



**THE MEMORIAL SPAULDING
PTO VOLUNTEER PARENT
HANDBOOK**

**250 BROOKLINE STREET, NEWTON, MA 02459
WWW.MEMORIALSPAULDINGPTO.ORG**

Dear Parents and Caregivers,

Welcome to the Memorial Spaulding PTO! We are a non-profit 501(c)3 volunteer-only organization. We are committed to building a school community that is inclusive of all our students, parents, caregivers, teachers and staff. We have built a solid and active school community through community building events for students and parents throughout the school year and through supporting enrichment programs for our students .

This handbook is designed to provide you with information on all the PTO sponsored events and committees and to give you guidance on how to get involved.

We are excited for the 2021- 2022 school year and we hope to return to the PTO's traditional calendar of events and activities. If we need to make adjustments for public health or other considerations, we will work with volunteers to find other engagement opportunities.

Warmly, the PTO Co-Presidents,

Brooke Brindley, Co-President

Jessica Poltarak and Kristen Pontoriero, Incoming Co-Presidents

Katy Karon, Out-going Co-President

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PTO Events Listed by Month

*Parents and caregivers will have opportunities to be involved all year long!
Below is a look at some of the social events you may be interested in.*

SUMMER/ AUGUST

*Incoming Kindergarten meet ups
Grade level playdates*

SEPTEMBER

*Welcome Back to School Event
ASCA Begins (Through School Year)
School Directory is Published
School Picture Day*

OCTOBER

*Parent Backyard Bash
Halloween Party*

NOVEMBER

Scholastic Book Fair

DECEMBER

Inclusive Schools Week

MARCH

International Festival

April

NewtonSERVES

MAY

*Teacher and Staff Appreciation Week
Spring Gala and Silent Auction*

JUNE

*Color Day/ Field Day
5th Grade Graduation Celebration
School Wide Year End Celebration*

HOW TO VOLUNTEER FOR THE PTO

The PTO will send an Expression of Interest volunteer form in May or June to all parents and caregivers and begin recruiting committee chairs and committee members for the upcoming school year. Parents and caregivers use the volunteer form to express their interest in a particular position(s). The PTO Leadership will then place parent volunteers on committees based on the needs of the committee and in accordance with the expressed interests of the parent(s) and caregiver(s). There will be many opportunities to sign up to volunteer throughout the school year as well.

Every parent or caregiver who volunteers for an in school activity or volunteers as a chaperone on a field trip, is required to have an active CORI/SORI form on file. A CORI/SORI is a background check for criminal activity, and is valid for **3** years. Forms can be obtained from Ms. Rutherford, in the school office. A completed form must be brought in person to the office, along with a government-issued photo id. Please allow two weeks for the form to be processed.

SERVING ON THE PTO EXECUTIVE BOARD

If you have interest in serving on the PTO Executive Board, please reach out to the current leadership team for more information and any questions you may have. We try to fill the upcoming school year PTO Executive Board seats by the end of the current school year. The Memorial Spaulding PTO has a solid and strong history. We have been fortunate to have had many dedicated and involved parents as well as a thought out succession plan. Most PTO Board positions require a two year commitment. In addition to fulfilling the responsibilities of the specific position, the PTO Executive Board has monthly evening meetings, approximately 2 hours in length.

PTO EXECUTIVE BOARD POSITIONS

PTO OFFICERS:

PTO Presidents (2 or 3)
PTO Secretary
PTO Treasurer
PTO Assistant Treasurer

STANDING COMMITTEE CHAIRS:

ASCA Chair (After School Creative Arts)
ELL Liaison (English Language Learners)
METCO Liaison
SEPAC (Special Ed. Parent Advisory Council)
PTO Fundraising Chair
FORJ (For Racial Justice) Chair

PTO Past President (1-2)
Teacher Representative (2)

