

**Central School PTO Committee Information
and Volunteer Opportunities
2012-2013**

Dear Central Parents:

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. Check the committee(s) that interest you, and **return the form by Thursday, May 3, 2012**. 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! Training is provided with pleasure.

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 e-mail us with any questions you may have. Thank you in advance for your continued interest and support.

Sincerely,

Paula Fudacz (1stvp-paula@centralptonews.org) and Amy Mooney (1stvp-amym@centralptonews.org), 1st Vice-Presidents 2012-2013

There are three ways to return the completed form (due by Thursday, May 3, 2012): 1) Return to PTO mailbox in the school office; 2) Mail to the following address: Central Elementary PTO, Attn: 1st VPs, 61 Woodside Rd. Riverside IL 60546; or 3) Complete the form electronically by subscribing to feedbitz at www.centralptonews.org. This option will be available in mid-April.

Member name/s _____

Phone: _____ Cell/Alt. # _____

Home Address _____

E-mail Address _____

Student name(s) and grade(s) for 2012-13 school year:

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

FUNDRAISING OPPORTUNITIES

Fall Fundraisers

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. **When:** This event takes place every other year. The next auction is being considered for the fall (usually November) of 2012. Planning and preparations will begin in spring 2012. 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 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. **When:** Usually 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, families and friends. Items included are aprons, potholders, note cards, nightlights, 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. **When:** Usually runs for approximately 2 weeks in the beginning of October.

Spirit Wear:

Chair_____ Co-Chair_____ Helper_____

Research vendors, prepare flyer, take orders, and distribute Central School sweatshirts, t-shirts, etc. Spirit Wear sale takes place early in school year. **When:** Usually begins in early November.

Winter Fundraisers

Book Fair:

Chair_____ Co-Chair_____ Helper_____

There are many varied opportunities to help with this week-long event in the winter time. 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 (Book Fair Social) held in conjunction with the fair.

When: Usually begins at the end of January.

Ongoing School Fundraising Programs

Central 100% Fund:

Chair_____ Co-Chair_____

Promote and monitor participation in one of the PTO's most lucrative fundraisers! 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 parents since most can be done from home with few, if any, meetings required. **When:** Begins 1st week of school.

Brick Pavers:

Chair_____ Co-Chair_____

Promote the brick paver dedication program in front of the school during the fall and/or spring with flyers. **When:** Anytime, but official promotion can begin in January.

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. **When:** Begins 1st week of school.

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. **When:** Distribute flyers and communicate several times a year, beginning in mid-October.

"FUN" RAISING SOCIAL, SUPPORT AND EDUCATIONAL PROGRAMS

Book Fair Social

Chair_____ Co-Chair_____ Helper_____

A great job for working parent who is not available during school hours! This event coincides with the book fair. Involves organizing volunteers to provide baked goods, serve

goodies and have fun! **When:** This event usually takes place on the Thursday during the week of the Book Fair

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! **When:** Preparation of the bulletin board begins in September, and changes every month, or every other month.

Cultural Arts, Artist-in-Residence Coordinator:

Chair_____ Helper_____

Investigate and coordinate the Artist-in-Residency programs for the school. This residency occurs every year. **When:** Artist presentation usually takes place in the spring.

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 that our Lead Room Parents schedule volunteers for the presentations and offers volunteers training and access to presentation materials. **When:** Promotion and volunteer orientation occurs in September, and classroom presentations take place monthly from October through April.

Cultural Arts, Field Trips:

Chair_____ Co-Chair_____

Working in conjunction with the teachers, you will coordinate the annual Cultural Arts field trips for grades K-5. The field trips in the past have included the following: a kindergarten trip to the Riverside Art Center, a 1st grade historical tour of Central School and Riverside, a 2nd grade theater outing, a 3rd grade Chicago experience by bus (i.e, Chicago History Museum and Lincoln Park Zoo), a 4th grade tour of a Frank Lloyd Wright home or museum (i.e., Robie House), and a 5th grade excursion by train to Chicago for an architectural tour downtown and a tour at the Art Institute. **When:** Planning begins in the fall. Field trips usually occur in May or June.

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 a Fall Family Night at Central. **When:** Fall Family Fun Night usually takes place on a Friday, the 2nd or 3rd week of September.

