

# 2015-2016 ISD PTA Volunteer Opportunities

## Executive Officers

### **The Executive Board**

Come join the PTA Executive Board team! Executive Board Members work collectively, in cooperation with Mrs. Ricci, to establish and implement short and long term goals of the PTA. They work to improve school and home connections, support the curriculum and physical needs of the school and help create an enriching environment for all ISD children. Members have and maintain positive working relationships within the ISD Community. In addition to their role responsibilities, they attend monthly PTA Executive Board meetings and two (2) Board of Ed meetings.

PTA Executive Board positions require at least 1-year leading/participating on a committee and a good working relationship with the PTA Community. Executive Board positions are a 2-year commitment.

### **Co-Presidents (2) *Outgoing & Incoming (Open)***

Are you passionate about the education children experience at ISD? Are you interested in what is happening at the District level and how that impacts the students at ISD? Do you love working with a team? You would be a great Co-President! Co-Presidents work closely with Mrs. Ricci, maintain open and constructive communication between parents and the school, and ensure efforts of PTA volunteers and funds are aligned with and support the overall educational experience of ISD students. Together you will lead the PTA and Executive Board in the effort to accomplish the PTA goals, listen to the interests of the parent community and work with VPs and Committees on specific issues as needed. To stay informed about District level issues that impact ISD and ISD families, you will also attend Board of Ed and PTA Council (PTAC) meetings.

### **Secretary - *Open***

Are you organized and like to contribute to a team? This Officer position is responsible for the duties outlined in the ISD PTA Bylaws including record meeting minutes, file all records and maintain a copy of the bylaws and membership list. You will also oversee the publication of the School Directory, maintain the Constant Contact databases, PTA email accounts and master list of no publicity students.

### **Treasurer - *Open***

Do you have accounting skills you can offer the PTA? Are you organized and like working with numbers? You would be a great PTA Treasurer! In this role, you would be responsible for all finances including expenses, budget tracking, reporting and reconciliation of PTA accounts. You will present monthly financial updates at all Executive and General PTA meetings and work with the external accountant on the annual review, 1099s and tax returns. You will also work with the Membership Chair and prepare State PTA reports and deposit Membership Drive checks. Familiarity with QuickBooks is helpful. There is required PTA Council (PTAC) training in June prior to start of position.

### **VP Communications**

Do you have a communications or marketing background? Or maybe you have worked with non-profits before. This is a new position that will help improve PTA communications with parents. This person will oversee the various communication methods the PTA has including Dragon Tales, the website, e-blasts, class parent notices and signs. They will also develop communication strategy and guidelines for the various communication methods.

### **VP Education - *Open***

Are you interested in understanding education-related issues and programs? Would you like to work with the Afters program? In this role, you will work with the Afters Committee to ensure good communication between the Afters Committee and the Executive Board. You will also serve as the contact person for ISD reps to various education-related PTA Council (PTAC) Committees such as School Improvement Plan, Safe Schools, Twice Exceptional, Special Education, ALP and Technology/Facilities.

### **VP Enrichment - *Open***

Do you love finding new ways to enrich the education of children? This position researches and identifies potential enrichment programs to bring to ISD. You will work closely with Mrs. Ricci to select and schedule programs and be the liaison between the vendors, school and Executive Board. You oversee the IB Partnerships and non-classroom enrichment programs such as Math and Science Months and Classical Café. You also attend PTA Council (PTAC) Curriculum Enrichment meetings where you will see new vendors and hear more about what other Greenwich schools are doing.

### **VPs Family Events (2) – *1 Open***

ISD is such a great community and much of that is because of all the wonderful events put on by the PTA. In this position, you will oversee family themed social activities and Committees throughout the school year. These include favorites such as Ice Cream Social, Monster Mash, Travel the World, Movie Night and Skate Night.

