

Folger McKinsey
Elementary School
P T O
Volunteer Handbook



Folger McKinsey Elementary School is a special place. It's an environment where success is achieved and expected, both in and out of the classroom, academically and with respect to character. It's a nurturing, inviting, vibrant place. This is achieved due to many components and the efforts and dedication of so many people. While we give much of the credit to the talented, experienced, dedicated and hard-working staff, the role of volunteers is crucial to all that Folger is.

Volunteering is one of the ways that you can help your child achieve at Folger McKinsey. When your child sees you supporting his or her school, it reinforces education's importance in your family. Volunteering also supports your child's teachers by allowing them to focus on teaching their students. It's the amazing efforts, abilities, hard work and dedication of our volunteers that make the various PTO-sponsored events and programs so wonderful.

The volunteer opportunities are as diverse as the skills, interests, and availability of our parent community. Collectively, we parents have so much to offer the school and our children, which is wonderful because there's so much to do! There is truly something for everyone! This Volunteer Handbook has been produced to help you find the best fit for you in terms of getting involved at Folger. We urge you to read through the descriptions and take the opportunity to both contribute and reap the rewards of volunteering at our school. Please recognize that each committee description includes an estimated time commitment. This is for the role of the coordinator or chairperson. Volunteers are needed for the committees as well and will require fewer hours. One of the best ways to better know your school, an integral part of our children's world, is to get involved.

Get involved by returning the enclosed form or at any time during the year by contacting the respective Committee Chairperson, a Volunteer Coordinator or any member of the PTO Board. It's never too late and your participation is always welcome! Use this handbook in conjunction with your PTO Membership Directory, which is produced and updated annually. The Directory contains all points of contact for the PTO Board and committees.

Join us – Get Involved – Make a Difference

How Do I Volunteer?

1. Read this Volunteer Handbook. Use this book in conjunction with the annual PTO Membership Directory which contains all committee chairs, PTO Board members, and Volunteer Coordinators.
2. Decide how you want to get involved.
3. Return the enclosed form.
4. Call any Committee Chairperson, Volunteer Coordinator, or PTO Board member at any time during the year to volunteer, share a new idea, or ask a question.
5. Participate! Join us at a PTO event and see what it's all about - we look forward to seeing you!
6. View the volunteer safety video as mandated by Anne Arundel County Public Schools. If you have not yet viewed the video, please contact a Volunteer Coordinator. Copies of the video are available to be checked out and viewed at home.
7. Attend the Sprint Volunteer Planning Meeting. Each spring the PTO will host a meeting to begin the planning process for the next school year by working to identify chair people for each committee.

Time commitments denoted for each committee description are for the chairperson of the respective committee. Volunteering as a member of the committee will require fewer hours. Please know that any amount of volunteer time that you give makes a difference in the lives of our students and our school as a whole. Each and every volunteer is appreciated and important.

PTO Officers

President

Commitment: 25 hours per month for one to two years
Time Frame: school year

The role of Folger PTO President is an incredible opportunity to work closely with the wonderful administration, teachers, students and families of our school. The PTO President will write a monthly letter for the newsletter, oversee monthly PTO meetings, make 2-3 "speeches," and serve as the liaison to the faculty and families pertaining to the programs, events and matters sponsored by the PTO. The President works closely with the school Principal to ensure that the PTO is poised to successfully complement the school's and staff's efforts in making Folger the best possible educational experience.

1st Vice President Finance

Commitment: 10 - 15 hours per month for one to two years
Time Frame: school year

The 1st Vice President oversees the Ways & Means or revenue producing committees. The VP Finance will be the contact person for all of the fundraising committee heads, and serve as a liaison from the Executive Board to the respective committees/chairpersons. This position will also oversee grants and corporate donations. The 1st VP will be available as a co-signer on PTO checks. Additionally, as 1st Vice President, he/she will perform the duties of the President in the absence or inability of that officer to serve, and when called upon, shall assist the President.

Vice President Administration

Commitment: 10 - 15 hours per month for one to two years
Time Frame: school year

The VP of Administration serves as the liaison from the Executive Board to committees related to membership, communications, environmental programs, school support and hospitality. These committees support overall PTO functions that continue throughout the course of the school year and include things such as room parents and grade coordinators, publicity, newsletter, website, cultural arts, community service and volunteer coordination.