5th Grade Activities:

Chair_____ Co-Chair_____ Helper_____

You are responsible for the following activities: 1) organizing Central School's 5th grade T-shirt design contest and ordering of the Central school 5th grade T-shirts (worn at Games Night, field trips and picnic); 2) planning the spring all District 96 Games Night in

conjunction with volunteers from the other elementary schools; 3) assisting the Cultural Arts Field Trips chair and lead room parents with 5th grade field trip in May; and 4) planning the end of the year picnic. For Games Night, on a rotational basis, one District 96 elementary school takes the lead in coordinating the volunteers/activities with other schools. The current rotational list of responsibilities can be found at <http://www.centralptonews.org/d96-ptoa-event-responsibility-rotation/>. All 5th-Grade parents are encouraged to volunteer with Games Night, the Cultural Arts field trip, and the Picnic. **When:** The T-shirt design contest takes place in January-February. Games Night usually takes place the 2nd Friday of April. The Cultural Arts field trip and Picnic usually take place in May.

Flying Carpet Club:

Chair_____ Helper_____

This is a fun format for introducing children in 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. **When:** 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 writing, planning and execution of the Halloween Play, which is performed by parents. **When:** Rehearsals take place through October. The Play is usually scheduled on Halloween and occurs after lunch.

Halloween Village Event:

Chair_____ Co-Chair_____

Coordinate Central School's participation in this District-wide, creative Halloween program. Children in grades K-5 paint Halloween art on paper for display in the windows of Riverside business. Each year, one school has the responsibility of coordinating this event for all of the schools, which entails obtaining a venue for the painting, contacting the Chamber of Commerce for permission to display the art, securing art supplies, and preparing the flyer to promote the event. The coordinating school also secures volunteers for the event. (In 2011, painting location was the Water Tower), for set up and clean up, as well as for placing/removing the artwork in the businesses' windows. When Central is not the coordinating school, the chair assists the coordinating school with the above responsibilities. Central coordinated in 2011-12. Ames coordinates in 2012-13, and Hollywood coordinates in 2013-14. The current rotational list of responsibilities can be found at <http://www.centralptonews.org/d96-ptoa-event-responsibility-rotation/>. **When:** The event takes place in mid-October, although preparation starts in September.

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. **When:** Usually occurs the 1st week of October.

Hospitality:

Helpers__

Get in on the ground level of this fun, new committee! The Hospitality Committee is guided by the PTO 3rd Vice President. **When:** 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_____

Your involvement includes reserving an ice rink and sending out promotional flyers.

When: This usually takes place in February 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 collections/activities for the needy children and families in Riverside and surrounding communities. In collaboration with Central's Book Fair, coordinate "One For Books" program which provides opportunity for students to donate \$1 or loose change to classroom container; donations are used to purchase books for children in need and/or to donate books to community organizations/charities such as Infant Welfare Society in Chicago. In collaboration with teachers, you may coordinate a pizza party for the classroom with the highest amount of donations for "One for Books." **When:** Collections occur at the 4th/5th Grade Choir event, the K-3 Holiday Festival (both in December), throughout the month of December, and at the Book Fair in January/February.

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). **When:** This event is usually scheduled on the day before school begins.

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 monthly bulletin boards in the library.

Training will be provided for all jobs. **When:** These activities start when school begins.

Little Symphony:

Chair_____

Be the Central representative to the District Little Symphony committee. This committee decides on 2-3 musical presentations to bring to our students each year. **When:** The events usually take place in October, February, and March. The committee typically meets with the Central and Hauser music teachers and directors immediately after the performances.

Living Classroom:

Chair_____ Co-Chair_____ Helper_____

Some of the flower beds in front of Central School are 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_____

Select and schedule an all-school assembly program (in the past such programs involved historical perspectives). In addition, you will coordinate the District speaker when it is Central’s turn to do so. In 2012-13, Central will be responsible for coordinating the speaker. In 2013-14; Ames will coordinate; in 2014-15, Hollywood will coordinate; and in 2015-16, Hauser will coordinate. Please see the current rotational list of responsibilities at <http://www.centralptonews.org/d96-pto-event-responsibility-rotation/>

P.R./Media Coordinator:

Chair_____

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 PTO Communications Director.

P.R./Communications:

Chair_____

Prepare flyers 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 PTO Communications Director and school administration to ensure appropriate distribution to students

PTO Webmaster:

Chair_____

Maintain and update the Central PTO website, and work in conjunction with the PTO Communications Director. Work with the Student Directory chairs to maintain and update the online Student Directory.