### **VPs Fundraising (2)**

Do you love planning events and raising money for a great cause? This is a great position for you and a friend! Together you will work with your Committees to make the events exciting and engaging. You would oversee all fundraising activities including Fun Run/Tag Sale, School Photos, Wrapping Paper Drive, Book Fair, Books Swap, Beach Party and Box Tops.

### **VP Outreach**

Do you like to get involved in social initiatives and find ways to help others? This position oversees outreach related committees and events at ISD. These include World Read Aloud Day, PTA response to current events (as needed), Buddy Program, Green Schools, Health and Wellness, Dragon's Lair Lost and Found, Scholarships and other PTAC aligned committees, as needed.

### **VP Volunteers - *Open***

Are you a people person? This position is great for those that like to excite people and get them involved. In this role, you will Chair the Nominating Committee and oversee volunteer committees including Class Parents, Traffic Circle, Hospitality, School Beautification and Teacher Appreciation Week.

## **Standing Committees\***

### **Afters - *throughout the year***

Do you love giving children the opportunity to explore special interests or try something new? Join the team that makes the Afters program happen. This team arranges three Afters sessions (Fall, Winter and Spring) and consists of:

- Chair or Co-Chairs who have overall responsibility for making sure the Afters program runs accordingly. They take care of the registration process, publicize registration timelines, answer parent questions, coordinate supervisors, update Mrs. Ricci on class offerings and work with her to arrange for classrooms. They also attend PTA Council (PTAC) Afters Committee meetings (3 per year), liaise with the VP Education and presents suggestions, results and items of importance to the Executive Board throughout the year.
- Programmers (2) identify teachers/vendors to offer classes after school, set the class schedule and calculate pricing.
- Contracts (2) issue, receive and file completed contracts. They also ensure the Outgoing President signs all agreements.
- Treasurer (1) reconciles the registration payments received, calculates instructor payments and completes paperwork to issue checks.

### **ALP Representatives - *throughout the year***

If your child is in the ALP program, you may want to consider this role. You attend PTA Council (PTAC) ALP Committee meetings to stay up-to-date on District ALP initiatives, attend BOE meeting when ALP is on the agenda, send out emails to ALP parents who agree to receive them and act as "room" parent for your teachers. Positions include Building Coordinator, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade.

### **Artsonia- throughout the year**

Help the children's art live past its paper life. This person will create a marketing plan to promote Artsonia purchases at specific times during the year. This includes sending home flyers, notices in Dragon Tales and setting up promotional tables at parent-attended events. You will liaise with Mrs. Verdier (Art teacher) and coordinate a team to photograph pictures, crop and reduce pictures in iPhoto, and upload them to Artsonia.

### **Audit Committee - September**

Consider sharing your accounting skills with ISD! This team of three will examine the ISD PTA's financial records and transactions for the previous fiscal year to ensure compliance with PTA Bylaws, which is required by the CTPTA. It should take only 2-3 hours of your time.

### **Beach Party Fundraising Committee - March - June**

Grab some friends, make some new ones and organize this fun end of the year fundraising event together! This Committee coordinates all aspects of the Beach Party event including auction, raffle, entertainment (family games and music), food vendors and volunteers. The committee is made up of a Chair and 5 or more volunteers.

### **Book Fair - November**

Do you love getting children excited about books? This Committee will run a Fall Book Fair that both raises money and gets children excited about reading. This team will research, identify and recommend a possible new vendor for future ISD Book Fairs during Spring/Summer 2014. Once vendor is selected, this team organizes logistics including publicity and volunteers. Members of this Committee include Co-Chairs (2) and Co-Treasurers (2).

### **Box Tops - September - February**

Looking for something to do while you are watching TV? Why not help earn cash for ISD! You will coordinate the promotion and collection of Box Tops coupons from students and parents submit them on a timely basis for cash reimbursement from General Mills.

### **Buddy Families - August - October**

Grab a friend and help welcome new families to ISD! You will recruit returning parents to act as buddies to new ISD parents and gather new family contact information during Kindergarten Orientation and visits before school starts. Create buddy matches that will give new families support throughout the year and organize the New Parent Social. This work occurs at beginning of school year.

