

SMOY PTO Volunteer Opportunities

2022-2023

These are expected volunteer opportunities for the 2022-2023 school year. This is meant to be used as a guide; please note that times, commitments, and opportunities may change at any time during the year. The most current and accurate information will be conveyed through the PTO Executive Board before events happen.

Classroom Contacts

Chair

Duration: Entire year

Time Commitment: light; more time is needed at the start of the school year to set the year up

Number of positions available: One

Description: The classroom contact chair is responsible for working with the VP of Staff Support (Amy Pater) to assign parent volunteers as classroom contacts and relaying needed information and expectations to them.

Individual Classroom Contacts

Duration: Entire year

Time Commitment: light; more time is needed at the start of the school year to set the year up

Number of positions available: One per classroom for K-4, one per grade for 5-8

Description: The classroom contact is the direct liaison between homeroom teachers and parent volunteers. The CC is responsible for creating and maintaining the sign-up genius for classroom parties, field trip chaperones, and any other supplies or classroom helpers the teacher would like throughout the year. The CC will provide direction to volunteers concerning classroom parties and other classroom volunteer opportunities. The bulk of the work will be done at the beginning of the school year, but additional needs may be requested by teachers at any point during the year.

Box Tops

Chairs

Duration: entire year

Time Commitment: light

Number of positions available: One or more

Description: The Box Tops Coordinator will work with the VP of Fundraising (Daniela Mihailoff) to run our Box Tops program. Duties include creating fliers a couple times a year, monitoring and posting to social media when there are bonuses, sending any physical clips in via mail, and generating the Out of Uniform list for qualifying students (twice a year, in October and February).

Crayola Colorcycle

Chair

Duration: entire year

Time Commitment: light

Number of positions available: One

Description: The Crayola Coordinator will work with the VP of Fundraising (Daniela Mihailoff) to run our marker recycling program. Duties include creating fliers a couple times a year, emptying the marker collection bin at school, and sending the markers to Crayola.

Treat Train

Chair

Duration: entire year

Time Commitment: light to moderate

Number of positions available: One

Description: The Treat Train is a monthly snack cart provided to teachers. The Chair will work with the VP of Staff Support (Amy Pater) to create a Sign-up Genius for others to sign up to contribute snacks, and then present the snacks on the treat cart once a month, usually the second Thursday.

Helpers

Duration: entire year

Time Commitment: light

Number of positions available: 27 or more

Description: Helpers volunteer via SUG to bring snacks on a given date. Snacks can be dropped off in the office.

Teacher Meals

Chairs

Duration: Mid-October (conferences lunch and dinner), December (Christmas luncheon), Mid-February (conferences dinner)

Time Commitment: moderate

Number of positions available: 1-3 (one chair can oversee all meals, or three chairs can each oversee one meal)

Description: Teacher meal chairs will work with the VP of Staff Support (Amy Pater) to plan 3 teacher meals throughout the year. Duties may include ordering food, creating a sign-up genius for snacks/beverages/desserts, setting up the meal and decor, serving the meal, and cleaning up after.

Helpers

Duration: Mid-October (conferences lunch and dinner), December (Christmas luncheon),

Mid-February (conferences dinner)

Time Commitment: light

Number of positions available: 3 or more for each meal

Description: Helpers will work under the direction of the meal chair to help with set-up, serving, and clean-up of teacher meals.

Kindergarten Social

Chairs

Duration: Late summer/August (event will be 8/21)

Time Commitment: moderate

Number of positions available: One per classroom for K-4, one per grade for 5-8

Description: The Kindergarten Social chairs will work with the VP of Service (Michelle Stoermer) to plan and execute a social to welcome incoming Kindergarteners and their families prior to the start of the school year. Duties include organizing dinner and activities and creating flyers for communication.

Helpers

Duration: Sunday before school starts (8/21)

Time Commitment: light

Number of positions available: 4 or more

Description: Helpers are needed to set up, serve food, and clean up on the day of the event.

Spirit Run

Chairs

Duration: August - October

Time Commitment: moderate during August and early September; heavy during the event days: 9/22-9/23, 9/26-9/29 (all day 9/30); light during October

Number of positions available: 2 or more

Description: Spirit Run chairs will work with the VP of Fundraising (Daniela Mihailoff) in all aspects of planning and executing the Spirit Run Fundraiser. Duties can be divided up and may include creating flyers, decorating the bulletin board, sorting and distributing prizes and t-shirts, attending and helping on the run day (September 30). May also include helping to log checks collected after the event.