- *Grades K - 2*
- *Grades 3 - 5*

Principal

PTO BOARD POSITIONS - Description of Roles

PTO CO-PRESIDENTS (2 or 3)

Intensity	High
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	15 hours per month
Description of Role	

The Co-Presidents work as a team to plan, coordinate and communicate PTO activities, partnering with teachers, staff and the parent community to help ensure Memorial Spaulding is inclusive and welcoming to all families. Set priorities for the year and work with the Treasurer and Fundraising Chair to develop and adhere to a budget that reflects those priorities and to ensure the PTO raises sufficient funding to support the annual budget and long-term sustainability of the PTO. Resolve issues that may arise during the year. Act as a welcoming committee to parents and students. Attend bi-weekly meetings with the Principal to discuss upcoming events, new ideas and concerns. Manage committees to ensure successful volunteer events. Act as M-S representatives at the Newton PTO Council meetings. **Co - Presidents serve for a staggered 2 year term)**

PTO TREASURER

Intensity	High
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	10 - 12 hours per month
Description	

The Treasurer is the finance manager for the M-S PTO. The Treasurer is responsible for budgeting and forecasting monthly financials, submitting tax returns and preparing 1099s. Regularly checks to make sure the PTO is in compliance with the Equity Guidelines set forth by the PTO Council. The Treasurer must attend all Board meetings and provide accurate financial updates and attend PTOC training as necessary. **Accounting skills are highly recommended, but not a requirement.**

PTO Assistant Treasurer

Intensity	High
Board Position	Yes
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	6 - 10 hours per month

Description

The Assistant Treasurer works closely with the Treasurer and PTO Leadership. He/She is responsible for all outgoing reimbursements, check receipts and check deposits, all revenue accounting and associated weekly reporting (Annual Appeal, ASCA, Spirit-wear etc.), bank reconciliations, and gift acknowledgement letters. The Assistant Treasurer must attend all Board meetings. **Accounting skills are highly recommended, but not a requirement.**

PTO SECRETARY

Intensity	Medium
Board Position	Yes
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	2 hours per month

Description of Role

Record minutes during Board meetings. Type up minutes and distribute them to the Board. Add to the PTO webpage for public viewing. Maintain by-laws and understand by-laws to ensure compliance. File Annual Report with the Commonwealth of Massachusetts.

PTO FUNDRAISING CHAIR

Intensity	Medium
Board Position	Yes
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	4 hrs Sept. & Oct. then as needed

Description of Role

Work with PTO Leadership to ensure the PTO raises sufficient funds to cover annual expenses. Lead planning and execution of the Annual Appeal. As the need arises, organize campaign fundraisers for specific needs (ie outdoor seating, technology upgrades, playground). This includes developing

marketing materials, overseeing planning, execution, and marketing strategies. When a campaign is identified, a committee is created to help organize the campaign.

ASCA Chair (After School Creative Arts)

Intensity	High
Board Position	Yes
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	12 hours per month

Description of Role

This is our biggest fundraiser. The ASCA Chair and committee are responsible for all aspects of the ASCA Program; confirming program instructors for each session (usually 3), their instruction days and pricing, marketing of each ASCA session and tracking student registration and payments. The ASCA chair works closely with Ms. Rutherford in securing room locations for each individual class and ensures each classroom teacher is aware of which students are registered for ASCA. The ASCA Chair communicates often with the Treasurer, making sure all the payments to instructors are made timely and all ASCA instructors have W9s on file.

CAS Chair (Creative Arts & Sciences)

Intensity	Medium
Board Position	Yes
Ongoing role or One - Time	Ongoing
Estimated Time Commitment	2 - 10 hours per month

Plan, coordinate and execute CAS enrichment programs at M-S for all grade levels (K-5). Responsible for making sure the CAS programs stay within the PTO Budget and follow current Equity Guidelines. Oversee the grade level coordinators to help with program selection, dates and location set up. Also coordinates school-wide concert series with the Principal. Chairs attend all city-wide CAS meetings to bring new programs to the Resource Guide.