Vice President Programs

Commitment: 10 - 15 hours per month for one to two years
Time frame: school year

Event committees, including all social and academic programs, are under the direction of the VP of Programs. These diverse program offerings enhance the experience of the students, families and entire school community at Folger McKinsey. The VP of Programs serves as the liaison from the Executive Board to the respective committees/chairpersons.

Secretary

Commitment: 10 hours per month for one to two years
Time Frame: school year

The Secretary shall maintain records for the PTO including all meeting minutes and agendas and current by-laws. The Secretary will prepare meeting agendas and reminders and will assist with other PTO communications as needed, and will work with the school office to manage the annual calendar of school and PTO events.

Treasurer

Commitment: 10 – 15 hours per month for one to two years
Time Frame: school year

The Treasurer shall have custody of all funds and maintain accurate accounts of all receipts. He/She needs to make disbursements, reimbursements, provide monthly financial statements, and coordinate and submit books for an annual audit. The Treasurer is responsible for establishing and managing the PTO budget.

Immediate Past President

Commitment: 5 – 10 hours per month for one year

Time Frame: school year

In an effort to facilitate a smooth transition, the Immediate Past President will attend monthly board meetings and provide information and insight for continuity of Folger PTO programs, initiatives and procedures.

Folger McKinsey Citizen Advisory Committee (CAC) Representative:

Commitment: 5-10 hours per month

Time Frame: year round

The Citizen Advisory Committee (CAC) is an organized advisory body of parents, teachers, students and other citizens mandated by the State of Maryland to advise the Board of Education on decisions affecting education. All schools in the county must have an active CAC. The CAC is an arm of the Anne Arundel County Board of Education. It cannot lobby without permission from the Board, and it cannot raise funds. It is open to any interested citizen in Anne Arundel County. Folger CAC meetings will generally take place immediately prior to or following the regular monthly PTO meetings to discuss issues, such as facilities, redistricting and curriculum, and set action plans as necessary to ensure the overall quality of the Folger McKinsey experience.

The Folger McKinsey CAC Representative attends monthly Countywide CAC meetings in Annapolis. These meetings are typically two hours long. The CAC Representative reports to the Folger community on the issues discussed at the meeting through the PTO newsletter and by e-mail to those who wish to receive such information. Any community feedback is relayed back to the County CAC. The CAC Representative also attends CAC Cluster (Severna Park High School and the feeder schools) meetings.

Several interested CAC volunteers are needed in an effort to attend the various meetings throughout the county each month, such as Board of Education, County Council, County CAC and Cluster CAC meetings. A team of volunteers to divide meeting attendance among will help to ensure that Folger is well informed and represented on CAC related matters.

The CAC is not a function of the PTO. However, the two groups have a complimentary relationship and work closely to ensure effective communication, minimize duplication of efforts, and establish a strong partnership toward the common goal of working with the school to foster a positive educational experience at Folger McKinsey.

FINANCIAL SUPPORT

WAYS & MEANS COMMITTEES:

Grant Proposals

Commitment: 2 hours per month

Time Frame: year round

There are many monies available to schools through grants. Folger PTO needs volunteers to research these grants, primarily on-line, and complete applications in an effort to secure funds to benefit the school and the PTO's programs which are intended to improve the quality of the educational experience of all Folger students. Training is available on-line and at the community college.

Folger 5K Family Run

Commitment: 15-20 hours

Time Frame: Spring

The Folger 5K Family Run is an annual event that is held in the spring. The committee is responsible for coordinating all aspects of the event including promotion, securing the location, and organizing the participants.

BUSINESS PROGRAMS:

Corporate Partnerships & Advertising Sales

Commitment: 2-3 hours per month

Time Frame: school year

Folger has many opportunities for businesses to advertise, particularly via the Membership Directory, monthly newsletters and at school events. This Coordinator establishes ad sales rates and a marketing plan to obtain funds and donations, including in-kind donations of items the school may need. The area business community includes both businesses owned by Folger families, as well as surrounding merchants. Communication with the VP of Finance is critical to understand specific PTO and school needs when working with area companies.

Cash Register Receipts - Giant/Safeway/Food Lion/Target

Commitment: 1-2 hours per month

Time Frame: 1-2 months

Program: August - October

Area (grocery) stores have education receipt reward programs which must be promoted to Folger families and staff to ensure that participation is as high as possible. These programs result in the addition of thousands of dollars that go directly to the school (not the PTO) to purchase needed classroom and school supplies. Registration occurs at the beginning of the school year and funds are procured throughout the school year. People must register their store bonus cards, either at each store, or on the store or Folger PTO website.