Prize Sorters

Duration: September 22-30

Time Commitment: 1-2 hours each day for one or more days (do not need to help all days)

Number of positions available: 2 or more

Description: Spirit Run Prize sorters will work with the Spirit Run chairs and VP of Fundraising to sort, package and deliver by homeroom prizes earned by students each day during the Spirit Run. Volunteers may choose to help for each day during the event or select days.

Grandparents Day

Chairs

Duration: September - early October

Time Commitment: moderate

Number of positions available: 2 or more

Description: Grandparents Day chairs will work with VP of Service (Michelle Stoermer) as well as First Grade teachers to plan and execute a morning of fun for our First Graders and their grandparents. Duties include planning a craft for first graders to make in class, planning and ordering food and decorations, and creating a digital invitation/flier.

Helpers

Duration: October 5th-6th

Time Commitment: light

Number of positions available: 4 or more

Description: Helpers are needed to set up decor the night before and to assist the day of the event with welcoming and escorting grandparents, making coffee, serving food, taking pictures, and cleaning up.

Mother-Son Event

Chairs

Duration: Fall

Time Commitment: moderate

Number of positions available: 2 or more

Description: The M-S chairs will work with the VP of School-Wide Programs (Heidi Smith) to plan and execute a Mother-Son event. The activity and date can be set by the chairs. Past activities have included sports games, obstacle course training, and Nerf wars. Duties may include creating flyers, managing registrations, and ordering supplies and snacks.

Helpers

Duration: date of event

Time Commitment: light

Number of positions available: variable

Description: Helpers will take direction from the M-S Chair to provide support in whatever manner is needed, dependent upon activity planned.

Outdoor Movie Night

Chairs

Duration: October and April

Time Commitment: moderate

Number of positions available: 2 or more

Description: Movie Night chairs will work with the VP of School-Wide Programs (Heidi Smith) to plan an outdoor movie night for students and families. Duties include making fliers, choosing a movie (and having it approved), buying and preparing snack bags, as well as setting up and cleaning up the night of the event. Chairs can be the same for October and April or can choose to chair just one of the events.

Santa's Workshop

Chairs

Duration: Mid-October through early December; January

Time Commitment: heavy

Number of positions available: 4

Description: Santa's Workshop chairs will work with the VP of Service (Michelle Stoermer) to plan and execute the Santa's Workshop experience for the whole school. The core team will likely divide duties between craft coordinator, volunteer coordinator, shopping coordinator etc. Duties may include creating flyers, organizing and decorating the gym, creating craft projects to sell, organizing volunteers and lunch, working at the event, and cleaning up after the event. Following the event, you and the core team will oversee the shopping and organize everything in storage in preparation for the following year.

Helpers - Set Up

Duration: Afternoon/evening before Santa's Workshop event date (12/5)

Time Commitment: light

Number of positions available: 10 or more

Description: Helpers will work under the direction of the Santa's Workshop core team to set up and decorate the gym (placing all product out)

Helpers - Santa's Elves

Duration: Santa's Workshop event date (12/5) morning shift, afternoon shift, or both

Time Commitment: light

Number of positions available: 15-20 or more

Description: Helpers will work under the direction of the Santa's Workshop core team to keep products stocked, help students shop, personalize gifts, wrap gifts, act as cashiers. After the student shoppers have finished, pack product back into storage and clean up gym.

Helpers - Shoppers

Duration: After Christmas into January

Time Commitment: moderate

Number of positions available: 10

Description: Shoppers will work under the direction of the Santa's Workshop core team to purchase (for reimbursement) product to be sold at next year's workshop. Duties include shopping for deals, creating inventory of what was purchased, putting product into storage at SMOY, and submitting receipts for reimbursement.

Family BINGO

Chairs

Duration: January - early February; event is 2/3

Time Commitment: moderate

Number of positions available: 2 or more

Description: The BINGO chairs will work with the VP of School-Wide events (Heidi Smith) to plan and execute Family BINGO Night. Duties may include creating flyers and managing registrations, ordering supplies and snacks, and setting up and tearing down the gym.

Helpers

Duration: Evening of event: 2/3

Time Commitment: light

Number of positions available: 4 or more

Description: Helpers will help set up the gym, check families in, serve snacks, and clean up at the end of the night. Helpers can work in shifts so as to enjoy the night with their families.

Labre of Love

Chairs

Duration: April

Time Commitment: moderate

Number of positions available: 2 or more

Description: The Labre of Love chairs will work with the VP of Service (Michelle Stoermer) to plan a service project for the school during Lent. Past projects have included supply drives for the pregnancy center and donations for St. Joseph's Orphanage.