ELL Liaison (English Language Learners)

Intensity	Medium
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	2 - 10 hours per month

The ELL Chair is a liaison between the PTO, ELL Teachers, and ELL Families. Attends all PTO Board meetings and helps to raise participation and awareness of issues relevant to students and families who face language barriers and/or cultural differences. The ELL Chair also welcomes new families to the M-S community and will make themselves available to new families for questions. Maintains the ELL Handbook. **NEW FOR FALL 2021!**

FORJ CHAIR (Families Organizing for Racial Justice)

Intensity	Medium
Board Position	Yes
Estimated Time Commitment	Ongoing
Description	2 - 3 meetings a month

Organizes M-S FORJ meetings, attends PTO Board meetings, oversees sub-committees' progress, attends M-S FORJ events, informs PTO leadership when communications are to be emailed to the community, attends city-wide FORJ meetings, communicates with the PTO Treasurer as needed to stay within budget.

METCO Chair (Metropolitan Council for Educational Opportunity)

Intensity	Low
Board Position	Yes
Ongoing Role or One-Time	Ongoing
Estimate Time Commitment	2 - 4 hours per month

Description of Role

METCO Chair attends PTO Board meetings and helps to raise awareness of issues relevant to students in the METCO program. The METCO Chair works to strengthen ties between our Boston based families and Newton based families and METCO community events for families.

SEPAC Liaison (Special Education Parent Advisory Council)

Intensity	Medium
Board Position	Yes
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	2 - 4 hours per month

Description of Role

The SEPAC Liaison helps to raise awareness of issues relevant to students with learning differences and disabilities, prepares SEPAC communications for the PTO weekly newsletter and represents M-S at NPS SEPAC meetings. The Liaison oversees the SEPAC Committee, attends all PTO Board meetings, and as possible, organizes Inclusive Schools Week activities.

PTO PAST PRESIDENT

Intensity	Low
Board Position	Yes
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	1 meeting per month

This person serves as an advisor to the current PTO Leadership and attends all PTO Board meetings and school events.

Parent Volunteer Positions

The Memorial Spaulding PTO has volunteer opportunities that work for almost all schedules - during school hours, weeknights, weekends or on your own time. There are opportunities to volunteer at single events or in ongoing roles. We strive to be an inclusive community that provides many ways for parents and caregivers to be involved.

ASCA Committee

Intensity	High
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	4 - 10 hours per month
Description of Role	

The ASCA Committee supports the ASCA Chair in tracking student registrations and payments, securing building permits, supporting ASCA Instructors if issues arise, and oversees the ASCA Sessions Volunteer.

ASCA Sessions Volunteer

Intensity	Medium
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	1 - 2 hours per week
Description of Role	

The ASCA Sessions volunteer helps with the checking in and dismissing of students to and from their respective ASCA classes. The ASCA volunteer makes sure any no-shows are accounted for by either checking with the absentee list in the front office or by contacting the students' parents or caregiver.

Back to School Event Chair and Committee (New!)

Intensity	Medium
Ongoing role or One-Time	1 time
Estimated Time Commitment	6 hrs. + plus event (Sept.)
Description of Role	

Plan a festive event to welcome families back to school in the fall. Examples of activities include inflatables, music, food, games, or a movie night. This includes organizing the activities, and set-up/ clean-up. The Committee is

responsible for all marketing (flyers, posters, save the date, PTO weekly newsletter blurbs, etc.) **NEW FOR FALL 2021**

Backyard Bash Chair and Committee (New!)

