



Country Montessori School PTC VOLUNTEER OPPORTUNITIES

PTC MISSION STATEMENT

Guided by the dedication to enhance the educational experience of our children, the Parent Teacher Committee (PTC) of Country Montessori School is committed to supporting the staff and students through community service and fundraising efforts to provide valuable items that are not affordable by the (non-profit) school's tuition alone. The parents and staff work closely together to form a community that shares its time and talent for the ultimate investment . . . the children.

Country Montessori School is a non-profit 501(c)(3) corporation governed by the Board of Directors. The CMS Parent Teacher Committee (PTC) is an advisory commission of the CMS Board. The PTC exists to provide social opportunities for parents and staff, to raise funds for the school, and to otherwise serve the Board, parents, and staff of CMS. Volunteering for the PTC is a great way to get to know other CMS families and a wonderful way to contribute to the continued excellence of our school.

The CMS PTC is the social, service, and fundraising arm of the CMS community. PTC membership includes **all** CMS parents and staff. The PTC Officers meet regularly throughout the year. All members are invited to attend and participate at the meetings. They're great opportunities to see where your creativity and time could be appreciated and utilized! The PTC works in cooperation with the goals and objectives of the CMS Board of Directors.

There are lots of opportunities to help in every aspect of the PTC. Everything is important and FUN! We want to give everyone the opportunity to contribute his or her time and talents. Positions are opened annually.

PARENT TEACHER COMMITTEE OFFICER DUTIES

The PTC Officers usually hold a meeting once in the summer, and every month during the school year or as needed. Everyone is welcome to attend PTC officer meetings and there is usually one General Membership meeting a year. Meeting times are at the discretion of the Officers. The PTC officers are in charge of constructing a PTC budget, social activities, parent/staff services, coordinating all PTC efforts with the Administrator, and coordinating volunteers for fundraising.

President Creates agenda for and presides at all PTC meetings; creates the PTC budget for approval by PTC officers, acts as liaison with the Administrator to ensure a consistent effort on behalf of the school; coordinates the work of the PTC Officers; oversees spending on PTC activities; creates the volunteer opportunity form to recruit volunteers in the fall and spring, presents at New Parent Orientation, helps the other officers recruit people running the various PTC activities (if needed). *Approximately 60 hours of work spread though out the year.*

Vice President Assume responsibility for duties designated by the President. Represent the President in his/her absence or upon request. If temporarily representing the President, the Vice President must immediately report to the President any new business. To help and assist the Fund Raising Chairperson to organize any up coming fund raising activities. S/he shall coordinate the fall membership drive and keep records of members. S/he shall act as liaison to the Country Montessori Incorporated Board of Directors by reporting Parent-Teacher Committee activities and interests at the monthly Country Montessori, Incorporated Board of Directors meetings. S/he shall oversee the work of Program Coordinators. *Approximately 40 hours of work spread though out the year.*

Treasurer Collects all funds into the approved PTC Checking Account; keeps records of payments and deposits; and compares to CMS Bookkeeper's records each month to submit to the office for deposit; obtains reports from CMS bookkeeper and then provides reports at all PTC meetings. The Treasurer also acts as the Financial Committee Chairman for the annual Auction event. *Approximately 50 hours of work spread through out the year.*

Secretary Keeps a detailed and accurate record of all PTC meetings; distributes copies of the meeting minutes to the general membership in a timely manner. *Approximately 30 hours of work spread through out the year.*

Fundraising Chairperson Coordinates people running the various PTC Fundraising activities (*not including the Auction*). These currently include Box Tops for Education, Great Lakes Scrip, Escrip, Restaurant-of-the-Month, and Scholastic Books. Responsibilities also include the database manager. When necessary, recruits people to run an activity without a chair. *Approximately 30 hours of work spread through out the year.*

Parent/Staff Services Coordinates people in charge of the various PTC parent and staff services. Oversees people doing T-shirt sale, Holiday Staff Gift, Hours Coordinator, Yearbook and Traffic Control Coordinator. Distributes volunteer opportunity form to recruit volunteers for positions within the school.

Ambassador Coordinator Coordinates the Class Ambassadors activities. Makes sure all staff birthdays are covered. Monitors Class Ambassador Budgets and informs PTC Officers, Historian, etc. of relevant Class Ambassador Activities. When necessary, recruits people for the parent and staff services. This person can also be a Class Ambassador.

