

# PTO VOLUNTEER OPPORTUNITIES AT LAGOS

For parents, guardians, grandparents, aunts, uncles, siblings etc. 2009-2010

You will find a variety of opportunities with a wide range of time commitments below. Please note if you are interested in being the chair/co-chair of your selected interests. The Board will guide you in your chosen activities, so you will never be "out there alone". We understand things come up and situations change, feel free to check anything that interests you and when the time comes, you can decline if necessary.

The PTO appreciates your generosity & values your time. You will also benefit by being involved – connecting with teachers and staff, meeting other parents, setting a good example for your child while achieving a satisfaction of being a part of our community.

NAME \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

PHONE NUMBER

EMAIL \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

TEACHER \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

TEACHER \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

TEACHER \_\_\_\_\_

CHILD'S NAME \_\_\_\_\_

TEACHER \_\_\_\_\_

**PTO Board Member** *ongoing*

All board members are leaders of PTO. Attend General & Executive Board meetings. Participate in PTO sponsored events. Interact with parents, students & staff for the betterment of Lagos.

**PTO Board President** *ongoing*  
Oversees PTO meetings, is a member of all committees, represents Lagos at district & site council meetings, responsible for promotion of PTO in Lagos community.

**PTO Board Vice President** *ongoing*  
Steps in for President in absence. Takes active role in interacting with volunteers and planning events.

**PTO Board Treasurer** *ongoing*  
Handles PTO finances, assists in creating budget, pays bills, issues reimbursements, makes bank deposits, balances books.

**PTO Board Secretary** *ongoing*  
Takes minutes at meetings, handles correspondence.

**Assemblies** *2 – 3 times per year*  
Coordinate educational enrichment programs which come to the school throughout the year.

**Book Fair** *Once in fall & spring*  
Assist librarian with set up and sales of books. Times are before and after school and at the Learning Fair in April.

**Buzz Book** *August*  
Gather family information for school directory, input into computer. Collect order forms and distribute directory.

**Fall Festival** *October*  
Coordinate festival games, activities, food, volunteers, etc. (Need lots of help)

**Family Fun Nights** *1 – 2 per month*  
Plan and coordinate events such as ice cream & restaurant fundraisers, movie nights, bingo, skating, etc.

**Fifth Grade Celebration** *May*  
Assist in planning for the fifth grade graduation celebration week.

**Fundraising** *Various times; many are needed for this important committee*  
Fundraisers vary from year to year. Distribute fundraising details to students/teachers; collect orders & distribute product if necessary. Some possibilities are coupon books, gift catalog sales, "fun run", read-a-thon, etc.

**Golf Tournament** *Once in spring*  
Secure sponsors, raffle donations, and golfers for event, help at tournament.

**Holiday Shoppe** *First week of Dec. Many times available - before or after school; during lunch; at Sock Hop*  
Set up merchandise for children to shop for the holidays and handle sale and clean up.

**Hospitality** *Conferences are twice yearly; birthdays are throughout the year*  
Arrange for dinner during parent/teacher conferences. Recognize staff birthdays.

**Labels for Education** *2 – 3 times/year*  
Sort Campbell's labels and submit to redeem points for school merchandise.

**Marquee** *As needed*  
Update sign in front of school to advertise upcoming events

**Meet the Teacher Night** *Thursday night before school starts*  
Direct parents to child's classroom. Assist PTO in signing up volunteers, selling Lagos Spirit Wear and yearbooks.

**P.E. Programs** *Twice yearly*  
Assist with set up and coordination of Nov. Turkey Trot and field days in Mar.

**PTO Newsletter Editor** *Monthly via e-mail through School Secretary*  
Gather information for newsletter from various committee chairpersons and school staff to create monthly Newsletter.

**Room Parent Coordinator** *Folder distribution in August; occasional contact throughout year via phone/email*  
Distributes Room Parent folders. Liaison between PTO Board and room parents.

**Staff Appreciation** *1st week of May*  
Plan lunches, special treats etc. to show our gratitude to Lagos Staff

**Volunteer Coordinator** *August*  
Contact volunteers to welcome them and answer questions and connect them with other committee members.

**Yearbook** *As needed*  
Take and collect pictures of school events, assist in laying out yearbook, collect orders and distribute. Coordinate "Picture Days" in September & April.

Please fill out and return as soon as possible! THANK YOU!

Questions? Contact a Board Member.