### **Catalogue-Style Fundraiser - October - December**

Do you like to shop? Here's a fun way to find interesting products and raise funds for the school. Historically wrapping paper was sold in the Fall, but now Co-Chairs will have the opportunity to research and identify other possible vendors or products. Together you will recommend alternatives to VP Fundraising for Executive Board approval and coordinate, organize and promote the sale of products for school fundraising effort.

### **Classical Café Committee- throughout the year**

Do you love exposing children to a variety of music? Come be part of the Classical Café team! This Committee coordinates all aspects of Classical Café, the PTA's monthly musical lunchtime performance. You will set the performance dates with Mrs. Ricci, identify and book performers, determine and coordinate payment and logistics, and assist with set-up and clean up. This Committee consists of Co-Chairs (2) and Door Monitor Coordinator (1).

### **Dragon Tales Team -two-month rotation during the year**

A great way to stay informed about what is happening at ISD! This team is responsible for designing and editing Dragon Tales, the PTA's weekly newsletter. Each team member is assigned a two-month rotation. Layout is done Thursday and Friday using Constant Contact. Computer knowledge, basic graphic design experience, and familiarity with Constant Contact is desirable. Training is available. (This job can easily be done from home or office).

## **Cultural Partnership- 3<sup>rd</sup> Grade Coordinators (2) – August - October**

Do you want to see your child and their friends create a story through movement? This partnership with CT Ballet gives the Coordinators the opportunity to be an integral part of the process. You will work closely with the teachers to arrange logistics, coordinate parent volunteers to work with small groups, create costumes with the children, mount the children's art that creates the set and design the program for the big day. You may also attend a planning meeting with the teachers and CT Ballet before school begins.

### **Directory – September**

Help make the much-anticipated Directory come to life. This team works with office staff and PTA Secretary to publish the Directory using database information received from the District. Responsibilities include editing, proofing, managing production and coordinating distribution.

### **Dragon's Lair Lost & Found - throughout the year**

You can be the critical link between children and their lost items! This person (or people) will organize items in the Dragon's Lair Lost & Found, occasionally take pictures for inclusion in Dragon Tales and set up displays of lost items at school functions. Transport and donate abandoned items to local charities (in agreement with the Executive Board) on a bi-or-tri-annual basis.

### **English Language Learners (ELL) - throughout the year**

If you have a child in the ELL program, this is a great way to get involved and get to know other parents too! You will provide assistance to the ELL teacher within the classroom and be the link between parents and the VP Education. You can also encourage ELL parents to get involved in the greater school community.

### **Fall Fundraiser/ ISD 5K & Fun Run, Chair/PR Coordinator – August - September**

Are you organized and like to work with a team? In this position, you will help all parts of the ISD 5K & Fun Run fundraiser run smoothly together. You'll communicate with the Coordinators of each part of the event, obtain permits, (*permits already secured for 2015*), plan a cohesive promotion strategy and communicate volunteer needs to the ISD community. Promotion can be done through designing, distributing and posting promotional materials to advertise needs for all parts of the event. This year's event will take place on September 26th.

### **Fall Fundraiser/ Fun Run Coordinator – August - September**

It's amazing how much energy kids have early in the morning. You can help them burn that energy by organizing this fun event! You will work with Mr. Boland to design the Fun Run obstacle course, coordinate the logistics for registration and t-shirts, identify volunteer needs as well as work with the Chair/PR Coordinator to promote the event and recruit volunteers.

### **Field Day Team – May or June**

Help make this day even more fun for everyone! This team will organize the Hydration Station, set up and take down tents and sprinklers (if needed), and organize the end of the day popsicles for classes. (2-3 volunteers).

### **Green Schools Committee - throughout the year**

Spearhead the environmental initiatives within ISD. Come up with new ideas that can change practices and reduce ISD's environmental footprint. You attend PTAC Green Schools Committee meetings to identify new suggestions.