Historian Ensures that important CMS functions (for instance PTC Socials, primary and elementary field trips, Thanksgiving Feast) are photographed, annotated and placed in the annual school photo album; coordinates volunteer photographers and monitors Historian budget; displays in the office a collage containing photos of the events so the children, staff, families, and visitors may see them.

Social Chair: Coordinates people in charge the various PTC social events. These currently include the Ice Cream Social, Halloween Carnival, Staff Appreciation Lunch, and End of Year Picnic. Coordinates with the Historian to make sure s/he knows about upcoming school events. Social monitors event budgets. When necessary, recruits people to run an event without a chair.

Auction Chair: Coordinates the activities of the Donations Chair, the Event Chair, and the Finance Chair. The VP Auction reports to the PTC Officers progress on the auction and any needs for assistance. When necessary, recruits people to run the various auction committees without a chair. See Auction description for more details. This job description may change, depending on interest and needs of volunteer(s) and PTC.

PARENT TEACHER COMMITTEE SPONSORED ACTIVITIES

Parent/Staff Service

Classroom Ambassadors (all year) The Classroom Ambassadors organize a social event for their individual classroom and keep families in the specific classroom informed of PTC events. They also recognize staff on their birthdays and help the classroom teachers get volunteers for special projects as needed.

Sweet Peas (Primary Level)

Bumblebees (Primary Level)

Dragonflies (Primary Level)

Eagles (Lower Elementary Level)

Meadows (Upper Elementary)

Traffic Control (all year) It is *very* important that CMS traffic *does not* back up on Monte Vista Road. We need volunteers to be at the school in shifts, directing cars each day from **8:15 to 8:40**, from **2:20 to 2:45**, and from **3:00 to 3:15**. The more volunteers, the less each person needs to work. One day every other week is a *maximum* of 10 hours during the school year.

CMS T-shirt sale (September) We need one or two people to be in charge of organizing the CMS T-shirt sale. It is a service the PTC provides to families so the children (and family members) will have CMS T-shirts to wear on field trips. This needs to be done at the beginning of the school year so t-shirts will be available at the first field trip.

Holiday Staff Gift Collection (November/December) This is usually one person who sends out a letter to CMS families asking if they would like to contribute to a staff gift. The money is pooled and each CMS staff member then receives a gift from the PTC as an appreciation during the holidays. Participation by the families is optional, but many families take advantage of this service to simplify holiday gift giving.

CMS Yearbooks (May-June) This project is great for a person who loves to organize some wonderful photos of our children. The Yearbook consists of group class photos (taken professionally earlier in the year) with names listed and a blank page or two for autographs or a photo DVD. Some years included precious art from each of the children.

Social Events/Activities

Ice Cream Social/Annual Meeting (September)

The annual meeting is held in late September. The PTC hosts an Ice Cream Social to welcome new families to CMS and welcome back returning families. We need one or two people to Chair this event that involves purchasing Ice Cream/toppings, printing nametags, obtaining entertainment, coordinating with Upper Elementary for ice cream serving, set up and clean up.

Halloween Carnival (October)

The Halloween Carnival is so much fun for the children and attendance (adults+children) could be as high as 450 people, therefore the PTC needs many volunteers to work at this event, setting up, holding 1 hour shifts at booths, and clean-up. Work on this event usually begins in the summer and ends in October.

Halloween Carnival Chair: Oversees Carnival Budget, coordinates Booth, Volunteer, and Haunted House co-chairs, reports to the PTC Officers progress on the event and any needs for assistance. When necessary, recruits people to assist.

Halloween Booth: Determines, with the Carnival Chair which theme, booths and prizes will be at the Carnival and any other booth materials if necessary, setup and cleanup and coordinates borrowed shade structures.

Halloween Volunteer: Schedules volunteers who help set-up, clean up and work at the event, handles setup and cleanup coordination with Upper Elementary.

Haunted House: A favorite booth at the Halloween Carnival is the Haunted House. This must be set up the night before the event with the help of the Upper Elementary students. Decorations are borrowed from CMS families. We need a few tall people to attach the plastic sheeting to walls the night before the event.

Donations: **This person** coordinates donations from outside businesses for such things as invitations, water, snacks, raffle prizes, etc.

