

## SRMS PTO VOLUNTEER FORM 2009-2010

PTO committees need volunteers for **2009-2010**. Please take some time and consider where you would be able to help. Remember, the "P" in PTO means "Parent," and we need you. Please put a check in the box next to the committee(s) you're interested in and **return the form to your child's teacher or the main office**. If you are a parent of a student entering 6<sup>th</sup> grade, please return your forms to Sandy Run main office. For more information, please contact Bea Cubit at (215) 654-8907 or [bea62@verizon.net](mailto:bea62@verizon.net).

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
 STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ TEAM \_\_\_\_\_

### EXECUTIVE COMMITTEE For 2010-2011 School year

Committee	Description	Co-chair
Co-Presidents	Meet with school administration, committees as needed. Attend and run Executive Board and PTO meetings monthly. Act as contact person with Principal and other school staff.	
Co-Vice Presidents	Report to Co-Presidents regarding status of their committees at Executive Board meetings.	
Secretary	Take notes and write minutes for each PTO meeting.	
Treasurer	Responsible for PTO financial activities including bank deposits. Write checks to pay bills incurred, bank reconciliations, prepare and present monthly meeting reports and prepare budgets.	

### COMMITTEES for 2009-2010 School Year

Committee	Description	Co-chair	Volunteer
Assemblies	Arrange and schedule assemblies in cooperation with administration and staff.		
8 <sup>th</sup> Grade Class Happening	Communicate and organize 8 <sup>th</sup> grade social events and the June Promotion Ceremony.		
8 <sup>th</sup> Grade Promotion (7 <sup>th</sup> grade volunteers)	Help distribute flowers during promotion day of 8 <sup>th</sup> grade promotion.		
Communications and Newsletter	Produce and manage all SRMS PTO communications through the newsletter.		
Publicity	Produce all SRMS PTO publicity through media		
Webpage	Produce PTO communications through Website		
Directory	Collect student/parent info and put into database.		
E-Script	Publicize, organize and be point of contact.		
6 <sup>th</sup> grade Fun activity	Organize and run all fun, social activities.		
7 <sup>th</sup> grade Fun activity	Organize and run all fun, social activities.		

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Committee	Description	Co-chair	Volunteer
8 <sup>th</sup> grade Fun activity	Organize and run all fun, social activities.		
Helping Hands/ Sunshine	Send out a one-time dinner gift certificate for pre-made dinners to families dealing with illnesses.		
Library	Work with staff to coordinate and organize parent volunteers on an as needed basis.		
Open Day Packets & Periodic Mailings	Responsible for the school mailing the last two weeks in August and monthly distribution of PTO/SRMS packets sent home.		
Nominating Committee	Find suitable board members/committee chairs for the coming school year. Review and modify volunteer forms.		
PT Council	Act as liaison between school and superintendent.		
School Store	Manage and run school store, stocking and staffing it sufficiently.		
6 <sup>th</sup> Grade Self Esteem	Organize and provide photographs from each grade at various programs throughout the year. Change board displays every other month.		
7 <sup>th</sup> Grade Self Esteem	Organize and provide photographs from each grade at various programs throughout the year. Change board displays every other month.		
8 <sup>th</sup> Grade Self Esteem	Organize and provide photographs from each grade at various programs throughout the year. Change board displays every other month.		
Spirit Day	Assist teachers from each team as needed.		
Turkey Trot	Work with Gym teachers to organize a race. This one-day event is done during school hours.		
UD Community Safety Council	Act as liaison between the SRMS PTO and the UD Safety Council, attending 3 meetings and reporting back to SRMS PTO as appropriate.		
All School Activities	Sell tickets at lunches and chaperone Halloween and Holiday parties		
Volunteers	Collect, and organize volunteer information for various PTO committees.		