Riverside Area Inclusion Network (R.A.I.N.):

___ Interested in RAIN

Be a part of this innovative and collaborative network comprised of individuals/educators/staff interested in meeting the needs of all students with learning differences through education, support and networking. RAIN meets on a monthly basis from September through June, and has periodic educational events for parents and educators. Past speakers have included occupational therapists, social workers, inclusion specialists, and clinical psychologists presenting on the following topics: sensory modulation, behavioral issues, socialization/friendships, inclusion, and support group facilitation. Volunteer op-

opportunities within this evolving network include coordinating guest speakers, membership, communication and outreach, as well as activities designed to promote support and networking. Attend a meeting or educational event to see if you are interested. Check out www.rainnetwork.weebly.com or www.district96.org (type in "RAIN" in the search box in the upper right corner) for the current meeting schedule or for more information.

Read to Succeed:

Chair_____

Promote, distribute forms, and prepare certificates for free admission to Great America for students who read more than 360 minutes. **When:** 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. **When:** This event usually takes place in the beginning of October on a half-day Friday.

School Calendar:

Prepare Central School's calendar of events for the next school year with representatives from the other schools in the District. **When:** Prepare draft calendar in May. Meeting with representatives from other schools occurs at the end of May. (Usually this is the PTO President's responsibility).

School Supply Sale:

Chair_____ Co-Chair_____ Helper_____

As a convenience to parents, we offer pre-packed supplies custom-ordered for each grade. This requires selecting a vendor, updating the school supply list and distributing to the lead teachers for review, ordering the supplies and coordinating the delivery and distribution of the supply boxes. **When:** Selection of vendor begins early in the school year. Lead teachers receive school supply lists in January, and order forms are feedblitzed in February/March. Delivery and distribution of school supply boxes may occur in the spring or August, depending on whether space is available at the school for the boxes

Science in a Can:

Chair_____ Co-Chair_____ Helper_____

This is a weekly commitment for 4 weeks. You will check in cans and replenish supplies for experiments, typically for grades K, 2, and 4. Usually requires 30-45 minutes/week at school. **When:** This typically occurs during February or March.

Science Fair:

Chair_____ Co-Chair_____ Helper_____

Interested in encouraging students' appreciation for Science? 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. Prior to the Science Fair, your involvement may include demonstrating science experiments in the classroom, providing guidance on students' experiments after school and online, preparing the Science Fair brochure listing the experiments, and preparing certificates/awards for each participating student. At the Fair, you may help set up the venue(s), help students set up projects, direct visitors, review experiments, and other activities connected to the Fair. **When:** Science Fair will alternate every other year. The next Science Fair will take place in November 2013. Planning and preparations will begin in the spring of 2013.

Screen Free 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 watching television, and playing computer games, and other "screen" activities for a week. They may track their progress and be able to enter their name for raffles or other acknowledgements throughout the week. **When:** This event usually takes place in April.

Student Directory:

Chair_____ Co-Chair_____ Helper_____

Working in conjunction with the PTO webmaster, this position involves overseeing and maintaining the online student directory. This includes, confirming completion of consent forms for sharing of contact information with the PTO. (The consent forms were first distributed in the Summer, 2011, along with the registration forms), and responding to questions regarding the directory. Ensure that paper copies of directory are available upon request; a fee may be associated with the paper copy. **When:** Preparations start at the beginning of the school year.

Talent Show:

Chair_____ Co-Chair_____ Helper_____

This much-loved event happens every other year 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 auditions and rehearsals, as well as preparing the student announcers, working with stage hands, and assisting during the performance. If you would like to help out in any way during this exciting event, please check the box!

When: Auditions, rehearsals and show usually take place in May.

Teacher Appreciation Luncheon Committee:

Chair_____ Co-Chair_____ Helper_____

Teachers and paraprofessionals love this event! Chair is responsible for selecting the venue and menu for the luncheon. Chair coordinates volunteers to fill in for the paraprofessional staff members in the office and for those supervising students during student lunches and recess. Helpers assist during luncheon with watching over students during student lunch and recess, as well as covering for paraprofessionals in the office. Only sign up if you are 100% committed to this committee! **When:** First or second Tuesday in May-- spend 1 1/2 hours giving back to the teachers and staff of Central.

Teacher Appreciation Week:

Chair_____ Co-Chair_____ Helper_____

Help plan and implement activities to recognize our teachers each day of the Appreciation Week. This may include 2 parent-sponsored activities (One of the activities may be the Luncheon, above, plus another type of meal or raffles. In 2011, each teacher/staff member received a cookbook compiled by the PTO), and 3 child activities (i.e. notes/flowers from students to teachers, etc.).

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, and coordinating the Yearbook party. 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. **When:** Coordination of photos and stories occur through-

out the school year. Distribution of yearbooks takes place at the end of the school year at
the Yearbook party. *****