Intensity	Medium - High - Sept. & Oct.
Ongoing role or One-Time	1 time
Estimated Time Commitment	6 hrs. + event (weekend evening)
Description of Role	

The committee works as a team to plan for an adult only social evening in people's backyards. Committee volunteers find families willing to open their backyards to a limited number of guests for a fun party, and one family to open their backyard for a happy hour reception beforehand. This event could be a "mystery", or broken out by grade level depending on what the committee decides. The Committee creates all marketing visuals (flyers, posters, save the date, PTO weekly newsletter blurbs, etc.), to solicit host families, get partygoers to sign up, and balance capacity and attendance numbers. **NEW FOR FALL 2021**

Book Fair Chair(s) and Committee

Intensity	High
Ongoing Role or One-Time	One Time (during school hrs.)
Estimated Time Commitment	30 hours total
Description of Role	

The Chair(s) is responsible for all aspects of the book fair including fundraising goals. Maintains relationships with vendors, ensures school-wide communications are clear, timely and recruit volunteers as needed to make sure the week long fair runs smoothly. The Chair is also responsible for investigating and presenting various vendor options for the book fair.

Committee members divide and conquer each task to ensure a successful event - attend weekly planning meetings to share progress updates, and attend the full book fair including set-up, break-down, and planning the ice cream sundae social. **Hours estimated at 30 hours in total = 2-4 hours for set up + 8-10 hours for each event day + 10 hours for committee meetings.**

CAS Committee (Grade Level Coordinators)

Intensity	Low
Ongoing Role or One-Time	3 times
Estimated Time Commitment	2 meetings, 1 program

Description of Role

Creative Arts & Sciences (CAS) grade level coordinators must attend two mandatory orientation meetings in September - one at M-S with the CAS Chair and one at the district (NPS). Coordinators ensure date, time, and location of events are confirmed and do not conflict with other events. Each grade level coordinator runs one program per year. The day of the program, the coordinator ensures that the room is properly configured, required equipment is tested and ready, and greets the presenter and escorts them to their location. Coordinator *may* need to provide lunch, snacks and water for the presenter (*all expenses will be reimbursed by the PTO*). The coordinator writes and sends a thank you note to the presenter. Grade level coordinators are asked to write an introduction email describing upcoming programs to distribute to parents for their grade.

Color/Field Day Chair and Committee

Intensity	Low
Ongoing Role or One-Time	1 times
Estimated Time Commitment	4 hours (during school hrs.)

Description of Role

The Chair and committee assists the physical education teacher in coordinating color day (field-day) relay and race type of activities during morning school hours in June. Secure volunteers help run the relay and race stations. Committee also organizes a fruit and water break station for the students.

Community Building and Hospitality

Intensity	Low
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	1 - 2 hrs per mo.. or, as needed

Description of Role

This committee procures and sets up coffee and pastries or other snacks for PTO and principal coffees, and other special events throughout the year. They

also purchase gift cards and gifts for Custodian, Administrative Assistant, Nurse, and Traffic Guard Appreciation Days, retirees etc.. **(All gifts and gift card purchases are fully reimbursed by the PTO).**

ELL Committee (English Language Learners)

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 - 3 hours per month

Description of Role

Ideally, the committee would be composed of representatives from our top 5 ELL Language groups; Chinese, Hebrew, Japanese, Korean and Russian, who would work closely with the ELL Chair to welcome new families into the school community and to support those families throughout their transition into an American school system. Committee members would help explain what the PTO does, explain PTO Programs such as ASCA and our community building events, translating PTO newsletters, teacher blogs and answer any general questions. **NEW FOR 2021 - 2022! Although encouraged, volunteers do not need to be in the ELL Program.**

Gala and Silent Auction Chair and Committee

Intensity	Medium-High
Ongoing role or One-Time	1 time
Estimated Time Commitment	20 - 30 hours

Description of Role

Planning begins late fall/early winter. This is a springtime adults-only social event. The committee chooses a theme, plans, and executes all aspects of the Annual Gala and Silent Auction. The Spring Gala is our second largest revenue maker. Working within a planned budget with a goal of making 10K in fundraising revenue, through ticket sales and a silent auction. The Gala committee secures a location, food and beverages vendors, and decorates. Committee members reach out to local businesses seeking donations to our silent auction. The Chair and committee plans all marketing for the event including PTO weekly newsletter blurbs, bulletin board posters, flyers for backpacks, and word of mouth. Time includes planning time plus the event itself.