Mother-Daughter Event

Chairs

Duration: Spring

Time Commitment: moderate

Number of positions available: 2 or more

Description: The M-D chairs will work with the VP of School-Wide events (Heidi Smith) to plan and execute a Mother-Daughter event. The activity and date can be set by the chairs. Past activities have included a pajama party. Duties may include creating flyers and managing registrations, ordering supplies and snacks.

Helpers

Duration: date of event

Time Commitment: light

Number of positions available: variable

Description: Helpers will take direction from the M-D chair to provide support in whatever manner is needed, dependent upon activity planned.

Father-Son Event

Chairs

Duration: Spring

Time Commitment: moderate

Number of positions available: 2 or more

Description: The F-S chairs will work with the VP of School-Wide events (Heidi Smith) to plan and execute a Father-Son event. The activity and date can be set by the chairs. Past activities have included sports games. Duties may include creating flyers and managing registrations, ordering supplies and snacks.

Helpers

Duration: date of event

Time Commitment: light

Number of positions available: variable

Description: Helpers will take direction from the F-S chair to provide support in whatever manner is needed, dependent upon activity planned.

Teacher Appreciation Week

Chairs

Duration: Mid-March - Early May (TAW is 5/1-5/5)

Time Commitment: moderate to heavy

Number of positions available: 1 or more

Description: The TAW Chair will work with the VP of Staff Support (Amy Pater) to organize all aspects of Teacher Appreciation Week. Duties may include creating flyers, organizing special gifts and activities, organizing the raffle and luncheon, and delegating tasks to helpers.

Helpers

Duration: April - Early May

Time Commitment: light to moderate

Number of positions available: 4 or more

Description: The TAW Chair will delegate responsibilities to the helpers. These may include organizing the luncheon and raffle, creating flyers, creating gifts for the teachers, setting up snacks at school, and anything else the Chair requests help with. This role can be as large or as small as the helper would like.

Art Framer

Chair

Duration: Early May

Time Commitment: light

Number of positions available: 1

Description: Each year, teachers and PTO Board members select three student art project winners. The Art Framer's responsibility is to take the selected pieces and have them framed (reimbursement provided) at Michael's, Hobby Lobby, or similar.

Field Day

Chairs K-6

Duration: April - May (Field Day is 5/23)

Time Commitment: moderate to heavy

Number of positions available: 3 or more

Description: The K-6 Field Day Chairs will work with the gym teachers and VP of School-Wide Events (Heidi Smith) to plan Field Day for grades K-6. Chairs may divide roles between activity planner, equipment manager, volunteer manager, etc as they see fit. Duties may include creating flyers, gathering or purchasing equipment, organizing food for volunteers, and creating a schedule for the event day.

Helpers K-6

Duration: Field Day Event (5/23) and night before

Time Commitment: light to moderate; shifts can be morning, afternoon, or both

Number of positions available: 20 or more

Description: At the direction of the Field Day Chairs, helpers are needed to organize and set activities up the night before Field Day, run activities during the day, and clean up afterward.

Chairs 7-8

Duration: April - May (Field Day is 5/23)

Time Commitment: moderate to heavy

Number of positions available: 2

Description: The 7-8 Field Day Chairs will work with the VP of School-Wide Events (Heidi Smith) to plan the off-site Field Day for grades 7-8. Duties may include creating flyers, planning activities, organizing equipment, and coordinating helpers.

Helpers K-6

Duration: Field Day Event (5/23)

Time Commitment: light

Number of positions available: 20 or more

Description: At the direction of the Field Day Chairs, helpers are needed to organize and set up and run activities during the day, and clean up afterward.

Graduation

Chairs

Duration: May

Time Commitment: moderate

Number of positions available: 2 or more

Description: The Graduation chairs will work with the VP of Service (Michelle Stoermer) to plan and organize activities for 8th grade graduation, including the Popsicle Fire Drill and Reception

after Graduation. Duties include purchasing popsicles, planning and purchasing food for the reception, and setting up, decorating, serving, and cleaning up the event. These roles are traditionally filled by 6th or 7th grade parents.

Helpers

Duration: May (afternoon/evening of graduation day)

Time Commitment: light

Number of positions available: 6 or more

Description: At the direction of the Graduation chairs, helpers are needed to help set up, serve food, and clean up after the graduation reception.

School Supply Kits

Chair

Duration: May into Summer

Time Commitment: light

Number of positions available: 1

Description: The School Supply Chair will work with the office and supply company to organize the sale of school supply kits for next year. Duties include creating flyers.