


Be A PTO Star:



We Need Your Help!

Activities Chair

(1 volunteer)

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. Back-to-school Open House, Fall Festival, Trivia Night, International Food Festival are on the books for this upcoming year.

Time commitment- 10-15 hours per year.

Back-To-School Open House Committee

(10 volunteers)

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.

Fall Festival Committee

(10 volunteers)

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 volunteers)

This is a fun family event for the Winter. 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 volunteers)

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.

Smart Cards Coordinator

(1 coordinator volunteer) (4 committee volunteers)

The PTO will be participating in the Smart Card sales program as a passive fundraiser again this year. Volunteers are needed to come in to school on the mornings of Smart card collections (dates in August and September are TBD but will be twice a week) to help count and tabulate sales. Each collection date will take about 3 hours or less. This is a fun way to get involved at the beginning of the year, and since tabulation usually ends around lunchtime, you can stay to enjoy lunch with your child!

Time commitment- approximately 12 hours

Box Tops Coordinator

(1 volunteer)

The Box Tops Coordinator is responsible for organizing and submitting all the Box Tops collected by the school and digitally, raising awareness about Box Tops in the school, communicating the school's earnings progress, and spreading the word about new opportunities to earn with Box Tops. Will communicate with Fundraising and Communications Chair for rewards to be posted. **Time commitment- 2 hours per month. Can be done at home.**

Box Tops Committee

(5 volunteers)

The committee is responsible for organizing and counting all the Box Tops collected by the school. **Time commitment- 3-5 hours per year.**

Publix Key Tags/ Kroger/ Target/ Amazon Smile Coordinator

(1 volunteer)

The PTO participates in the Publix Rewards program that qualifies us to receive a 2% rebate on all purchases using a Publix key tag linked to Discovery School. The coordinator will send home information sheets and key tags to all families (including new families at the orientation meeting in the spring), 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 Fundraising and Communications Chair for rewards to be posted.

Time commitment- approximately 3 hours per year

Spirit Nights Coordinator

(1 volunteer)

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 DSRF family 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 Committee

(6 volunteers)

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

Boohoo/Yahoo Breakfast

(20 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 volunteers)

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.

Volunteer Assistant Coordinator

(1 volunteer)

The volunteer assistant coordinator’s responsibilities include assisting the volunteer coordinator with the parent volunteer survey, recruiting next year’s committee chairs and assistant chairs (along with the President-Elect), monitoring the total number of volunteer hours for the school year, and recognizing volunteers. The assistant-chair should be available to attend Board of Managers meetings in the absence of the volunteer chair (with prior notice).

Time commitment- ongoing throughout the year.

Book Fair Committee

(10 volunteer)

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.

Room Parent Liaison

(1 volunteer)

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.

Time commitment- 2 hours per year

Bulletin Board

(1-2 volunteers)

The PTO bulletin board, located by the front office, is another way for us to communicate with parents.

Time commitment- approximately 2 hours

PTO Help On Call

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