Garden/Beautification Chair and Committee

Intensity	Low
Ongoing role or One-Time	Ongoing - seasonal
Estimated Time Commitment	12 hours

Description of Role

This committee maintains the maintenance of the raised vegetable and herb gardens in the back courtyard and raised flower beds in Kayla's Garden. Responsible for the watering and weeding of all the raised beds, planting of seasonal flowers and procurement of vegetable and herb seedlings. Coordinate the clean-up and beautification of school grounds.

Halloween Party Chair and Committee

Intensity	Medium-High October
Ongoing role or One-Time	1 time
Estimated Time Commitment	8 hours + event

Description of Role

Plan and execute all aspects of the Halloween Party and Pumpkin carving/decorating event within the approved budget. This includes selecting the date/time, creating the event themes, procuring DJ and pumpkins, Halloween party games, decorating the gymnasium and front hallway, managing event promotion (including drafting content for the weekly PTO newsletters, stand alone messages, flyers, and bulletin boards), securing parent volunteers as needed, and setting up and clean up.

International Festival Chair and Committee

Intensity	High Feb. and March
Ongoing role or One-Time	1 time
Estimated Time Commitment	20 - 40 hours

Description of Role

The Committee Chair coordinates this evening celebration of Memorial Spaulding's cultural diversity by recognizing the many countries that make up the M-S Community. The festival includes representation of as many countries as possible through cultural food tastings along with live performances of dance and music. The Chair oversees recruitment of volunteers to represent different countries. Works with PTO Leadership to adhere to the budget and manages all publicity.

The committee volunteers help support the committee chair by reaching out to potential table hosts and performers, ordering supplies, advertising, making flyers, helping the night of the event, etc.

Kindergarten Liaison(s)

Intensity	Low
Ongoing role or One-Time	4 - 6 events
Estimated Time Commitment	4 - 6 hours

Description of Role

This is a great way for incoming families to get a taste of the PTO and meet new friends. Two NEW incoming Kindergarten parents organize and attend one or two summer meet-ups with all new Kindergarten families prior to the beginning of the school year, including buying and serving popsicles and snacks at these meet-ups. Kindergarten Liaisons help with Kindergarten screening in March and April and try to secure new Kindergarten Liaisons for the upcoming school year.

Library Liaison and Volunteers

Intensity	Low
Ongoing role or One-Time	1 time set up
Estimated Time Commitment	2 hours for Liaison/1 hour for Volunteers

Description of Role

The Library Liaison coordinates grade level volunteering opportunities for parents at the beginning of the school year.

Parent and Caregiver volunteers help the Librarian sign in and sign out student books and help with reshelving of returned books. *(During school hours)*

Lost and Found

Intensity	Low
Ongoing role or One-Time	Ongoing Anytime Role
Estimated Time Commitment	Varies

Description of Role

Proactively organizes the Lost and Found Table. Take pictures and post Lost and Found items on the PTO FaceBook Page. Proactively empties the Lost and Found bins (approximately 2 to 3 times a year) and highlights when and where donations will be made.

Marquis Sign

Intensity	Low
Ongoing role or One-Time	Ongoing Anytime Role
Estimated Time Commitment	Once a Month

Description of Role

This volunteer keeps the marquis sign (outside, in front of the school) updated with current event date information and school closure and early release dates.

NewtonSERVES

Intensity	Low
Ongoing role or One-Time	1 time (weekend - spring)
Estimated Time Commitment	12 hours

Description of Role

The Committee Chair attends (and registers via www.newtonma.gov/newtonserves) the NewtonSERVES meeting in March. Coordinates with the City of Newton to deliver mulch, tools, and yard bags to the school in April/May. Create marketing content including blurb for PTO weekly newsletter and for the bulletin boards. Create sign-up genius to solicit and coordinate volunteers. On the day of the event, assign all volunteers to various tasks around the school yard. Also encouraged to work with the Garden & Beautification committee throughout the year to help coordinate efforts to keep the school grounds garbage free.

