

Discovery School PTO Volunteer Positions and Opportunities 2023-2024

President- KATHERINE LAYMAN

The role of the President is to serve the PTO and lead the Board of Managers. The President is a member of the Board of Managers, schedules, leads, and attends the monthly board meetings from August-May where s/he will assure the meeting follows Robert's Rules of Law. This person will meet and correspond regularly with the principal, the PTO Board of Managers, and conduct General Membership meetings 4 times a year. The president will facilitate a smooth transition for the school year and all the events and activities scheduled. **Time commitment- ongoing throughout the year.**

Vice President/President Elect- LISA LEE

The role of the Vice President/President Elect is to assist the President and help facilitate roles of the Board of Managers and the committees. The VP/President Elect is a member of the Board of Managers and attends the monthly board meetings from August-May where s/he should be able to step in as acting President with prior notice. This person will become the President the following year. **Time commitment- ongoing throughout the year.**

Secretary- - EMILY PILOTE

The Secretary is a member of the Board of Managers and attends the monthly board meetings from August-May where s/he will take the minutes. This person will assure the meeting follows Robert's Rules of Law, will post minutes on the PTO website for all PTO board members to view, and help with other clerical needs per the Board. **Time commitment- approximately 10 hours per year.**

Treasurer- - KRISTIN RUDY

The Treasurer is a member of the Board of Managers and attends the monthly board meetings from August-May where s/he will take the minutes. This person will be in constant contact with the Principal and PTO President to create budgets and plan for the upcoming year, will handle all monies being deposited, bank account information, invoices and payments. The Treasurer will also compile a spreadsheet for each Board of Managers meetings as well as General Membership Meetings. **Time commitment- ongoing throughout the year.**

Activities- The Activities Chair plans and executes family social events that promote community within our school.

Activities Chair- NICKI IRWIN

The Activities Chair plans and executes family social events that promote community within our school. The chair is a member of the Board of Managers and attends the monthly board meetings from August-May. This person will lead the following events with co-chairs/committee members to take lead for each event including but not limited to Back-to-school Open House, Fun Run, Fall Festival, Trivia Night and/or International Food Festival (or other spring family event), which are on the books for this upcoming year. **Time commitment- 10-15 hours per year.**

Back-To-School Open House Committee- (10 committee members) BOARD MEMBERS

This fun event kicks off the school year. All students and their families are invited to attend to see old friends, make new ones and meet your new teacher. Committee members assist with set up/clean up and plan food trucks or concessions. **Time commitment- 2-4 hours per year.**

Fun Run Committee- (10 committee members)

This event is PTO's primary fundraiser and is held during the school day during the fall. Committee members help with setup/clean up of the event, along with helping to count laps and work stations during the event. **Time commitment - 2-7 hours per year.**

Fall Festival Committee- (10 committee members) HEATHER LARSON

This is a fun family event for the Fall. All students and their families are invited to attend to bring our school spirit together as we celebrate finishing the first quarter. Committee members assist with set up/clean up, plan food truck, concessions, activities, and sponsors for the event. **Time commitment- 2-4 hours per year.**

Trivia Night Committee- (5 committee members)

This is a fun family event for the Winter/Spring. All students and their families are invited to attend to bring our school spirit together as we celebrate starting the third quarter. Committee members assist with set up/clean up, plan concessions, trivia services, board games for younger family members, and sponsors for the event. **Time commitment- 2-4 hours per year.**

International Food Festival Committee- (7 committee members)

This is a fun family event for the Spring. All students and their families are invited to attend to bring our school spirit together as we celebrate the fourth quarter. Committee

members assist with set up/clean up, plan participating countries, event sales, facilitating club service hours for volunteer help. **Time commitment- 2-4 hours per year.**

Communications- The communications committee functions to share information and promote events and activities through the newsletter, e-mail blasts, Facebook, Twitter, and the website.

