

# CONCORD ELEMENTARY

## PTO Volunteer Interest Form

### 2011-2012

PTO President

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Volunteer Coordinator

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The Concord PTO is the parent-teacher organization of Concord Elementary School that coordinates enrichment programs, organizes fundraisers and plans many community events at our school. The following list of programs and committees are staffed by **parent volunteers** and offer many opportunities to get involved for the benefit of the school, teachers and students.

We seek to combine new and returning volunteers to allow for new ideas and shared experience! You will be contacted as the season approaches for the PTO event.

The PTO President and Volunteer Coordinator will staff these committees based upon your interests.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Home/Cell Phone Number

\_\_\_\_\_  
Home/Cell Phone Number

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
e-mail address

\_\_\_\_\_  
Your child/ren's name(s) and grade(s) for the 2011/2012 school year

Please return this form to the Concord School Office

Please mark an X next to the opportunity in which you'd like to volunteer and you will be contacted.

### CONCORD PTO VOLUNTEER OPPORTUNITIES

\_\_\_**ART ADVENTURES**- An art enrichment program sponsored by the Community Resource Pool and the Minneapolis Art Institute. Paintings and props are provided by the Minneapolis Art Institute. Volunteers work with students in the classroom several times throughout the year to present art. Training is provided. **Ongoing, In-Classroom, Grades 1-4.**

\_\_\_**BOOK FAIR** - Volunteers work with Scholastic Books on planning and advertising the Book Fair. Volunteers assist with set-up, clean-up or book sales during the event. This fund-raiser will be held in **October.**

\_\_\_**BRAVO MUSIC** - A music enrichment program sponsored by the Community Resource Pool. The coordinator recruits and schedules volunteers and makes available music and props through CRP. Volunteers work with students in the classroom several times a year to learn about composers and music. **Ongoing, In-Classroom, ½ day kindergarten.**

\_\_\_**BUS RAMP HELPERS** - During the first week of school, volunteers help the students with getting on and off the buses and finding their classrooms. **Fall**

\_\_\_**CARNIVAL** - An annual fundraiser at which students, families, staff and the community participate in fun, food and games at various carnival booths set up in the school. **May**

\_\_\_**CONCORD APPAREL** --Volunteers coordinate options for Concord families to purchase apparel during a brief time in the fall. **Spring/Summer planning, fall sales event.**

\_\_\_**CONCORD BEAUTIFICATION TEAM** - This is a continued effort and a joint partnership between the PTO and Site Council. Last year the hallway signs, front entry and teacher's lounge made our building more welcoming. **Ongoing, flexible, summer thru school year.**

\_\_\_**CONCORD CRIER NEWSLETTER** - This newsletter is written and distributed weekly. It contains news and announcements about Concord, Site Council, PTO activities, district news and community events. **Ongoing, flexible.**

\_\_\_**CONCORDFEST** - This all school party happens the first week or two of school and is a fun way to meet other parents and students. Weather permitting, it's held outside. **September**

\_\_\_**CONCORD SERVICE NIGHT** --Volunteers work with Concord Cares Club (Concord's student service club) to plan and organize this all school event. A variety of family friendly service projects are planned for this evening event. This event is planned for **late fall**

\_\_\_**CONCORD SIGN** - Volunteer is responsible for changing the information on the school sign located in the lower parking lot. **Ongoing, flexible**

\_\_\_**SCIENCE FAIR** - All students are encouraged to participate in this event that promotes the scientist within the child. Volunteers publicize the event, organize activities and display of the student contributions at the Family Night Out. **February**

\_\_\_**FAMILY NIGHT OUT** -Volunteers plan this all-school event and fundraiser. The evening provides a Theme Basket Raffle, dinner and participation in the Creative Arts events. This year it is planned for **February**

\_\_\_**FIFTH GRADE GRADUATION** - Volunteers setup, serve refreshments and clean up at the previous year's graduation and plan a special ceremony and reception for the current fifth-grade students and family members that is **held on the last day of school.**

\_\_\_\_**FOOD DRIVE** -Volunteers organize and publicize the Concord Food Drive, a week-long, all-school effort to help fill local food shelves. Volunteers help count and sort the food that is donated during the week. This event is planned for **March**

\_\_\_\_**GIFT WRAP SALES** - This annual fund raiser is held in September with deliveries happening in October. Volunteers coordinate student participation, collect funds, and distribute the gift wrap. **2 week sale in Sept.**

\_\_\_\_**GREEN TEAM** - Volunteers coordinate recycling and organic programs with the help of the staff, students, and room parents. Promote green initiatives through the Crier and Good Day Concord. **Ongoing, flexible.**

\_\_\_\_**HALLOWEEN PARTY**-New! PTO sponsored evening event.