Picture Day

Intensity	Low
Ongoing role or One-Time	1 to 2 times
Estimated Time Commitment	4 hours (during school hours)

Description of Role

Communicates with Coffeepond Photography and chooses a date (usually in late September or early October) and shares the date and schedule with the M-S Office Assistant, Ms. Rutherford. Assist the photographers from Coffeepond on school picture day and recruit additional volunteers as needed. Volunteers help bring children to and from their photo sessions and guide them through the process. Event usually runs from 8:30am to noon. Some committee members may also need to help on picture retake day.

PTO Closet

Intensity	Low
Ongoing role or One-Time	Ongoing as needed
Estimated Time Commitment	6 hours or as needed

Description of Role

This volunteer helps to organize the PTO supply closet and keep it tidy throughout the year. Keeps track of supplies and tidies up and reorganizes (if needed) after PTO Sponsored events. *Located in the school building*

Room Parent Coordinator

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 hour per month

Description of Role

The room parent coordinator works with the PTO leadership to recruit volunteers, serve as a resource for new room parents, communicate expectations, maintain equity compliance, and offer suggestions to the Room Parents. The coordinator hosts an in-person meeting in September to meet the room parents and answer questions.

Room Parents

Intensity	Low - Medium
Ongoing Role or One-Time	Ongoing
Estimated Time Commitment	1 - 2 hours per month

Description of Role

Room parents serve as a link between teachers and families by assisting teachers in communicating with families about upcoming events and coordinating holiday and year-end gifts for teachers and classroom aides. They may assist classroom teachers as needed in recruiting parent volunteers for classroom activities and/or send home requests for additional classroom supplies. Room Parents are encouraged to coordinate parent and family social events per grade level or by classroom.

School Directory (Membership Toolkit)

Intensity	Low - Medium Sept. and Oct.
Ongoing role or One-Time	Ongoing

Estimated Time Commitment 15 hours

Description of Role

At the beginning of the school year, The Directory chair learns the directory software (Membership Toolkit) and ensures all students and families who wish to participate, have their information (names, address, phone numbers, emails) as well as class lists, entered correctly into the the M-S private directory. May need to update throughout the year as new students move in or out of the community.

SEPAC/Inclusion Committee

Intensity Low
Ongoing role or One-Time Ongoing
Estimated Time Commitment 1 - 2 hours per month

Description of Role

The committee would include parents and caretakers of students with learning challenges or special needs of any kind, with or without an IEP or 504 Plan. Committee members would assist the SEPAC Liaison in gathering and distributing information related to school- or district-based resources for assessing and supporting academic, social-emotional, behavioral, transitional, or other challenges. Committee members would assist in organizing inclusion-related events including all-staff luncheon (December, during Inclusion Week), “coffees” with principal and other special education leaders and staff, advertise and conduct Inclusion Presentation to parent community, and design and disseminate 4 Inclusion Newsletters per school year.

Spiritwear Coordinator and Committee

Intensity Medium
Ongoing role or One-Time Ongoing
Estimated Time Commitment 1 - 5 hours per month

Description of Role

Spiritwear coordinator orders, markets (using blurbs, flyers, and bulletin boards), and sells M-S spiritwear merchandise online and at PTO sponsored events throughout the year. The committee is responsible for organizing and maintaining inventory and records, managing the budget approved by the PTO Board, coordinating with the Treasurer to ensure proper payments, and delivering merchandise as needed.