Box Tops

Commitment: 1 hour per month

Time Frame: school year

Box Tops is a program that allows our school to earn money through the collection of Box Top labels on certain products. Each month volunteers sort and cut Box Tops from the collection box in the school lobby. The program should be promoted through posters, school newsletters and classroom competitions. The coordinator submits the box tops for payment from General Mills, resulting in the addition of thousands of dollars that go directly to the school (not the PTO) to purchase needed classroom and school supplies.

Business Recycling

Commitment: 1 hour per month

Time Frame: school year

This program allows us to recycle used items, such as cell phones and ink jet cartridges, for credit toward new purchases for our school. The program needs to be promoted at school with a collection box in the lobby, as well as with businesses to implement recycling programs at their establishments to benefit Folger.

Aluminum Recycling

Commitment: 4-6 hours per month

Time Frame: school year

Our recycling program teaches environmental responsibility and raises funds for our school. The coordinator maintains records of collections and of the children who bring in at least 12 cans for collection on Fridays. He/She takes cans to the Recycle Center in Glen Burnie, as needed, recognizes top classes and students and student volunteers for each Friday collection, and promotes the program in the PTO newsletter.

Ledo's Nights

Commitment: 2 – 5 hours per event

Time Frame: school year

Folger enjoys a partnership with Ledo's Pizza in which Folger receives a percentage of sales for one particular night per quarter. The Coordinator works closely with Ledo's staff to administer the program and obtain the monthly funds and also publicizes the monthly event.

GENERAL FINANCE:

School Store

Commitment: 4-6 hours per month
Time Frame: school year

The school store is housed in the school lobby and is open most mornings before school, selling various school supplies. Parent and 5th grade student volunteers work at the school store. The Coordinator, preferably a 5th grade parent, is responsible for arranging volunteers to work in the store, creating monthly volunteer schedules, and maintaining and pricing inventory. The Coordinator may also participate in arranging for the sale of Back-to-School supply materials, working with teacher team leads from each grade to obtain the supply list for the following year and prepare sales accordingly, which may include a sales booth the day before school starts (during class list posting).

Spirit Wear

Commitment: 10-15 hours
Time Frame: school year (orders – Fall & Spring)

The Spirit Wear committee is responsible for selecting a vendor to produce clothing and other items with the Folger McKinsey logo imprinted on them and then coordinating all aspects of selling these items to the Folger community. There should be Fall and Spring sales and existing inventory should be sold regularly at PTO and school events.

Audit

Commitment: 7-10 hours
Time Frame: June

Each summer, two volunteers must perform an audit of the PTO financial accounts. A thorough review of the budget, expenditures, and income must be completed prior to the start of the new fiscal (school) year. This position is ideal for someone with financial experience. This needs to take place between the end of the school year and the beginning of the new PTO fiscal year on July 1.

ADMINISTRATIVE SUPPORT

MEMBERSHIP:

Membership and Directory

Commitment: several hours per week
Time Frame: August.- Oct.

This team will run the annual PTO Membership drive. This includes offering membership at events, such as Back to School Night and Class Lists posting, distributing flyers to be sent home, tracking returned forms, and depositing checks. In order to produce the PTO Membership Directory, committee volunteers should also enjoy inputting computer data. The completed directory must be delivered to all members. The ability to handle pressure is necessary due to the time sensitivity/urgency. Experience with spreadsheets and publishing software is also helpful.

SCHOOL SUPPORT & HOSPITALITY:

Greeter Desk:

Commitment: 7-10 hours per month (Coordinator)
Time Frame: school year

The Greeter Desk helps establish a positive first impression for visitors to the school. Volunteers work at the desk in the lobby during the school day to ensure that visitors register appropriately, sign in late students, and serve as coordinator for parents needing to deliver items to students, such as a forgotten lunch or book. Ideally, greeters work 2 hour shifts.

Seasonal Decorations

Commitment: 2-3 hours, 4-5 months a year

Time Frame: year round

In an effort to create a positive, welcoming environment, this person will arrange for the exterior entryway to be decorated for major holidays, which may involve using neighborhood community donations and volunteers. The goal is to decorate for Back to School, fall, winter holiday season, spring and Grandfriends' Day.