### **Grant Committee –NEW!**

Work with a team to award a Grant to a teacher at ISD! This new initiative will award one or two educational grants, to support and enhance the teaching and learning at ISD by providing educators with funding for technology, materials, or programs that enrich the curriculum and stimulate creative learning. This team will publicize the grant, collect submissions, and award the grant.

**Health and Wellness Committee** - *throughout the year, heaviest in March*

Would you like to inspire kids to make healthy choices? Then this is the Committee for you! You would be the ISD representative at PTA Council (PTAC) Wellness Committee meetings and share what is happening with the ISD Community. You will also coordinate Wellness Week, which this year included the Fruit and Veggie Challenge, morning exercises at school and a parent speaker. Includes a Chair and Committee members.

**Hospitality** - *throughout the year*

The teachers truly appreciate the efforts of this Committee. This team of volunteers coordinates hospitality (food and drink) for certain events and faculty meetings during the school year. Their responsibilities include set up and clean up, and purchase of refreshments and simple foods/snacks. Hospitality is provided at monthly faculty meetings, the Board of Ed meeting at ISD, Open House, Kindergarten Orientation, Kindergarten Visitation, parent presentations and other events as needed.

**Ice Cream Social** - *August - September*

Kick off the school year with this ISD tradition! This welcome back event takes place on the ISD playground and is typically held on a Sunday in September. Responsibilities include reserving playground with office, promotion, obtaining supplies, signing up celebrity scoopers (ISD teachers), decorations, set up and clean up.

**Math Night** - *October - November*

Who knew playing math games with teachers and parents in the evening could be so fun! The Co-Chairs of this event work with Mrs. Macri to identify math games that will be played that night. As Co-Chairs, you will organize the games so they are ready to be played, get prizes for the guessing games and promote the event. This event will occur in October or November.

**Membership Chair** - *August - January*

Do you have experience working in marketing or for a non-profit? The Membership Drive is the PTA's largest fundraising source. You will work with the PTA Presidents and VPs of Fundraising to develop the yearly Membership Drive strategy and work with them to execute the plan through mailings, Dragon Tales and presence at school events. You will keep an accurate and complete membership list, create and distribute thank-you notes and Directories, follow-up on corporate matching pledges, pass along membership checks to the Treasurer and give updates to the PTA Secretary and Treasurer.

**Monster Mash** - *September - October*

Be a part of the Planning Committee for the kids' favorite event of the year! Planning begins in early September and this year's event will take place on October 25<sup>th</sup>. The Planning Committee is responsible for decorations, activities, promotion, and coordinating volunteers (with the help of the Executive Board if needed). Committee includes Co-Chairs (2), Decorations Chairs (2), Activities Chairs (2) and Promotion and Volunteer Chair (1).

**Movie Night** - *January*

What's better than watching a movie in your pj's with your friends at school? Being the parents that make it happen. Movie Night Co-Chairs are responsible for booking equipment vendor, selecting movie, promotion, coordinating volunteers and arranging food for this ISD family fun night.

**Nominating Committee** - *March - May*

This is your chance to help make the following year's PTA great! This Committee is critical to recruiting and selecting parent volunteers for PTA and Committee positions. They host a Volunteer Fair offering parents an opportunity to learn more about the PTA initiatives and how they can participate. The committee runs a self-nominating period, followed by a period of recruiting. They slate the Executive Board, as well as place the Chairs for all events. Volunteers for this committee are recruited in February and work to fill open PTA positions for the following school year.

### **Publicity** - *throughout the year*

Don't you love seeing ISD in the local newspapers? You can help make that happen! This Committee consists of:

- Chairperson who develops relationships with local media, encourage coverage of ISD school events and creates press releases for distribution to Greenwich publications.
- Photographers (3) will take pictures of PTA events to send to the papers and shares photos with Mr. Harris to be included on the TV outside the office.

