

CFES PTO VOLUNTEERS 2022-23

<u>Job Category</u>	<u>Job</u>	<u>Role Overview</u>	<u>2022/2023 Committee Chairs</u>
Board	Presidents	The principal executive officer(s) of the PTO, supervising all of PTO activities, including preparing yearly PTO calendar, overseeing the budget with the help of the Treasurer, presiding at all PTO meetings, and acting as a liaison between the Principal, staff and parents. 1-2 year term.	Michelle Boyle & Amanda Frake
Board	Vice Presidents	The Vice-Presidents assist the Presidents and are responsible for the recruitment or nomination of candidates for the PTO Executive Board members for that year. Typically Vice-Presidents move to the President's position after his or her term expires.	Jessica Eldridge & Steph Mauer
Board	Treasurer	Manages all aspect of the PTO budget and funds, including collection, deposit and distribution of those funds in accordance with PTO Bylaws and the budget adopted by the membership.	John Mitchell
Board	Corresponding Secretary	The Corresponding Secretary shall handle all correspondence of the Executive Board including preparation of the weekly e-news, notices of upcoming meetings, etc..	Kristin Nicholson
Board	Recording Secretary	The Recording Secretary shall record the minutes of all general PTO meetings, post them online and report the minutes at the next regular meeting of the PTO.	Christina Condelles
Committee Chair	Assemblies	Working with the front office/principal in identifying and coordinating assemblies for the school year. Once a quarter.	OPEN
Committee Chair	Book Fair	Manages all aspects of the book fair held primarily during school hours. Responsibilities include coordinating with vendor, inventory set-up & management, and organizing volunteers.	Kara Hyman & OPEN
Committee Chair	Buddy Breakfast	Usually held the last day of the book fair week during the fall. Students invite a special adult to a breakfast in the school cafeteria/gym. Responsible for obtaining the food, coordinating volunteers, and collecting the responses from the families. Coordinates set up and clean up with front office and custodial staff.	Meredith Petrucelli & OPEN

Committee Chair	Fall Festival	Coordinates a committee of people to run the fair held on a Friday toward the end of September, at the school or an off-site location (e.g., Ramsey Farm). Admission tickets, activities, food vendors, volunteers coordinated by committee	Amanda Frake & OPEN
Committee Chair	Family Fun Night/ Bingo Night	Organize a night (usually in late winter) of light entertainment at the school in January or February	OPEN
Committee Chair	Homeroom Coordinator	Oversees the Homeroom Parents, facilitating their selection, coordinating between the PTO Board and HR Parents, providing training and resources as needed.	Kristen Zimmerman
Committee Chair	Hospitality (Welcome Back/ Staff Appreciation)	Coordinates a committee to provide food donations, set-up and clean-up for three events: Teacher / Staff luncheons in August and May.	Meredith Petruccelli Jessica Lang Kristin Nicholson
Committee Chair	MLK - Sister School	Mitchell Elementary or other Philadelphia schools selected by committee chair	Sara Krausz
Committee Chair	Passive Fundraising	Coordinates "dine and donate" days with local restaurants ~ once a month. Promote fundraising through flyers/email. Coordinates promotion of new Amazon Smile and Box Tops	Jessica Lang
Committee Chair	PTO Membership/ Volunteer Coordinator	Promotes booster donations and recruits for open volunteer positions Compiles lists of volunteers for committee chairs; distributes thank you notes to CFE families who pay their membership dues.	Jessica Eldridge & Steph Maurer
Committee Chair	Spirit Wear	Chooses inventory and coordinates the sale of CFES spiritwear in the Fall.	Kristin Nicholson & Steph Haley
Committee Chair	Talent Show 3 rd -5 th grade	Co-chairs work together to organize volunteers and coordinate every part of this show which will be run in Jan/Feb. Co-chairs run tryouts, practices and all aspects of the actual event.	OPEN
Committee Chair	Yearbook Coordinator	Manages all aspects of the CFES yearbook, coordinating with the vendor, working with the photography committee to capture school events, collecting orders, and overseeing distribution of the yearbooks.	Karen Pollak
Committee Chair	Square One Art Coordinator	Manages all aspects of this Fall activity, including coordinating with CFES's Art teacher, collecting student orders, and overseeing distribution of finished items.	Jessica Lang
Committee Chair	School Flowerbeds/	Manages the maintenance of the flower beds at CFES Including planting new	OPEN

