individuals. If you like working stage productions, this is the job for you. The talent show needs help with everything from auditions to preparing the announcers to working with stage hands to assistance during the performance themselves. If you would like to help out in any way during this exciting event, please check the box!

Teacher Appreciation Luncheon Committee:

Chair_____ Co-Chair_____ Helper_____

First or second Tuesday in May-- spend 1 1/2 hours giving back to the teachers and staff of Central. While they are treated to lunch at a local restaurant, you will fill in for the paraprofessional staff members. You will watch over the students during the students' lunch and recess time. Only sign up if you are 100% committed to this committee!

Teacher Appreciation Week:

Chair_____ Co-Chair_____ Helper_____

Help plan and implement a weeklong event in May to recognize our teachers.

TV Turn-Off Week:

Chair_____ Co-Chair_____ Helper_____

This weeklong event happens in the spring and the students and families sure seem to love it. This event encourages our students to choose an alternative to tv-watching, computer games, and other "screen" activities for a week. They track their progress and are able to enter their name for raffles or other acknowledgements throughout the week.

Winter Wonderland:

Chair_____ Co-Chair_____ Helper_____

A great job for working parent who is not available during school hours! This event occurs one evening in the Winter/Spring, coinciding with the book fair. Involves organizing volunteers to provide baked goods, serve goodies and have fun!

Yearbook:

Chair_____ Co-Chair_____ Helper_____

The Roadrunner yearbook is published at the end of the school year. The committee needs people to help take photographs at school events and in classrooms, as well as manage and advise the fifth grade staff of reporters and photographers. Assistance is also needed in planning for the delivery of the yearbooks when the time comes. The long-time chair of this committee will be "retiring" after the 2012-13 school year. If you're interested in this creative and incredibly rewarding position, this is a great time to begin learning the ropes.
