

Houghton PTO Volunteer Opportunities 2009/2010 School Year

Welcome to Houghton School Parent Teacher Organization (PTO)

Our mission is to promote a closer relationship between the home and school, provide opportunities for parents and teachers to cooperate in child training and development, and to participate in the broader educational program in the community.

The PTO raises money, sponsors activities, and provides assistance for many school events. The PTO exists to provide for Houghton Elementary and all of its students. There are many ways to participate and make a difference. If you have any questions, please feel free to contact: Dawn Ducca (PTO President) at 429-8365 or dawn.ducca@yahoo.com, Cindy Munday (volunteer coordinator) at 944-4666 or cmunday@yahoo.com or any of the PTO Board Members.

Parent/Guardian Name(s): *Please print*

Child's Name (first and last) *Please print*

Home Phone: _____

Work Phone: _____

Email: _____

Once filled out, please send this form back to school with your child in an envelope labeled PTO.

Programs/Events (Please check all you are interested in and circle position.)

August:

- First Day Folders (before school starts)** **Coordinator** **Volunteer**

Coordinator verifies all copies are done and lines up volunteers. Volunteers fill folders for children to take home the first day.

September:

- Bus Greeter (first few days of school)** **Coordinator** **Volunteer**

Coordinator lines up all volunteers. Volunteers greet and walk students to the cafeteria on their first few days of school.

- Fall Fundraiser** **Coordinator** **Volunteer**

Coordinator works with the vendor to kick off the sale. Kick-off is in September and delivery is in October. Volunteers will help with organizing order forms when they come in and help with delivery set-up and night of merchandise pick-up.

- Open House** **Coordinator** **Volunteer**

Coordinator lines up volunteers to assist at PTO booth at Open House. Volunteers needed half hour before and half hour after event for set-up and tear-down.

- Houghton T-Shirt Sales** **Coordinator** **Volunteer**

Coordinator will take care of ordering t-shirts to sell during the first month of school. Volunteers will help organize and distribute sold t-shirts.

- Picture Day (Fall)** **Coordinator** **Volunteer**

Coordinator lines up volunteers for picture day. Volunteers help with keeping classes moving through the day.

October:

- Grandparents Day (Kindergarten Only)** **Coordinator Volunteer**
Assist with lining up parents to help with handing out special name tags.

November:

- Book Fair** **Coordinator Volunteer**
Coordinator has the opportunity to go to a Scholastic Workshop in the Fall and Spring. They decide on promotional ideas for the book fair and line up volunteers to help set-up, work the book fair, and tear down. Coordinator commitment begins about a month before the book fair to begin planning and promotion. Book fairs are in November and March. Volunteers may be asked to help with promotional ideas and set up, come and work during set-up, book fair, and tear-down.

- Conference Dinners** **Coordinator Volunteer**
Line up volunteers to bring dishes during conferences for dinner for the teachers in November and March.

December:

- Holiday Gift Shop** **Coordinator Volunteer**
Coordinator works with the vendor for delivery of promotional items and inventory, as well as leading planning, promotion, and lining up volunteers. Volunteers needed for set-up the afternoon/evening of the day before the event, during the event, and tear-down after.

January:

- Child Identification Program** **Coordinator Volunteer**
Coordinator will be in charge of working with the Saline Masonic Lodge to set up the event and organize volunteers. This program is a free service offered by the Masons to assemble kits of identifying information of the students for parents to keep at home in the event their child ever goes missing. Volunteers needed to work the stations and put parts of the kits together for the children.

March:

- March is Reading Month** **Coordinator Volunteer**
Coordinator helps organize a breakfast and lunch for teachers and the visiting author. Volunteers help with set up and clean up.

April:

- Book Swap** **Coordinator Volunteer**
Coordinator will help line up the process and volunteers to assist with the book swap day. Coordinator and volunteers will organize books beforehand and volunteers will assist the children in choosing books on Book Swap day.
- Yearbook** **Coordinator Volunteer**
Coordinator will be in charge of obtaining pictures from throughout the year and creating page(s) in Yearbook. Volunteers will assist as needed.

May:

- Teacher/Staff Appreciation** **Coordinator Volunteer**
Coordinator will line up appreciation luncheon(s) for the chosen period. Volunteers assist with set-up and clean-up. Other activities as budget allows.
- Field Day** **Coordinator Volunteer**
Coordinator will work with the Physical Education teacher to make sure needed supplies are ready for the day. Volunteers will take students around to the events during the day.

On-Going Events:

- Box Tops for Education** **Coordinator Volunteer**
Count Box Top labels and sort them according to guidelines to send in at least twice a year.
- Campbell Soup Labels** **Coordinator Volunteer**
Count Campbell Soup labels and sort them according to guidelines to send in at least twice a year.

Recycling Program **Coordinator** **Volunteer**

Regularly send in donated items of ink cartridges, toner cartridges, cell phones, etc.

Zero the Hero (Kindergarten Only) **Coordinator** **Volunteer**

Coordinator will line up volunteers to be Zero the Hero on the 10th days of school. Volunteers will go into the classrooms and visit the students and give out appropriate items that pertain to the day.

Website Coordinator **Coordinator** **Volunteer**

Coordinator will maintain the website in a timely manner with updated information. Houghton Newsletter link, upcoming events, new postings, etc will need to be done regularly.

SCRIP **Coordinator** **Volunteer**

Coordinator will help promote the SCRIP program throughout the year. Volunteers are needed to help make copies to send home, distribute SCRIP cards, etc.

Assemblies **Coordinator** **Volunteer**

Coordinator will be in charge of organizing the speakers for all-school assemblies. Volunteers will assist as needed.

Ongoing Fundraising **Coordinator** **Volunteer**

Coordinator will be in charge of sorting through fundraising fliers, choosing the most workable ones and presenting them to the board for consideration. Coordinator will also be in charge of maintaining current fundraisers such as Domino's Dough Raising Nights, Zippy Car Wash sales, etc. Volunteers to assist as needed.