SRTS Chair (Safe Routes to School)

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	1 - 4 hours per month

Description of Role

Identify safety issues affecting walking and biking routes to M-S and bring issues to the City of Newton's attention. Organize safe walk and bike to school events, including coordinating with the Principal and the PTO's METCO Co-Chairs. Write marketing reminders for PTO Weekly newsletter about Walk to School Day. Attend the city's Safe Routes to School monthly meetings.

STEAM Day Chair and Committee

Intensity	High
Ongoing role or One-Time	1 Time
Estimated Time Commitment	60 - 80 hours

Description of Role

STEAM Day, a daytime weekend event (usually on a Sunday) in which every student has the opportunity to plan, carry out, and present a project in their area of interest, spanning **S**cience, **T**echnology, **E**ngineering, **A**rts, and **M**athematics. The Chair is provided with a step-by-step plan to organize parent volunteers for experiment presentations, facilitate committee meetings, fundraise for ~4 sponsors, identify and confirm presenters and exhibitors, update forms/flyers for advertising and registration, maintain the website, and organize logistics (permits, tables, safety) for and facilitate at the event.

Committee volunteers assist with conceptual planning and logistics for STEAM Day, which includes attending 2-3 evening committee meetings, presenting an experiment in a classroom, creating and/or dispersing flyers, possible fundraising, and helping coordinate event logistics. *About 10 hours of work.*

Teacher Appreciation Week

Intensity	Medium - High
Ongoing or One-Time	1 Time (during school hrs.)
Estimated Time Commitment	10 hours (includes planning and set up)

This committee sponsors special meals, gifts, and other ways to show our teachers and staff how much they are valued by M-S families. Volunteers help plan teacher appreciation breakfasts and luncheons during the National Teacher Appreciation Week in May. The committee creates and distributes a Sign Up Genius in advance to coordinate a week-long effort, creates a marketing blurb for PTO weekly newsletter and stand alone messages, monitors the Sign Up Genius to ensure enough participation, and recruits volunteers as needed. Committee members receive food and beverage donations and are responsible for set-up and clean-up.

Technology Liaison

Intensity

Low

Ongoing or One-Time

Ongoing

Estimated Time Commitment

6 hours or as needed

Works with the Principal and PTO Leadership to identify where new technology is needed in the classrooms. Oversees spending of PTO funds and ensures PTO adheres to technology equity guidelines. The Technology Liaison assists in the assimilation of new technology when needed.

UOD (Understanding our Differences) Grade level coordinators - Grades 3, 4, 5

Intensity

Low - Medium

Ongoing role or One-Time

3 times

Estimated Time Commitment

4 hours per event

Description of Role

Understanding Our Differences (UOD) is a nonprofit that works in partnership with the Newton Public Schools to provide a disability awareness program for elementary school children in grades 3-5. UOD promotes inclusion, understanding, and acceptance of people with disabilities and individual differences. Coordinators are provided with training, an online handbook and program support from Understanding Our Differences staff, as well as step-by-step curricula and materials for each activity. The programs are presented by parent or caregiver volunteers. The grade-level coordinator contacts teachers to schedule workshops; recruits parent volunteers; emails training videos to parent volunteers; schedules a guest speaker (when required by program), and introduces the program to the classroom.

Webmaster

Intensity	Low
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	As needed

Description of Role

This volunteer works with PTO Leadership and updates the PTO website with new pages and links and ensures that the website is functioning properly.

5th Grade Graduation Chair and Committee

Intensity	Medium-High
Ongoing role or One-Time	Ongoing
Estimated Time Commitment	5-10 hours

Description of Role

This committee organizes special activities for the 5th graders throughout the school year. Working closely with the Principal and 5th grade teachers, the 5th Grade committee plans all 5th grade graduation events such as: the graduation ceremony, graduation party, Yearbook and a special 5th grade t-shirt. The PTO donates funds towards the 5th grade graduation celebration, however this committee may need to further fundraise in order to meet 5th grade celebration goals. With the guidance from parent and caregiver volunteers, 5th grade students are also expected to plan, execute, and participate in a local community service project(s).