Volunteer Coordinator

Commitment: varies

Time Frame: school year

Volunteer Coordinators recruit parents for volunteer and assist with filling any vacant positions as needed throughout the school year. This position is most busy in September and March, when all school volunteer hours must be reported to the County. It is beneficial for at least one Volunteer Coordinator to attend the monthly PTO meetings. The Volunteer Coordinators will create a master list of all grade coordinators and room parents and supply volunteer sheets to the appropriate Chairpersons. The Volunteer Coordinators work closely with the faculty volunteer liaison and manage many on-going volunteer functions and assist and/or direct those volunteers as needed.

Neighborhood Coordinator

Commitment: 1 hour per month

Time Frame: monthly, throughout the school year

Every month a different Folger neighborhood provides breakfast or lunch in the Teacher's lounge to show appreciation for the staff. As Neighborhood Coordinator, you will be responsible for ensuring that each month is covered by a neighborhood and ensure that there is a main contact for each neighborhood informing them of the date and time of their event. The neighborhood contact will, in turn, coordinate donations from their neighbors.

Bulletin Board

Commitment: 1 hour per month

Time Frame: school year

This position entails preparing the backgrounds and borders of the two bulletin boards outside of the main office every month so that school personnel can add content. A creative touch could make these boards more eye-catching, helping to ensure that material is noticed and read. This can be done any day during school hours one day per month.

Laminating

Commitment: 2-4 hours twice a month

Time Frame: school year

This volunteer will work with a designated teacher representative and set up a box for teachers to place items and instructions to be laminated and/or dye-cut. This volunteer is responsible for making an appointment to laminate at the county facility in Crofton, informing the teachers of the schedule and then returning all items to the office secretary within a week.

Bakers

Commitment: varies

Time Frame: one day

Baking volunteers may be called upon to provide baked goods for PTO sponsored occasions such as Bus Driver Appreciation nighttime PTO meetings, parent visitation day, etc. This is done on an as needed basis a few times a year.

Health Volunteers

Commitment: 1-2 hours

Time Frame: school year

Volunteers will assist with vision and hearing screenings at the school. This usually takes place some time in the fall.

Art Volunteers

Commitment: varies – a few hours throughout the year

Time Frame: school year

Many Art Volunteers are needed to work with the art teacher by helping out as needed for a variety of jobs including preparing artwork for the school art show (February), assisting students during art class, displaying artwork in the showcase and halls (monthly), and assisting with special projects. There may also be opportunities to volunteer in the art room during your child's art class.

Media Volunteers

Commitment: 4-6 hours per month Time Frame: school year

Media Volunteers work with the Media Specialist and duties include shelving books, checking student books in and out and helping students find books. Periodically, help is needed with Fall and Spring Book Fairs and year-end book inventory. The time commitment is flexible. Some volunteers work a few hours every week, others every other week or once a month.

PE Volunteers

Commitment: 1-2 hours per month

Time Frame: school year

Volunteers are needed for PE testing twice a year and 5th grade drown proofing in Annapolis every Spring. Scheduling will be done directly with the Physical Education instructor.

Greeters

Commitment: 1-2 hours per event

Time Frame: school year

These volunteers will welcome parents and visitors to various events throughout the school year, including American Education Week and Grandfriends' Day. Greeters help to welcome visitors and direct them where to go at such events.

Picture Day

Commitment: 2 days

Time Frame: one day in fall and one day in the spring

Volunteers are needed to work with the photographer and teachers to get the individual student pictures taken. Morning and afternoon shifts are available (2 people each). Patience and the ability to deal with child "bed head" are helpful.

Bus Driver Appreciation

Commitment: part of Volunteer Coordinator function

Time Frame: 2 days

Event: October

The Volunteer Coordinators handle this function but may call on additional volunteers to implement. This entails preparing goodie bags along with an appreciation note to each bus driver and distributing them in the morning to the drivers as the students arrive. October is County Bus Driver Appreciation month.

«Last Minute Volunteers»

Commitment: varies

Time Frame: school year

Just as the name implies, the volunteer Coordinators may call on this group of volunteers at any time to enlist last minute help, as needed. Extra Event Greeters may be needed or Health or Picture Day volunteers. You may also be contacted by an event committee chairperson who needs additional help in planning or implementing a PTO event.

Grade Coordinator

Commitment: varies

Time Frame: school year

The Grade Coordinator acts as the liaison between the Room Parents, the PTO and the lead teacher for that grade. Working closely with all of these groups, this person will contact and organize Room Parent duties for activities like field day, parties, service projects, teacher appreciation week, and other grade, PTO, or school programs.