### **Safe Schools** - *throughout the year*

Work with Mr. Matejak to promote ISD's safe school environment in line with GPS Safe Schools initiative of "Be Safe, Be Here, Let Go, Move On."

### **Science Night** – *event in January*

This is a chance to organize an event where children explore the world of science. Chair/Co-Chairs are responsible for identifying and coordinating enrichment programs and/or activities and working with Mrs. Ricci to confirm activities for the night. They are also responsible for coordinating logistics and promoting the event which takes place in January.

### **Scholarships** – *April - May*

This is a very rewarding experience. You will interview ISD alumni candidates for ISD scholarships and work with Mrs. Ricci to determine who will receive awards. Two volunteers are needed in the April/May timeframe.

### **School Beautification** – *August, November, Spring*

Do you have a green thumb? This Committee will help make the school more inviting by planting annuals near the front entrance. You will discuss plans with Mrs. Ricci and seasonally plant annuals in areas such as around the center tree and in planter pots.

### **School Photos** – *September - October*

It is amazing how our children grow and change so quickly! Help capture those faces by volunteering to coordinate logistics with the photographer, recruit volunteers to help on School Photo Day, assist teachers when class photos are taken and help with photo distribution. School Photo Day is usually in September.

### **School Supplies/Summer Skills Books** – *March – June and before school starts*

Here's a chance to get all the kids excited about the start of school. You will work with Mrs. Scott beginning in March to determine what items will be on the school supplies list for next year. You will get pricing from the vendor, promote availability through informational flyer, Dragon Tales and at the Kindergarten Visitation Day. You will also collect and place orders and then distribute the packages the week before school starts. Summer Skills Books are now sold online, you just need to put information in Dragon Tales and send a flyer home.

### **School Improvement Plan Rep** – *throughout the year*

Would you like to know what specific things ISD and Greenwich Schools are working on? The Chair(s) work with Mrs. Ricci to communicate ISD's SIP goals to the parent body and review ISD's progress towards achieving those goals. Reps also attend PTAC SIP (6 daytime, during the school year) meetings to stay abreast of topics that involve the District's Strategic Improvement Plan.

### **Spring Fundraiser/Bake Sale Coordinator** – *March-April*

Who doesn't love a Bake Sale? Be part of the team that coordinates this school-wide bake sale during the Tag Sale. You'll work with the Spring Fundraiser volunteer coordinator to sign up volunteers to bake, make lemonade, merchandise and sell baked goods. All that's left is to sell all the goodies on the big day!

**Spring Fundraiser/Tag Sale Coordinators** – *March-April*

Do you love a bargain? Or love giving things a chance at a second home? This team coordinates the logistics for the Tag Sale which includes out of school advertising of the sale, organizing and pricing merchandise and running the Tag Sale. Your team will communicate with the ISD Community about collection, sale and volunteer needs.

**Spring Fundraiser/ PR & Volunteer Coordinator** – *March-April*

In this position, you will help all parts of the Bake Sale/Tag Sale Spring Fundraiser run smoothly together. You'll communicate with the Coordinators of each part of the event, obtain permits, plan a cohesive promotion strategy and communicate volunteer needs to the ISD community. Promotion can be done through designing, distributing and posting promotional materials to advertise needs for all parts of the event.

**Skate Night** – *March*

This is a fun night that doesn't require a lot of time. ISD's annual Skate Night happens in March. This team sends a request letter to the Dorothy Hamill rink in September and confirms date in February. As the event approaches, you will promote the event, obtain prizes for raffle and ensure fees are paid to the rink.

**Special Education** – *throughout the year*

Advocate for the interests of children with special needs. Attend the town-wide Special Education meeting once a month and coordinate with the PTA and ISD teachers as needed. Parent volunteer needs to have child in the program.

**Spirit Wear** – *throughout the year*

Would you help ISD kids show their school spirit? This team is responsible for designing, ordering, and selling ISD Dragon logo merchandise.

