

## **Martha Jones PTO Committee Responsibilities and Volunteer Opportunities**

### **Aesthetics – Early September & Spring**

The Aesthetics committee maintains the planters outside the school entrance seasonally.

### **Art Matters – 2 times per year, usually October and January**

Art Matters is our in-classroom Art Appreciation program where parent docents teach a 45-minute unit on an artist selected by the Art Teacher (20 minutes for Kindergarten classes). Parents attend a 1-hour group training session with Jane Blair prior to going into the classroom. NO PRIOR art experience is necessary! All the materials are provided to the docents by the program and there are 3 sessions in the school year.

### **Birthday Books – Year Round**

Birthday Books is our popular program where for a \$15 donation, students select a new book to be added to the school library collection in honor of their birthdays.

### **Book Fair – April**

The Scholastic Book Fair is an annual event that runs for one week in February. The book fair provides over 600 age-appropriate titles for our children to purchase at reasonable prices. The children attend during their regular library class. This committee is the liaison with Scholastic and coordinates the set-up, clean up, and volunteers for this event.

### **Box Tops – Submit 2 x per year, November 1 & March 1**

Box Tops for Education is a national program run by General Mills. Families clip box tops from select products and turn them in to the Box Top committee for submission, earning money for the school.

### **Cultural Enrichment – Year round**

The Cultural Enrichment Committee organizes educational programs to supplement the curriculum in each of the school grades. Past programs include: Curious Creatures, Beantown Jumpers, Discovery Museum Bubbles, and author visits.

### **Dining Room Coordinator – Year Round**

The Dining Room Coordinator coordinates volunteers for dining room duty. Dining Room volunteers provide support during the entire lunch period on their scheduled day(s).

### **Directory – Early September – Early October**

Every year the P.T.O. publishes a school directory. This is a handy source for students as well as a wonderful way for the parents/guardians to get acquainted! This project is completed during the first few weeks in September. This committee is responsible for gathering the data, formatting reports and printing the directory.

### **Same But Different (*previously Disabilities Awareness*) – 3x per year**

Same but Different is a program where parents go into the 2<sup>nd</sup> grade classrooms 3 times in the school year and teach units on the following: hearing impairment, visual impairment, and physical disabilities. Parents are recruited for in-class presentations and hands-on group instruction.

**Family Night – Winter (Late February, Early March)**

The Family Night Committee plans a fun and free family event to be held in the winter.

**Field Day – June**

Field Day is our very popular June event where students participate in 10 physical activities at different stations. Field Day is held during school hours and parent volunteers help run the stations and the lunch.

**Fifth Grade Celebration – Year round**

The Fifth Grade Celebration committee plans the year-end Fifth Grade Celebration.

**Fifth Grade Yearbook – Year round**

The Fifth Grade Yearbook Committee publishes and distributes the Fifth Grade Yearbook. The committee will also arrange for the class photograph frame to be engraved and framed photo to be displayed outside the main office.

**Fifth Grade Class Gift – Year round**

The Fifth Grade Class Gift Committee raises money and purchases a gift to the school from the graduating Fifth Grade class.

**Fundraiser – KidStuff Coupon Book– September**

The Gift Wrap committee coordinates our KidStuff Fall fundraiser.

**Fundraiser – Scrip – November and April**

Scrip is a program where families purchase gift cards and a percentage of the purchase price goes directly to the school.

**Fundraiser – Original Works – Typically in Fall**

Original Works is a fundraiser that uses the artwork created by your children. Students create an “Original Work” in art class and then parents are able to order a variety of gifts featuring their child’s work of art.

**Fundraiser – Read-A-Thon – February**

The Martha Jones Read-A-Thon is a fun winter event where students track how much they read over two weeks. Students solicit sponsorship for number of books read or amount of time spent reading. Classrooms compete to see which class reads the most (one winning class for grades K,1; one winning class for grades 2,3; one winning class for grades 4,5). Parent volunteers track each classroom's progress and organize the winning classes' pizza parties.

**Fundraiser – Dinner Out – multiple times a year**

This committee coordinates fundraisers with local restaurants. The committee is responsible for coordinating the date with the restaurant, publicizing the event and creating/distributing vouchers needed to be presented to the restaurant.

**Grant Coordinator – Year round**

This person will be responsible for seeking out grants that are available within our community/state. The person will coordinate with the Enrichment committee, classroom teachers and administration to provide information on grants that our programs qualify for, the dates that the grants are due and

provide the information to that committee for submission of the grant. No previous experience is necessary – help the school offset costs for enrichment.

#### **Halloween Party – September – October**

The Halloween Party is a PTO sponsored party that is free to Martha Jones families. The committee plans and executes the party within the set budget.

#### **Hospitality – Year round**

The Hospitality Committee coordinates meals for teachers for certain events throughout the school year: teachers' retreat, curriculum night, parent teacher conferences. The committee also coordinates celebrations during Teacher Appreciation Week.

#### **Indoor Recess/Playground Boxes – Year round, concentrated in Fall and Spring**

This committee purchases (with PTO funds) indoor and outdoor recess equipment as needed.

#### **Kids Care – Year round**

The Kids Care committee coordinates several charitable programs throughout the school year: collecting for the food pantry at the Halloween Party, the Halloween Costume Drive, the Anton Cleaners Coat Drive. The committee serves as the point for the above mentioned organizations at the Martha Jones School. The committee is also on hand to help students when they are working on a community service project.

#### **Labels for Education**

Martha Jones can earn free merchandise such as computers, audio/visual equipment, physical education equipment, reference books, musical instruments, etc. simply by collecting "Labels for Education" participating product UPC's and beverage/sauce caps. Collection of these labels continue through the entire school year.

#### **Library Volunteers – Year Round**

The Library Volunteer chair coordinates all the parent volunteers in our library. Parents volunteer during their child(ren)'s library time – or whenever they can!

#### **Mini-courses – 2x per year, early Fall and Winter**

The Mini-Course Committee coordinates our popular after-school mini-course program.

#### **Photocopying Coordinator – Year round**

The photocopying coordinator coordinates all parent volunteers for photocopying.

#### **Room Parents – Year Round**

Room Parents provide a helping hand to teachers. Responsibilities vary from teacher to teacher, but are likely to include organizing the holiday and end of year gift, passing on info to other parents in the class, soliciting in-class volunteers, and coordinating field trip volunteers.

#### **School Picture Coordinator – September**

The school picture coordinator is responsible for "Picture Day" (actually 2 days divided by grade).

**STEM (Science, Technology, Engineering, Mathematics) April**

New to MJ 2013-2014. A voluntary program for K-5 students to be able to display a tri-fold of the topic they choose at a Science fair type event. The preparation and event for this will be an after school hour activity.

**WESC (not held in 2014)**

WESC is the Westwood Elementary Schools Coalition. WESC raises funds for all elementary schools in Westwood. The biggest fundraiser is a social event planned by representatives from all five elementary schools. WESC was not run in 2014 due to lack of volunteers and someone to lead the group.

**Westwood Merchandise – Fall and Spring**

New 2014 help to coordinate sale of MJS car magnets, and Westwood Gear coordinated with Day Street Sports. The school is given samples sizes of items to sell at specific events. Order forms are filled out by families and a date for pick up is arranged once they arrive.