Room Parent

Commitment: varies
Time Frame: school year

This person serves as the primary point of contact for the classroom teacher in communicating with and organizing classroom parents for activities including parties and field day. Additionally, the Room Parent serves as the liaison between the PTO and the classroom, by implementing PTO programs in the classroom such as service projects and Teacher Appreciation Week. This volunteer will need to create an emergency phone tree for their class at the beginning of the year and utilize it as necessary.

Yearbook

Commitment: 2-3 hours per month
Time Frame: school year

The yearbook committee takes pictures throughout the school year of students and teachers in the classroom and during school events. The coordinator(s) will also work with a yearbook company representative to create a timeline for creation and sale of the yearbook. The committee will lay-out pages, create a cover, collect pictures from school activities and proof all class pictures. The yearbook must be submitted for printing by the end of January. Yearbook orders are taken in the spring and are distributed at the end of the school year.

Cultural Arts in Education

Commitment: 5-10 hours per month
Time Frame: school year

The Cultural Arts coordinator serves as a liaison between Folger McKinsey staff, the PTO and the performers who bring cultural arts programs to Folger every year. The County has cultural arts showcase where the coordinator will preview the available programs. With the input of Folger staff (primarily the music teacher), the Cultural Arts rep selects appropriate programs for Folger assemblies. There are typically four programs every year. The Representative contacts the performers to schedule the performance, negotiates fees, reviews contract terms, arranges for payment by PTO, keeps the Folger staff informed of the performance schedule and makes the necessary arrangements with Folger staff for facility set-up on the day of each performance.

Community Service

Commitment: varies
Time Frame: school year

The coordinator for the Community Service program works closely with the school counselor to determine and implement community outreach programs, aimed at involving Folger students to teach them about compassion, the world around them, and to take action to help others. Examples of service programs include a holiday giving program and the mitten tree. The coordinator may work with the grade coordinators, who enlist the room parents, to carry out the service program(s).

COMMUNICATIONS:

PTO Newsletter

Commitment: 8- 10 hours per month

The PTO newsletter is published each month during the school year. It is comprised of information from the various PTO officers and committees. Information must be collected, typed, formatted, taken to be printed/copied and then distributed to all of the classroom mailboxes. It is beneficial, but not required, for the newsletter editor to attend the monthly PTO meetings to stay informed of PTO and school happenings for inclusion in the newsletter. This job is done primarily at home and the hours are non-school dependent.

Public Relations

Commitment: 2 hours per month
Time Frame: year round

This volunteer will handle PR for the various PTO sponsored events throughout the year. It will primarily entail using e-mail to contact local newspapers and either arrange for newspaper staff to cover events or supply the newspapers with articles for publication. This volunteer also maintains a record of all Folger news clippings which is available at the PTO table in the main lobby.

Website

Commitment: 2 hours per month

Time Frame: year round

The goal of the Folger website is to enhance communication between the PTO, parents and the school. The website should inform parents of meetings, events, and volunteer opportunities. It can also communicate CAC activities and links to parenting resources. The staff computer teacher is a resource as to what is permissible content on the website, per AA County schools guidelines. This coordinator should have technical/computer knowledge, website development and marketing knowledge to maintain a full service website.

ENVIRONMENTAL:

School Grounds Beautification

Commitment: 2-3 hours per month

Time Frame: year round

The committee is responsible for the coordination of landscape planning for the front of the school. This would entail arranging and interviewing landscapers, oversight of the work of the selected landscapers, and coordination of watering and weeding volunteers. Ideally this position would involve two committee heads and a

team of volunteers to implement and maintain the landscape design. Helping with special projects such as Earth Week, maintenance of the meadow and courtyard beautification may also be included.

Green School

Commitment: 1-2 hours per month

Time Frame: school year

In spring 2006, Folger McKinsey attained Maryland Green School Award status. The Green School volunteer(s) will maintain this ranking by staying informed with state requirements, monitoring the school's environmental efforts, implementing new practices, including involving students, and may be asked to support teacher efforts in educating students on environmental responsibility. The volunteer(s) should stay informed of the other environmental efforts, such as the staff Earth Week committee, PTO School Grounds and recycling programs.

