

# South Butler Primary School PTO Committee Sign-Up 2019-2020

**There are so many ways to get involved at school through the PTO...some big, some small, but ALL participation is important!** We need your help to ensure all students have an amazing experience every year! Please review the sign-up form for the 2019-2020 school year and indicate your interest as a **Chairperson** or as a **Helper** for all committees in which you wish volunteer. Please take note of the time of year that committee operates to be sure you will be available to volunteer. If you would like more information before signing up, please call any PTO officer. **All Chairpersons and volunteers are encouraged to attend regular PTO meetings.**

**\*\*\* Please complete and return this form by *September 10* \*\*\***

**NAME:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Students in grade:** \_\_\_\_\_ **Available to volunteer:** \_\_\_\_\_ **During school** \_\_\_\_\_ **After School**

Chair	Helper	Time of Year	Committee
Dana Filges	N/A	Year Round	<b>Assembly Committee: Chairperson</b> assists principal in researching, selecting, and scheduling assemblies. Works with treasurer to ensure deposits and payments are issued. <b>No helpers needed. Needs filled by May. Meet with Mr. Mandalas over the summer to plan assemblies for the year.</b>
Jodie Boltz		Fall-Spring	<b>Book Fair: Chairperson</b> assists in setting up the book fairs, commits to attending the book fair and organizes helpers to run the event. <b>Helpers</b> assist with helping children shop for books, to check out.
PTO		Year Round	<b>Bakers: Volunteers</b> provide baked goods for one or more PTO functions. Utilized heavily for Open House
Kassie Walker	N/A	Year Round	<b>"Box Tops for Education": Chairperson</b> coordinates and promotes the collection and submission of qualifying Box Tops from General Mills to be redeemed for cash.
Vanessa Zanolli	N/A	Year Round	<b>Copies: Chairperson</b> must be available during school hours to make copies of approved PTO materials in the school office. Will coordinate with office staff to schedule copying and notify PTO board of paper needs.
PTO		August	<b>First Day Folder Preparation: Helpers</b> make copies & collate the school start-up folders. <b>The more helpers, the less time it takes!!</b>
PTO		September	<b>Fall Festival: Helpers</b> assist with various activities at the Fall Festival.
N/A		Year Round	<b>General Assistance- Volunteers</b> assist in any PTO event where help is needed. May be utilized to make phone calls, run PTO errands or assist with PTO events such as Open House, etc.
Ali Ciz	N/A	Year Round	<b>Giant Eagle "Apples for Students": Chairperson Only.</b> Giant Eagle account will need to be registered in August. Chair will promote the program, keep track of our account, and place an order with Principal in April.
	N/A	Year Round	<b>"School Spirit Socials" Committee: Chairperson</b> coordinates the scheduling of the monthly skate parties, bowling parties, restaurant and shopping fundraiser events. These scheduled events benefit our school financially and provide an opportunity to strengthen our school community through socialization! These events also support local businesses. All events must be submitted to Vice President at least one month in advance for approval by PTO Board.
Jodie Boltz		Year Round	<b>Staff Appreciation Committee: Chairperson</b> coordinates luncheons and other gestures of thanks to staff at Holidays and during National Appreciation days (MAY). Appreciation activities must be submitted to a VP one month in advance and chair is required to attend PTO meetings to outline activities and ideas for Appreciation events. Chair will submit articles to newsletter to highlight appreciation activities monthly. <b>Helpers</b> Need to provide food for the parent catered brunch as well as assist with activities as assigned.

Becky Hensch		Year Round	<b>Yearbook Photography:</b> Chairperson schedules helpers to take photographs at events on the school calendar, then organizes and maintains photographs to forward to Yearbook Production. <b>Helpers</b> are scheduled to photograph daily activities and special events and will provide digital files to chairperson in a timely manner. <b>NEED CO-CHAIR</b>
Shannon Adam		Year Round	<b>Yearbook Production:</b> Chairperson has overall responsibility for development of yearbook, including layout of all pages of the yearbook, obtaining quotes and scheduling with printer, and coordinates schedules with Photography Chair and Order/Shout Out Chair, etc. <b>Helpers</b> will assist with photo selection & page proofing; may also assist with layout if they have the necessary desktop publishing software. <b>NEED CO-CHAIR</b>
Megan Jones	N/A	September	<b>Directory:</b> Chairperson prepares and distributes a directory of students and their parents to be posted on the PTO section of Edline. <b>Directory to be completed by mid-October</b>
Carie Manzer	N/A	September and March	<b>Nominating:</b> Chairperson compiles information from Committee Sign Up sheets in Spring & Fall to present to PTO Board. Responsible for creating and updating database of all committee chairs & helpers for PTO committees. Updates nomination documents in February and distributes Officer Nomination Forms (March). Distributes and collects Committee Sign Up Sheets in April for the following year.
Jennifer Moser		Year Round	<b>Spiritwear Products:</b> Chairperson coordinates the design, sale and distribution of school sportswear and note pads to the entire school community. <b>Helpers</b> assist chairperson with orders and distribution.
Athena Pacek		September	<b>Open House:</b> Chairperson coordinates PTO sponsored activities during Open House. (i.e. Bake Sale, Basket Auction, etc.) <b>Helpers</b> assist at bake sale, basket auction, etc.
Athena Pacek		Early October	<b>Fall Fundraiser "Read-A-THON":</b> Chairperson coordinates the Read-A-THON along with Mr. Mandalas during school hours. Coordinates the purchase and distribution of awards. <b>Helpers</b> assist chairperson with tallying pledge sheets. Needs to be filled in May in order to get donations throughout the summer.
Stori Caudill	N/A	October - April	<b>"Let's Do Lunch" Program:</b> Chairperson coordinates parent requests to eat lunch with their child during their specific lunch period. Works closely with school cafeteria director. Program runs from October through April.
Lauren Manzer		October	<b>Picture Day:</b> Chairperson coordinates a schedule of helpers to assist on picture day. <b>Helpers</b> assist with children waiting and preparing for their pictures.
Carie Manzer		October	<b>KidStuff Books Fundraiser:</b> Chairperson will organize the sale and maintain meticulous records to keep track of orders, books and money. <b>Helpers</b> will assist in distributing and tracking books.
Katie Cebollero		December	<b>Holiday Shop:</b> Chairperson orders products and coordinates a schedule of volunteers. This event is held on the first weekend in December. <b>Helpers</b> assist in the setup of the Holiday Shop and assist the students in the selection of gifts. At least 15 volunteers are required to make the sale a success.
Katie Cebollero		February	<b>Spring Fundraiser:</b> Chairperson coordinates the spring fundraiser. <b>Helpers</b> assist in the tallying and distribution of orders. (This fundraiser is only held if needed.)
PTO		March	<b>Spring Event: Glow in the Dark Bingo.</b> <b>Helpers will assist with setting up and assist during the event.</b>
Jen Helsel		March/ April	<b>Kindergarten Screening:</b> Chairperson organizes volunteer schedule for the week of Kindergarten Screening in March/April. <b>Helpers</b> guide students to various stations during AM or PM shift.
Athena Pacek		May	<b>JA Day:</b> Chairperson organizes the event with the JA representative. <b>Helpers volunteer to spend a day teaching in their student's classroom using lessons provided by JA. 2 Helpers per classroom needed.</b>
Becky Pacek		May	<b>Year End Fun &amp; Fitness Day:</b> In cooperation with Principal, <b>Chairperson</b> plans and organizes a fun-filled event celebrating the end of the school year. Many <b>helpers</b> are needed!!!! Planning begins in March.