Communications Chair- KELLIE CRAIG

The Communications chair is a member of the Board of Managers and attends the monthly board meetings from August-May. Direct contact with the Assistant Communications Chair and Bulletin board committee. Communicate upcoming events, PTO Fundraisers, recent school achievements, to name a few. Maintain subscriptions to communication tools such as website, etc. Investigate and present new or improved communication and engagement tools for the Board. Oversee communication tools: Newsletter, Email blasts, Social Media, Website, Emails to/from President or designee, Facebook Messenger, and paper flyers sent home as needed. **Time commitment- 2-3 hours per newsletter, 10-15 min per e-mail blast, steady but light if updates are conducted frequently.**

Assistant Communications Chair- Works closely with the Communications Chair. Must have access to a computer with internet. Our newsletter, The Compass, is distributed through email once and sometimes twice a month. We use Constant Contact, a very user friendly web-based program, to produce and send our newsletters and email blasts. The editors solicit important dates, information about upcoming events, articles, etc. from PTO officers and chairs and from school faculty and staff. The responsibilities also include updating and maintaining the email database of parent and teacher contacts through membership drives. This person may also help the chair with sending out emails, social media posts about last minute reminders and changes, deadlines, etc. **Time commitment- 2-3 hours per newsletter, 10-15 min per e-mail blast, steady but light if updates are conducted frequently.**

Fundraising-

The fundraising committee exists to provide financial resources utilized for school -wide events, improvements, and materials directly benefiting our students and faculty.

Fundraising Chair- OPEN

The fundraising chair oversees the efforts to fundraise the money that will support the goals and needs of the Discovery School PTO. The chair works closely with the chairs/coordinators of the individual fundraisers (primarily FUN RUN) to establish plans and goals for each fundraiser. The chair evaluates the overall effectiveness of our current fundraisers and makes recommendations to the board for improvement and addition or removal of fundraising programs. The chair sends out communication of

programs monthly via social media and email. The chair is a member of the Board of Managers and attends monthly board meetings from August-May. **Time commitment- approximately 5 hours a month.**

Publix Key Tags/ Kroger/ Target/ Amazon Smile Coordinator-

The PTO participates in the Kroger, Amazon, Target, and Publix Rewards programs that qualifies us to receive a % rebate on all purchases using a key tag linked to Discovery School. The coordinator will send home information sheets and key tags to all families at the beginning of the year, new families at the orientation meeting in the spring, and promote the fundraiser in the newsletter throughout the year, and have the tags available at special events (Grandparent's Day lunches, new parent meeting, etc.) Will communicate with the Fundraising and Communications Chair for rewards to be posted. **Time commitment- approximately 3 hours per year**

Spirit Nights Coordinator- OPEN

Spirit Nights (and sometimes days!) are a fun way to support our school. Four (4) spirit nights are held (once a quarter) at local restaurants and businesses who donate a portion of the proceeds back to the PTO. The spirit night coordinator is responsible for contacting local restaurants to arrange hosting a spirit night and collecting rewards, selecting a date with administrative approval, and promoting the event through the newsletter, the website, the marquee, e-mail blasts, pick up and drop off sign holder, and student stickers/backpack flyers. Will communicate with Fundraising and Communications Chair for social media reminders and rewards to be posted.

Time commitment- approximately 3-5 hours per year

Spirit Wear Chair- - SHAWNA JOLLEY

The Committee Chair oversees the design, ordering, and sale of all spirit wear items and organizes committee members to run sales at PTO events. May need to attend PTO events if not covered by committee. Meet with PTO President and Assistant Principal about possible designs. **Time commitment- sporadic through the year but up to 5 hours per month.**

Spirit Wear Assistant Chair- (1 member)

The assistant chair is responsible for filling individual and online orders as they are placed and organizing committee members to run sales at PTA events. May need to attend PTO events if not covered by committee. Can do most of the work from home. **Time commitment- 4 hours per month but sporadic and less during school year**

Spirit Wear Committee- (6 committee members)

The spirit wear committee helps us show our school spirit with items like car magnets, t-shirts, sweatshirts, water bottles, hats, and more. Committee members should be available to attend PTO events including PTO general membership meetings (4 per year), back-to-school open house, holiday lunches, and the new parent meeting in the spring. The committee will be led by the Spirit Wear Chair and can decide how events are divided up. **Time commitment- approximately 1-3 hours per event**

Hospitality- The goal of the hospitality committee is to foster a friendly and welcoming spirit at special PTO and School events and to plan and host lunches that show appreciation for our teachers and school staff.