**Talent Show** – *January- March*

Do you love seeing children come alive on stage? Or want to give shy children an opportunity to come out of their shells? This year we'd like to give them that chance by having a talent show for kids. Your team would be able to create this event, review the acts, have a dress rehearsal and put on the final performance. We would like the show to take place in March.

**Teacher Appreciation Week** – *April - May*

A great way to say "Thank You" to all the faculty and staff that make ISD the amazing place we are so fortunate to send our children. This Committee organizes a week of "Thank You's" in May, which historically includes coordinating a breakfast, lunch, gift bag and fruit baskets for all the ISD staff.

**Technology** – *throughout the year*

Do you want to keep up to date on the latest happenings of the Greenwich Schools Digital Learning Environment initiative? This person will attend the PTA Council (PTAC) Technology Committee meetings and communicate with the VP Education to help ensure the PTA technology purchases are in line with school needs.

**Travel the World Social** – *two - three months before the event*

Do you like to plan parties? This is a great parents-only night where everyone has the chance to meet friends and make new ones! As Co-Chairs of this event, you will help plan an international themed culinary tour by coordinating hosts and co-hosts, invitations, promoting the event and arranging bartenders. To help this event evolve, Co-Chairs will also look at different venue options. This event is in April this year but may be moved to the Fall.

**Twice Exceptional Learners-2E** – *throughout the year*

2E, or 2EL, is the Committee which advocates for students who are both advanced or "gifted" and have a special need or disability. The Committee helps families become better acquainted with educational options, and provides a network of support for parents/guardians. The Committee shares information and resources to help each child realize her/his fullest potential. ISD representative will attend PTAC 2E meetings (3-4x a year) and share information with ISD school

community via Dragon Tales or other communication tools.

**Underwriting/Sponsorship Chair** – *throughout the year*

Are you a person who gets things done?! This new position will help to streamline and consolidate sponsorship for PTA fundraising events. This volunteer will structure and execute a sponsorship campaign, working throughout the year to secure underwriting for PTA Events; primarily the ISD 5K & Fun Run, in September, and the Beach Party, in June. This chair will report to the VPs Fundraising and will confer with Event Chairs regarding idea generation and strategy.

**Website Representatives** – *throughout the year*

Do you have experience in website design? Or are creative and up for the challenge of learning with a real website? The ISD PTA website needs you! This team will work closely with the VP Communications and Co-Presidents to make the PTA website user friendly, informative and up-to-date. You will add/edit approved ISD PTA content for programs, events, activities and related information on ISD PTA web pages only. Website representatives consist of an Editor (updates content) and Publisher (updates content and publishes live to the web). There is a 1 day required training program provided by the district.

*\* All positions will be open for nomination. If you would like to re-nominate yourself for a role, please submit a self-nomination form. Volunteers may hold a position for two consecutive years, or longer if no one else has an interest in the position except for grade specific positions, which are for one year.*

## **2014-15 PTA Events and Activities \*\***

Ice Cream Social – Sept. 7

Photo Day – Sept. 16

Fun Run/Tag Sale – Sept. 27

Math Night – Oct. 15

Monster Mash – Oct. 24

Parent Social – Nov. 3

PTA Meeting and Speaker – Nov. 18

PTA Meeting and Speaker – Dec. 4

Book Fair – Dec. 10 -11

Teacher Holiday Breakfast – Dec. 19

Science Nights – Jan. 14 and 20

Movie Night – Jan. 23

Wellness Week – Mar. 10 – 13

Skate Night – Mar. 15

Volunteer Fair, PTA Meeting and Speaker – Mar. 20

ISD Talent Show – Mar. 27

PTA Meeting and Speaker – Mar. 20

New Playground Celebration/Volunteer Playground Play Date – Apr. 29

Teacher Appreciation Week – May 12 – 16

Beach Party – May 31

Volunteer Breakfast – Jun. 12

*\*\* 2014-15 dates are presented for your reference. Dates for 2015-16 have not yet been finalized but generally occur around the same time, unless otherwise noted.*