Classroom Recycling

Commitment: 2-5 hours per month

Time Frame: school year

The aim of this program is to ensure that the school is recycling to the fullest extent possible. This involves classroom and school-wide efforts to recycle paper and may also include other items that the County school recycling department encourages, such as cans and plastics. This Coordinator may organize student and/or parent volunteers to empty classroom recycling bins into the proper dumpster.

See also Business Recycling and Ink Jet Recycling, which are in the Finance section due to their ability to raise funds.

PROGRAMS

CULTURAL ARTS PROGRAMS:

Art Show

Commitment: 15+ hours

Time Frame: Winter

Event: February

The Art Show is a family event that showcases every student's artwork. The Art Show coordinator works with the art teacher to obtain the featured artwork, organizes volunteers to label each piece of art, and helps set up and clean up on the night of the Art Show.

Jr. Great Books

Commitment: 1 – 3 hours per month

Time Frame: 14 weeks during the school year

This is a nationwide program that exposes children to thought provoking literature and helps develop a passion for reading by encouraging children to freely exchange their ideas with their peers. A parent volunteer leads each group, which meets once a week during lunch for 12 to 14 weeks. Before becoming a leader, the volunteer needs to attend a 2-day training session paid for by the PTO, and arranged by the program coordinator. The Program Coordinator handles registration of all interested students, arranges for space to be used for the discussion groups, and manages the volunteer (parent) group leaders to secure their materials and provide the information to implement the program.

Drama Club

Commitment: 10 – 15 hours for 2 months

Time Frame: Spring

The Drama Club gives students an opportunity to put on a show, including designing sets and costumes, as well as acting during this after-school enrichment program. Volunteers may work with or without a faculty advisor to implement this program for the students.

ACADEMIC PROGRAMS:

Read Across America

Commitment: 2-4 hrs

Time Frame: Feb.- March

In honor of Dr. Seuss' birthday in early March, Folger celebrates reading by participating in Read Across America Day. This involves inviting various members of the community to be guest readers in each classroom. The coordinator will contact a list of possible readers and arrange the guests' visits with the classroom teachers. Volunteers are needed to greet and direct the guest readers. Gift bags will also be assembled for the visitors.

HOOT School Coordinator

Commitment: varies

Time Frame: Feb.- May

"Here's Our Own Tale" is an in-class student writing project that results in a book written and illustrated by each student (grades 1 - 5). This person is responsible for seeing that each class has help in all areas necessary to produce its books. At times, he/she may need to step in to assist a class in order to complete the project. This volunteer will send out all necessary memos to HOOT class coordinators to get the project started. The School Coordinator will obtain matte board for the classes and ensure information and materials are available for each class.

HOOT – Class Coordinator

Commitment: varies

Time Frame: Feb.- May

This job requires good organizational skills. The Class Coordinator must contact the teacher to establish a timeline and any specific requirements so that students may each have a book. This volunteer will recruit additional class parent volunteers and coordinate the activities associated with HOOT including editing, typing, cutting matte board and contact paper, obtaining donations of supplies, and assembling the books. This volunteer will work with the teacher to coordinate the delivery of the finished books to the students. A training meeting is provided by the School HOOT Coordinator.

STAFF SUPPORT PROGRAMS:

Teacher Appreciation Week

Commitment: 15+ hours

Time Frame: April - May

Event: May

A national program every May, Teacher Appreciation, requires several volunteers, preferably a Chairperson and many committee members, to implement a week of activities and gifts for the dedicated Folger staff. Volunteers for this program should be creative and possess a sincere appreciation for the hard work of Folger teachers and staff. This committee may work with each Grade Coordinator, who then engages the room parents, to implement the daily "gifts", such as a flower from each student. This event is very intense for one week, calling for hands-on work every morning during the week, and calls for significant advance organizational work.

Nomination Committee

Commitment: 2 hours per month

Time Frame: year round

This committee insures that our talented staff gets the recognition they deserve. This Chairperson maintains contact with the Principal to confirm teacher eligibility, seeks out organizations that recognize teachers, submits teacher's names and information for nomination, and contacts teachers, if and when necessary.

SOCIAL & FAMILY PROGRAMS:

Talent Show

Commitment: 15+ hours

Time Frame: one month

One of our exciting PTO sponsored activities is the Talent Show. This event is a lot of fun but requires the work of many volunteers to help develop acts, help backstage, handle publicity, etc. Due to the overwhelming response of this event, it is now held on two nights according to age (K-3 and 4-5).