	Beautification coordinator	plants/flowers, weeding, mulching, removing dead plants, etc.	
District Representation	Community Service	CFE contact during district Community Service drives such as the UCFSD Coat and bike Drives.	Sara Krausz
District Representation	FOCUS Representative	Serves as the CFES representative to Family Outreach Committee of the School District, a parent network committee to promote healthy choices and behaviors for all youth in our school district through information and education. Meetings are in the evening and every 6-8 weeks	Sara Krausz
Education Support	Foreign Language Program	Secures teacher support, coordinates dates for the program, set up sign ups, collects money, and communicates on behalf of the program. with them for payments and other questions	Elisa Maas & OPEN
3 rd Grade Specific	Third Grade Read-a-Thon	Manages all aspects of this one-evening event in the Fall for the third graders, including selecting a theme, and working with committee members to develop games, decorate the school and manage committee members.	Christina Condelles & OPEN
3 rd Grade Specific	Third Grade May Pole Dance	Works with third grade girls to learn the dance. Coordinates practice schedule with office and 3 rd grade teachers. Recruits parent volunteers to help assist teaching the dance. Students will perform at Mayfair.	OPEN
4 th Grade Specific	Fourth Grade Ice Skating Party	Work with parents from other schools to plan this district wide skating party held in March.	OPEN
5 th Grade Specific	Fifth Grade End of the Year Party	Help plan the district wide fifth grade end of year party which is held in May. Determine cost and facilitate collection of money for venue and activities	OPEN
5 th Grade Specific	Fifth Grade Breakfast	Hosted on the last day of school. Coordinates breakfast with 5 th grade teachers and front office.	OPEN
5 th Grade Specific	Fifth Grade Leave Behind Art Project	Work with principal and the students to create a lasting memory to leave in the school.	OPEN

ART SHOW

Art Show	Art Show Co-Chairs	Our PTO's primary source of revenue, the art show and sale features work from local and regional artists. 30% of sales goes to the PTO. This event requires many	Jessica Lang & OPEN
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		volunteers and committee chairs to promote the event, solicit food and raffle donations, coordinate with artists, print programs, decorate the school, and support the actual event.	
Art Show	Artist Co-Liaisons	Liaisons help co-chairs decide on the list of artists to invite to the show. Coordinate all details of the show with the confirmed artists including name, website, artwork name, soliciting pictures of art, communicating important dates and deadlines before the show.	OPEN
Art Show	Food and Mood	Coordinating with local restaurants for donation of food to be served at the art show. Also responsible for coordinating the scheduled pick up/delivery of food to CFE. Responsible for overseeing the serving of food at the event on Friday and Saturday.	OPEN
Art Show	Decorating	Responsible for decorating the school using artwork and home furnishings to dress up the school (hallways, outside entrance)	OPEN
Art Show	Raffle	Responsible for soliciting raffle items from local businesses to create an exciting raffle for Art Show patrons. Responsible for picking up raffle items, setting up display case a few weeks before the show, and creating the raffle ticket form.	OPEN
Art Show	Publicity	Responsible for coordinating the publication/communication of the CFE Art Show - facebook, local newspapers, etc	OPEN
Art Show	Treasurer	Responsible for tracking the financials of the CFE Art Show. Must be able to be present during the entire art show.	Meaghan Green
Art Show	Volunteer Coordination	Responsible for recruiting and coordinating volunteers for the event.	OPEN
Art Show	Set Up/ Take Down	Responsible for coordinating the set-up and break-down of the CFE Art Show	OPEN
Art Show	Advertising	Responsible for obtaining local businesses to advertise at the CFE art show and on social media	OPEN
Art Show	Check-in/ Check-out	Responsible for checking the artists and their art into and out of the CFE art show. Needs to be available during the Art Show	OPEN
Art Show	Graphic Design	Responsible for coordinating and designing the Art Show logo	OPEN