Staff Appreciation Luncheon (May) The PTC plans and presents a lunch each year (at the school) to show appreciation to our exceptional CMS staff. Volunteers are needed to prepare and bring food, set-up and decorate, supervise the playgrounds while the Staff are enjoying their lunch, and clean up afterwards.

End-of-Year Picnic (June) Another popular event, this one takes place at a local park and volunteers are needed to set-up, help with the children's activities and clean up afterwards.

Ongoing Fundraising

Box Tops (all year): This person is responsible for collecting and submitting the box tops from the families at the school. This is a position that is easy to do for a parent that works from home.

Great Lakes Scrip (all year) This person is responsible for funds for individual's wishes to purchase gift cards at businesses the person uses on a regular basis.

Restaurant a month (all year) Do you love to eat out? Here is your opportunity decide where to eat out once a month and have the school participate. Varied restaurants around town give the school 15%-20% of the proceeds. It is usually done on the third Monday of the month. This is an easy position that is great for a parent that works from home.

Scholastic (all year) Requires 4 to 5 hours a month to receive, place and distribute Scholastic book orders.

One-Time Fundraising Events

October Shopping Spree (Fall)

This is a simple, four-hour, Saturday morning event. It is a perfect volunteer opportunity for someone who would like to get involved from the comfort of home. Most of the organization is done via email and phone. One or two people can be in charge of the organization of this event with a few additional volunteers to take short shifts during the event.

Auction Fundraiser

The CMS PTC has held a major fundraising event to provide extra funds to the school. The largest fundraiser is the Auction. Donations are solicited from local businesses and are then auctioned off at a social event. The children also create projects for auction and families and staff also donate items. Every year it is fine-tuned and improved to make it more fun to volunteer/attend. To lead the event, we would like Auction Chair (see PTC Officer List) and co-chairs (Donations and Event). If you enjoy planning social functions and want to meet a lot of really great people, please consider taking a lead position on this event.

Auction Chair: *The information for this position is listed above in the PTC Officers section.*

Donations Chair

This person would be in charge of the Donations related committees. Each Donations committee will have a chair that reports to the Donations Chair. The Donations Chair will monitor the budget and activities of the committees and coordinate with the Auction Chair.

Children's Projects Chair

Have a good idea for a low cost, high value children's project? Want to help in the classroom or at home with a project? The chair holds the initial "brainstorm" meeting and keeps track of the project progress and budgets. Some of the Children's projects are selected and reproductions are made to sell. These projects make the most money at our fundraiser, so we need lots of help with this job!

Corporate Donations Chair

Past committee members have developed a streamlined system for identifying potential donors, contacting them, and following up. The chair would work with the volunteer callers to assign potential donors and provide support during the process. This is a fun and rewarding committee.

Staff/Family Donations

Serve as the contact person for all Staff and Family donations.

Advertising/Sponsorship

This person is the contact person for the advertising and sponsorship in various areas of the auction program. This includes staff to underwriting the program. The advertising includes tributes from families or businesses seeking promotions.

Tracking/Bid Sheets/Tags This is good for someone who is extremely organized. The person must be familiar with excel. If you need a job to work from home, this is your best bet.

Packaging Chair This is good for someone enjoys a simple presentation. Many auction items are packaged at "packaging parties". All it takes is a little time and a lot of fun.

Storage This person will provide space to hold the treasured items up for auction.

Auction Book A person who likes to write or enjoys marketing could do this position from their home. This creative individual is organized and should be comfortable with excel and word.

Thank You Notes This is good for someone who is familiar with excel and mail merge documents. You will write a personal note of thanks for the donations that come.

Event Chair: This person would be in charge of the Event related committees. Each Event committee will have a chair that reports to the Event Chair. The Event Chair will monitor the budget and activities of the committees and coordinate with the Auction Chair.

Decorations Chair: Do you have creative ideas for low cost, high impact decorations? The chair holds "brainstorm" meetings and keeps track of the decorations progress and budgets.

Entertainment: Know of a good low cost band or D.J. or some other creative form of entertainment?

Invitations: Are you creative on a low budget? Do you have access to printing materials?

Reservations/Name Tags: This is a good "at home" job for someone that wants to contribute, but has limited time.

Setup/ Cleanup Chair: Come early and help arrange all of the items the attendees will bid on during the event. People are also needed to help put things away.