Story Night

Commitment: 5 – 10 hours

Time Frame: Sept. – Oct.

Event: Oct.

Story Night is family event that allows us to celebrate reading and the joy of sharing a good book. The event may involve one or more guest readers who read to students and their families. This might be a bedtime story theme, inviting attendees to come in their pajamas and enjoy cookies and milk along with their stories. There may be break-out sessions offered to parents and provided by staff to discuss reading related themes, such as fluency and writing BCRs.

Family Math &/or Science Night

Commitment: 15+ hours

Time Frame: Sept. – Nov.

Event: Nov.

The goal of this family night is to showcase science &/or math for their ability to educate, stimulate and even entertain people of all ages. The coordinator will utilize tools from such resources as PTO Today, Mad Science and staff recommendations to implement an evening featuring science &/or math fun. Duties include selecting a science theme(s) and experiments or displays, coordinating volunteers, publicizing, as well as setting and cleaning up the event.

Family Game Night

Commitment: 5 – 10 hours

Time Frame: January

Event: Jan.

At this time of year, playgrounds and playing fields are empty but the fun and games are still very much present. This event encourages creative play and family games to beat the winter blues. It features various games for all different ages to be

available for play with family and friends. The coordinator will promote the event, obtain games which may include borrowing many from BeBeep Toy Store, organize volunteers to assist and set up and clean up for the evening event. Raffles, contests involving all participants or group games may also be arranged.

Ice Cream Social

Commitment: 5 - 10 hours

Time Frame: May – June

Event: June

This is a fun family event that is held toward the end of the school year. This position requires time to shop for ice cream, sundae supplies and organize parents to serve ice cream on the night of the event. This is a great opportunity for a group of neighborhood parents to volunteer together. In the past, this has taken place in conjunction with the final PTO meeting of the year, at which time PTO elections are held.

Grand Friends Day

Commitment: 5 hours

Time Frame: Spring

Every Spring we have a very special morning dedicated to our children's grandparents or special friends. It is a very exciting day that requires help to organize and direct the many visitors! A chairperson is needed to work with Folger's Guidance Counselor who is the Faculty Advisor for this school event, and/or the PTO Service Coordinator. The PTO chairperson helps to organize the day and the two teams of volunteers: food and on-site support. Food volunteers are needed to coordinate and provide refreshments; delivery of the food must be coordinated for this early morning event. On-site volunteers help with the set-up and clean-up and welcome the many guests and direct them to classrooms. This is a great chance to give one morning to Folger and also get to see some Folger magic!

NON-PTO SCHOOL SPONSORED EVENTS

In addition to the many PTO programs and events and specific teacher/classroom volunteer opportunities, there are often other school-wide events that call for volunteer assistance. While these events may vary from year to year, following are some school sponsored events.

Book Fair

Each year, the Media Specialist coordinates book fairs, one in the Fall and the other in the Spring. The proceeds go directly to the Media Center to enable the school to purchase materials to maintain a first rate media center for our children. Each book fair is a week-long event, which children visit during their weekly Media class. In addition, there is a family night. The school Media Specialist works with Scholastic Books to arrange this book fair. Help with planning and organizing volunteers to work, primarily as cashiers, at the book fairs is needed.

Jump Rope for Heart

This event is coordinated by the PE teacher. It is a fundraiser to benefit the American Heart Association. Students obtain donations or pledges for jumping rope during gym class. Volunteers are needed to distribute the program material and prizes, as well as process the contributions.

PTO

Parent Teacher Organization

PTO - The words representing each of these letters tell only part of the story and the value of membership.

"P" is for parents – and also for pupils, partnerships and purpose

"T" is for teachers – and also teamwork, together, today and tomorrow

"O" is for organization – and also for outstanding, on-going and open (to all) - and even owl, our school mascot!

Joining the PTO is important. Dues do so much for our school. In becoming a PTO member, each person asserts the value of a strong and positive educational experience for our children

Dues enable our school's PTO to host many events and programs for students and families and to keep attendance costs free or minimal; to provide supplemental educational materials to the staff and classrooms; to enrich the educational experience through cultural arts, environmental programs and academic programs such as Junior Great Books.

Additionally, the PTO empowers parents to be active in the education of our children by giving a voice and opportunity to communicate, participate and volunteer. PTO is also an enjoyable experience for members to learn and utilize talents, serve teachers and students, and meet other parents to create the sense of community that makes our school the special place it is.

Become a member and make a difference!