

Robert M. Martin Elementary PTO Roles & Committees

☺ = Good for Busy Parents

⚙ = Experience Helpful

♥ = Bigger Time Commitment

<p>Back-To-School Fall Social ☺</p> <p>Planning: July-August</p> <p>Timing: 2nd-3rd week of school</p> <p>Description: Send flyers home first week of school. Utilize supplies in PTO work room. Collect money & order food, necessary utensils and tableware. Recruit 4-6 volunteers to help committee setup, serve food, and clean up on day of event.</p>	<p>Book Fair Chair ☺</p> <p>Planning: October</p> <p>Timing: December</p> <p>Description: Meet with librarian(s) to provide shift volunteer support. Schedule volunteers to help with set up, take down and staffing. Volunteers are contacted based upon information they provide to the school when they enroll.</p>	<p>Box Tops ☺</p> <p>Planning: August and March</p> <p>Timing: Fall and Spring collection periods and reward parties for each committee</p> <p>Description: Class Collections. Clip, Bundle and Mail. Promote with special incentive programs and/or classroom parties. Possibly provide a volunteer outlet for parents who want to get involved in PTO in a smaller way.</p>
<p>Community Funds Coordinator ☺</p> <p>Planning: Make initial contacts in August</p> <p>Timing: Monthly</p> <p>Description: Coordinate programs based on community spending where RME gets a percentage, such as dining out spirit nights at Jason's Deli, donut fundraisers with Krispy Kreme, shopping incentives with Imagine That Toys, etc.</p>	<p>Corporate Sponsorship</p> <p>Planning: June-September, January</p> <p>Timing: August-October, January</p> <p>Description: Solicit Business Donations in support of the operating costs for upcoming Fall school - year fundraiser (JAT or Wish List Approved Large Fund)</p>	<p>Educate Andover Legislative Liaison ☺</p> <p>Planning: TBD</p> <p>Timing: Monthly reports</p> <p>Description: Attend monthly Educate Andover meetings and special events as the Martin representative. Report back to PTO and Site Council.</p>
<p>Holiday Hugs Coordinator ☺</p> <p>Planning: October</p> <p>Timing: Nov/Dec</p> <p>Description: Prepare a wish list online for all staff to provide input. Distribute this list electronically, along with Holiday Hugs program details to all students/parents. Students bring in their gift already wrapped/ tagged and give it directly to the staff member.</p>	<p>Homeroom Parent Liaison ☺</p> <p>Planning: Early Sept Meeting</p> <p>Timing: Monthly e-mails to HR Parents</p> <p>Description: Review procedures/changes with PTO Exec Board & principal in summer. Maintain contact information for all homeroom parents and distribute to PTO board.</p>	<p>Jog-A-Thon (JAT) ♥</p> <p>Planning: Start before the first day of school</p> <p>Timing: October</p> <p>Description: Organize Martin's Annual JAT, the biggest fundraiser for the year. JAT is a fun & healthy way to have students raise money. Kids run laps through the halls & 100% of the proceeds go to Martin!</p>
<p>LAMP "Homeroom" Parent ☺</p> <p>Planning: September</p> <p>Timing: TBD</p> <p>Description: Honor Library, Art, Music, and PE (LAMP) teachers during teacher appreciation week in May.</p>	<p>New Student/Family Liaison ☺</p> <p>Planning: July-August</p> <p>Timing: Heaviest in August and May</p> <p>Description: Provide a "Martin Mustangs" bracelet and "welcome" postcard to incoming new students in fall, as well as any new students throughout the school year.</p>	<p>New Student/Family Liaison (Kindergarten) ☺</p> <p>Planning: March-May</p> <p>Timing: March & August</p> <p>Description: Help coordinate activities and information for Kindergarten Roundup, Kindergarten visitation days, as well as plan summer playdate for incoming Kindergartners.</p>

Robert M. Martin Elementary PTO Roles & Committees

☺ = Good for Busy Parents

⚙ = Experience Helpful

♥ = Bigger Time Commitment

<p>Greater Andover Days Parade ☺</p> <p>Planning: July-September</p> <p>Timing: Saturday in September</p> <p>Description: Plan (and gather supplies) how students, parents, and staff will represent Martin as they ride/walk in the Greater Andover Days (GAD) Parade. Banner to be carried in front of float by 5th graders. Fill out parade entry form and be point of contact morning of GAD parade.</p>	<p>PTO Auditing ⚙</p> <p>Planning: March</p> <p>Timing: July-August</p> <p>Description: Perform financial audit to comply with PTO by-laws. Prepare the summary audit report. Audit usually takes 1-2 hours in July/August. Previous volunteer auditors provide instructions.</p>	<p>PTO Executive Board Member ♥</p> <p>Planning: Monthly, as a Board</p> <p>Timing: Year-round.</p> <p>Description: Serve as President, Vice President, Secretary, or Treasurer. Determine committees, approve budget, and work with principal to determine calendar of events. Appoint and direct the committees, plan and attend PTO meetings and school functions.</p>
<p>Recruitment Chair</p> <p>Planning: Monthly</p> <p>Timing: Aug, Jan, Feb, Mar, April</p> <p>Description: Position works closely with VP (or held by VP). Plans Back to School and April recruitment coffee & donuts to bring on new PTO volunteers. Organizes and socializes First Friday coffee & donuts events in the winter to bring new parents to PTO.</p>	<p>Social Media Coordinator ⚙ ♥</p> <p>Planning: Ongoing</p> <p>Timing: Ongoing</p> <p>Description: Monitor and post to our PTO Facebook page. Ensure information is shared through social media channels, as well as in other request by Chairs or Board.</p>	<p>Spirit Wear ♥</p> <p>Planning: July-August</p> <p>Timing: Order Forms home 2nd week of school</p> <p>Description: Organize the fall and winter Martin Spirit Wear ordering, inventory, sales, and classroom delivery. Remaining inventory is sold at March Kindergarten Roundup and next year's Meet Your Teacher Night.</p>
<p>Spring Family Event ☺</p> <p>Planning: December/January</p> <p>Timing: February/March</p> <p>Description: Family fun night/dance for entire school. Low maintenance/cost event meant to bring our school families together.</p>	<p>Staff Spirit Coordinator ♥</p> <p>Planning: Continual</p> <p>Timing: Monthly duties</p> <p>Description: Organize back to school gifts for new teachers. Organize and coordinate Fall/Spring Conference meals, Appreciation days/weeks for all staff, monthly lunches for all staff. Coordinate teacher/staff appreciation week celebrations. Works closely with Homeroom Parent Liaison.</p>	<p>Wish List ☺</p> <p>Planning: November, February</p> <p>Timing: November, March</p> <p>Description: Review requests submitted by staff and parents. Discuss and vote with PTO Executive Board to determine which items from those requested can be purchased this year. Must be able to attend the meeting during a school day in Nov 2017 and a spring date (TBD after Jan 2018).</p>
<p>Yearbook Format Coordinator ♥</p> <p>Planning: June-touch base with yearbook vendor</p> <p>Timing: Monthly updating & photo acquiring</p> <p>Description: Create yearbook using online software provided by yearbook vendor (currently Lifetouch).</p>	<p>Yearbook Orders Coordinator ☺</p> <p>Planning: August-November</p> <p>Timing: January</p> <p>Description: August thru November determine costs/selling price & order forms. December-promote January order dates. Distribute order forms the first week in January. Collect money & enter orders that were not done online. Label and distribute yearbooks in April or May.</p>	