

ECLC PTO-Chatham Volunteer INTEREST Form 2018-2019

Please mark you INTEREST in learning more about helping ECLC's PTO committees.

Please return this sheet to "PTO Volunteers" by September 28, 2018 so we can start the year off strong!

Respondents will be included on occasional, select requests for limited-number volunteer opportunities!

Parent Name: _____ Phone: _____

Email: _____

Student Name/Homeroom, Sept. 2018: (please print)

SHARE YOUR INTEREST OR TALENT: ECLC Chatham parents and friends have a wide variety of interests and talents! Would you be willing to share yours with the community? Do you play a musical instrument, sing, dance? Are you good with a hammer or paintbrush? Do you love to garden, cook, bake or sew? Are you fluent in a second language? We never know what need might come up! Please let us know so we can occasionally call on you.

Please mark your interest(s) with an X.

COMMITTEE	X	COMMITTEE	X
BOOK FAIR		ART SHOW LIAISON	
FALL FAMILY PICNIC		BOXTOPS LIAISON	
CLASS PARENT		GARDEN AND GROUNDS LIAISON	
HOT DOG LUNCH		RECESS/P.E. SUPPLIES LIAISON	
LOWER SCHOOL SOCIALS		WELLNESS FAIR LIAISON	
FUNDRAISING/GALA COMMITTEE			
STAFF APPRECIATION: Formal luncheon			
STAFF APPRECIATION: Conferences			
UPPER SCHOOL SOCIAL-DANCES			

Questions? E-mail Elizabeth Boland, PTO VP Volunteers: eclcchathamptovolunteers@gmail.com

An electronic copy of this document can be found at: <http://www.eclcofnj.org/chathampto.html>

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ECLC PTO Chatham Parent Volunteer Descriptions

Studies show that parental involvement in a child's education is a very important factor in raising student self-esteem and academic achievement. We realize, however, that each of our families is unique – with its own priorities, needs, talents and time constraints -- and so we try to provide as many different kinds of opportunities for parental involvement as possible. Please review the volunteer opportunities suggested below, mark your interest on the attached Interest Sheet Form and send it back to school attention "PTO Volunteers". Thank you and have a great year!

PTO SPONSORED ACTIVITIES AND EVENTS

BOOK FAIR: This committee organizes and manages the ECLC Book Fair, held for three days and one evening in the spring. During the daytime sale, children visit the fair with their classes and have an opportunity to purchase books. The co-chairpersons' responsibilities include setting up and closing down the book display, managing the sale, managing the financial aspect and managing volunteers. Volunteers are needed to assist with set-up, sales and break-down. *Presence is required at school only on the day(s) of the event.*

***BACK TO SCHOOL FALL FAMILY PICNIC:** This committee will plan and help staff the popular back-to-school picnic traditionally held in September. Volunteers are needed to help set up, monitor game stations, serve food and clean up. Entrees are provided by the PTO and desserts are donated by attending families. *Presence is only required at school on the day of the event.*

***CLASS PARENTS:** Responsibilities includes consulting with Homeroom teacher to help organize needs for in-class parties, assisting the classroom teacher in coordinating a class basket for the ECLC Gala raffle, soliciting volunteers when requested by the teacher and otherwise assisting the teacher as requested. Each class is assigned one head class parent and one assistant class parent. The head class parent serves as the liaison with both the classroom teacher and the PTO Executive Board. *Work for this committee is done at the discretion of the teacher and does not require daytime presence at school.*

HOT DOG LUNCH: This committee plans and runs a fun springtime school thank you event where parents prepare the lunch and serve to the entire school, staff and students! We serve high-quality hot dogs, salads, vegetables, fruit, ice cream and beverages. The committee helps prepare and serve the food as well as clean up afterwards. We need some grill masters so please step up to the fun! *Daytime presence is only required at school on the day of the event.*

***LOWER SCHOOL SOCIALS:** This committee plans and runs fun filled evenings of socializing for students. The events includes snacks, drinks and even photo opportunities with Santa Claus. Past fun events have included "Karaoke with Santa" and "Movie Night." *Preparation for this committee can be done at the convenience of the volunteers and does not require daytime presence at school. The organizer is required to attend the evening event.*

***PTO FUNDRAISING/GALA COMMITTEE:** The Chatham PTO holds only one fundraising event in the year to raise the funds needed to pay for all of our activities throughout the school year. Details and planning of the event will be dependent on the type of event chosen. (The previously held PTO walk-a-thon will now benefit the ECLC Foundation.) This committee also supports the ECLC Gala, usually held in May. *Work for this committee can be done at the convenience of the volunteers and does not require daytime presence at school.*

STAFF APPRECIATION "Formal" luncheon: Chairpersons and committee members plan and host an annual catered luncheon, held in the spring, in recognition of the ECLC staff. *Daytime presence is only required at school on the day of the event.*

STAFF APPRECIATION (Informal during parent-teacher conferences): Chairpersons and committee members plan a casual menu and solicit limited food donations for two informal, buffet style lunches held during parent/teacher conferences in the fall and in the spring. *Daytime presence is only required at school on the day of the event.*

***UPPER SCHOOL SOCIAL-DANCES:** This committee works with students, staff and administration to develop a schedule and themes for approximately seven Friday night socials throughout the school year. The Social-Dances include dance music, snacks and drinks and one or more fun activities per event. Attendees parents are required to volunteer to help at a minimum of one dance per year. *Work for this committee can be done at the convenience of the volunteers and does not require daytime presence at school but does require periodic presence at socials.*

*Does not require daytime presence at school.

Staff Run and Parent Supported Activities and Events

***ART SHOW LIAISON (Every other year):** This enrichment committee helps ECLC art teachers prepare student art to be displayed during our annual art show in the spring. The volunteers will coordinate with the art teacher as to how they can help before, during and after the show. *Work for this committee can be done at the mutual convenience of the staff and volunteers and does not require daytime presence at school.*

***BOXTOPS LIAISON:** This committee works with ECLC staff and students to encourage families to collect *General Mills*' box tops and bring them to school. Committee responsibilities include helping research new ways to generate interest, increase participation, sending out fliers and coordinating box top drives. *Work for this committee can be done at the mutual convenience of the staff and volunteers and does not require daytime presence at school.*

***GARDEN AND GROUNDS LIAISON:** This committee supports teachers and staff needing supplies and/or encouraging volunteers for the beautification of gardens and grounds surrounding ECLC. Reimbursement can only be given with pre-approved purchases and original receipts handed in with supplies. *Work for this committee can be done at the mutual convenience of the staff and volunteers and does not require daytime presence at school.*

***RECESS AND P.E. SUPPLIES LIAISON:** This ad-hoc committee coordinates between the ECLC P.E. staff and PTO for items that supplement and enrich ECLC student's experience in P.E. and recess. The need can be filled via request for parent donation or funding by the PTO, if appropriate. *Work for this committee can be done at the mutual convenience of the staff and volunteers and does not require daytime presence at school.*

***WELLNESS FAIR LIAISON (Every other year):** This committee supports ECLC health staff to solicit and coordinate relevant participants for a weekend community wellness fair held in the early spring at ECLC. Committee members are asked to be present for a limited time during the event. *Work for this committee can be done at the mutual convenience of the staff and volunteers and does not require daytime presence at school.*

*Does not require daytime presence at school.