Hospitality Chair- - KELLY GOODMAN

The hospitality chair is responsible for planning, ordering food, setting up the room, food, and beverages, organizing volunteers, and clean up for the Boohoo/Yahoo Breakfast and the teacher appreciation lunches on in-service days and during Teacher Appreciation Week, for holiday lunches, and for planning appreciation gifts once a year for the principals, school nurse, and crossing guards. The chair is a member of the Board of Managers attends monthly board meetings from August-May. **Time commitment- about 1.5 hours per event.**

Hospitality Assistant Chair- LAUREN DUNAHOO

The hospitality assistant chair assists the chair in the planning and preparation for the Boohoo/Yahoo Breakfast and the teacher appreciation lunches. The assistant chair should be available to attend Board of Managers meeting in the absence of the hospitality chair (with prior notice). **Time commitment- approximately 5 or more hours per year.**

Boohoo/Yahoo Breakfast- (10 volunteers)

“Whether you are sad, or whether you are glad...” Our annual Boohoo/Yahoo Breakfast is for parents of incoming kindergarteners on their first full day of school after drop off. The breakfast is hosted by first grade parents who welcome parents, serve, and help with clean up. **Time commitment- approximately 1-2 hours**

Holiday Lunches- (5 volunteers each day)

Discovery School hosts holiday lunches between Thanksgiving and Winter Break, and volunteers are needed to greet guests, help find seating, serve drinks and assist with clean up. **Time commitment- approximately 2.5 hours**

Teacher Appreciation Lunches - (4 committee members)

This committee helps the hospitality chair set up the lunches that the PTO caters for the teachers on the in-service days. **Time commitment- approximately 30 min per luncheon.**

Membership- The overall purpose of the membership committee is to recruit and build an informed, active membership, familiar with the mission and benefits of the PTO.

Membership Chair- VAUN and JENNIFER BALTIMORE

The membership chair plans the annual membership campaign at the beginning of the school year. The chair promotes membership throughout the year through word of mouth, the website, and newsletter; collects membership dues, distributes membership cards and maintains a current membership list. Using the contact information gathered from membership forms and online, the chair publishes and distributes the PTO student directory. The chair is also responsible for the collection of room account donations. The chair is a member of the Board of Managers and attends monthly board meetings from August-May. **Time commitment- about 8 hours per week during the membership drive then about 1 hour per week throughout the remainder of the school year.**

Volunteers- This committee coordinates volunteers for PTO and school programs, activities, and committees.

Volunteer Coordinator- - KORI HOOSIER

The volunteer coordinator's responsibilities include assessing PTO and school volunteer needs and making adjustments to the volunteer guide based on these needs, distributing and collecting parent volunteer surveys at the beginning of the school year and using the information gathered to help parents find a volunteer match, connecting volunteers with committee chairs, developing and maintaining the volunteer guide and database, and promoting volunteer needs in the newsletter and on the website. The volunteer coordinator serves as the chair of the Volunteers Committee, is a member of the Board of Managers, and attends monthly board meetings from August-May. **Time commitment- Heavy at the beginning of the school year and ongoing throughout.**

Room Parent Liaison- AIMEE HARDEN

The Room Parent Liaison facilitates communication between the PTO and the room parents (and therefore the parents and teachers) when needed. The liaison should be a room parent for the current school year. Work with Hospitality and Volunteer Chairs. **Time commitment- 2 hours per year**

Book Fair Committee- (5 committee members)

The book fair committee works closely with Mrs. Shepherd and the Book Fair student CREW in brainstorming, planning, implementing, and wrapping up the Discovery School Book Fair. People who have fresh ideas and are artistic are encouraged to volunteer!

Time commitment- Volunteers need to be flexible with the amount of time they can volunteer, especially the week of the Book Fair. We begin meeting a few months before the Book Fair is scheduled to be at our school. Meetings usually take place about once a week for an hour or so.

Member At Large- - K-2 TERRIN COURTNEY & 3-6 IVEY BAHOUL

The Members At Large are 2 people each serving a K-2 and 3-6 grade level parent liaison. The MAL acts as a sounding board and gathers information and thoughts from families in their respective grade levels. These people will bring ideas and concerns to the board for discussion. The MAL is a member of the Board of Managers, and attends monthly board meetings from August-May. **Time commitment- 1 hour per month**

PTO Help On Call- (AS MANY AS POSSIBLE)

There are many events throughout the year that PTO host. These events are only successful because parents give an hour or two of their time to work them. IF you are only able to donate a few hours a year but don't know how you will fit, this is the spot for you. Our volunteer Coordinator will contact you when in school or at home volunteer opportunities arise.

Time commitment- Whatever you can give