\_\_\_\_**HEARING & VISION TESTING** - This takes place in **October** during school hours. Volunteers help the district's Health Services staff with the screening of all students for hearing and vision.

\_\_\_\_**KINDERGARTEN REGISTRATION** - Volunteers staff tables to help with the sign-up and submission of forms required for registration into Concord's Kindergarten program. The registration will be in **January, 2012. One-day after school event.**

\_\_\_\_**LANDSCAPE COMMITTEE** - Volunteers are responsible for caring and maintaining of the landscape around the school grounds. **Flexible**

\_\_\_\_**LEGISLATIVE REPRESENTATIVE** - A liaison to the district-organized lobbying group. Responsibilities include updating Concord on current and proposed legislation concerning education. The representative also activates telephone and letter-writing campaigns to legislators regarding educational issues. **District, ongoing, flexible**

\_\_\_\_**LOST AND FOUND** - Volunteers are needed to keep our lost and found area neat and organized. Responsibilities include communicating clean out dates and donating unclaimed items to charity. **Ongoing**

\_\_\_\_**MEDIA CENTER HELPER** - Volunteers are needed throughout the year to shelve books in the media center. **Ongoing.**

\_\_\_\_**NEW FAMILY HOSPITALITY** - Room Parent Coordinator, in conjunction with room parents, organizes ways to welcome new families at Concord and organizes a new family reception. Concord families are matched with families new to our school. Volunteers welcome and assist their assigned family with the transition to Concord. **Summer, ongoing**

\_\_\_\_**OFFICE HELPER** - Volunteers are needed throughout the year to provide office support. **Ongoing.**

\_\_\_\_**PUBLIC RELATIONS** - Volunteer works with the Secretary to help identify external public relations opportunities for the PTO. **Flexible**

\_\_\_\_**ROOM PARENTS**- Helps coordinate room parties for teachers and welcomes new families to classroom.

\_\_\_\_**SCHOOL DIRECTORY** - Volunteers work with the office staff to complete a student directory that is distributed in the fall. **Summer through October. Flexible.**

\_\_\_\_**SCHOOL SUPPLIES** - Volunteers are responsible for coordinating the ordering and distribution of the bundled school supplies at our **Fall 2010 Curriculum Share. May - August. Flexible.**

\_\_\_\_**SILENT FUNDRAISERS** - Concord receives money and/or products from businesses such as **Target, General Mills, Kemps and Jerry's Foods**. The volunteers are responsible for the promotion and collection of coupons, caps, receipts, etc. for each of the programs. **Ongoing, Flexible**

\_\_\_\_**SPECIAL NEEDS/SOCIAL SUPPORT** - Parents and kids involved in special education programs create positive social opportunities for students and parents. **Ongoing, flexible**

\_\_\_\_**SPONSORSHIP COMMITTEE**- Works with school fundraisers to help find donations from local businesses to support Concord.

\_\_\_\_**STAFF HOSPITALITY** - Volunteers coordinate monthly staff appreciation events and two staff luncheons. **Ongoing, flexible.**

\_\_\_\_**STUDENT PHOTOS** - Volunteers coordinate with the school and Lifetouch Studios for individual and class pictures. **Fall picture day**

\_\_\_\_**STUDENT STORE** - Volunteers manage our school spirit store. Responsibilities include buying, pricing, inventory control and working at the store. The store is open most months on **every other Friday during lunch. Ongoing**

\_\_\_\_**VARIETY SHOW** -This annual show is held the Friday before Memorial Day during regular school hours. Students are encouraged to produce acts that showcase their unique talents. Volunteers publicize the event and schedule talent show rehearsal times. They also work with the students in fine-tuning their acts in an effort to provide a balanced and successful program. **Spring**

\_\_\_\_**YEARBOOK** - The yearbook is delivered in the spring. The volunteers consolidate informal photos collected throughout the year of various school and classroom events, along with individual and class photos. In addition, they handle order forms, collect funds and distribute the books. The volunteers work with Lifetouch, Inc. in producing the yearbook. **Ongoing**

Do you have an area of expertise/interest? Would you be willing to share it with your child's class or the school at large? If so, please tell us about it.

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Thank you for volunteering your time and talents! The Concord community sincerely appreciates you!