

## How to Get Involved with the PTO

The CR PTO supports the Copper Ridge School through various special events and fundraising. All of the committees, events and volunteer opportunities available with CR PTO for the 2009-2010 school year are listed below. We need your help!

Please take a moment to read through the attached list and **CIRCLE** the positions where you can help. Please enclose all (4) pages in an envelope labeled "PTO Volunteers" and deliver to the PTO mailbox in the front office or send it in to your child's teacher.

Please return form by August 31, 2009

### 2009 – 2010 Copper Ridge PTO - Volunteer Registration

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Please sign me up to help in the following areas (please circle or highlight the volunteer opportunities that interest you):

**PTO SPONSORSHIP DRIVE** (This is our **FIRST** Volunteer Opportunity and a **GREAT** way to get to know other Copper Ridge Families early in the year)

- **Sponsorship Drive Team Member** – Communicate with and recruit membership at all levels.

**COOL KIDS ROOM** (Provides a "COOL" indoor play area during those 100 degree days during recess. This room cannot be made available without parent volunteers to supervise)

- **Cool Kids Room Coordinator**- Coordinate volunteers/create schedule
- **Cool Kids Room Volunteer** – Assist from 11:45 – 1:15 any school day during the first few weeks of school. Sign up for 1 or more days. (2 or 3 needed each day.)

### **SAFeway ESCRIP COORDINATOR**

- **Escrip Coordinator** – Promote this program, coordinate linking Safeway cards, communicate shopping opportunities and store promotions to parents on a regular basis.

### **SAVVY SHOPPER PROGRAM – New Program for Copper Ridge – Help get “free” money for CRPTO**

- **Fry’s, Bashes, AJ’s Coordinator** – Assist with selling and promotion of shopping gift cards that contribute money back to Copper Ridge

### **BOOK FAIR (September 17<sup>th</sup> – 25<sup>th</sup>)**

- **Book Fair Team Leader** - Plan and implement the Book Fair for Grades K-8. This is a great job for 2 people to share. Coordinate special events during the book fair.
- **Book Fair Daily Coordinator** – Oversee the events of the day and the volunteer schedule. One volunteer needed for each day – Tuesday, Wednesday, Thursday and Friday.
- **Book Fair Volunteer** – Help students purchase books during the Book Fair. Help needed from 7:30 – 3:45 pm, Tuesday – Friday, sign up for whatever hours you are available! Lots and lots of help needed!
- **Book Fair Cashier** – Help needed at the busy registers! Help needed from 7:30 am – 3:45 pm, Tuesday – Friday, sign up for whatever hours you are available!
- **Book Fair Set-up Volunteer** - Help set-up the book fair on
- **Book Fair Communications Volunteer** – Help with advertising the book fair, placing info in the Blazer, creating contests, etc.

### **STUDENT DIRECTORY**

- **Directory Team Members** - Edit/layout, coordinate printing and distribution
- **Graphic Designer** - Ad creation (when requested),
- **Data Directory Designer**- Create/format a file for printer (student information provided)
- **Ad Sales** - Help us solicit ads for the directory.

### **FALL FLING (New Event for Copper Ridge - September 26<sup>th</sup> or October 3<sup>rd</sup> – date to be determined)**

- **Volunteer Coordinator/Team** – Participate in planning and executing Copper Ridge’s 1<sup>st</sup> Annual Fall Fling – Adults Only Event – More Details to come.

### **FALL FESTIVAL – November 6th**

- **Games and Rides Coordinator/Team** – Find vendor, select games and rides.
- **Raffle Baskets Coordinator/Team** – Coordinate basket and themes for each classroom, work with PTO/Classroom Liaisons.
- **Volunteer Coordinator/Team** – Coordinate volunteer sign ups and schedule
- **Food and Beverage Coordinator/Team** – Select vendors and items
- **Site Set-up Coordinator/Team** – Work with Maintenance Staff to coordinate set-up/clean-up
- **Fall Festival Communications** – Create flyers, etc to advertise; create and/or signage

### **MASTERPIECE OF ART**

- **MOA Team Coordinator** - Plan the art projects, plan training sessions for MAP volunteers, Schedule and coordinate projects (1 hour for each project), organize/order art supplies, organize volunteers to implement the assigned art projects with the classes.
- **MOA Team Member (Need 1 or 2 per classroom)** - Teach the art lesson in your child’s class, coordinate the projects.

### **HEALTH CENTER**

- **Health Screening Team Members - (35 volunteers needed)** to help on Health Screening Days with various tests.
- **Health Center Assistance** - Assist the school nurse with record keeping and special projects.

### COPY & LAMINATING CENTER

- **Copy Center Team Members** – Work in the dedicated copy center two hours, each week.

### BIRTHDAY BOOK CLUB

- **Birthday Book Club Team Members** - Plan and organize the Birthday Book Club program. Work with the Librarian to select books for our collection.
- **Birthday Book Club Party Volunteers** – Sign up to help at your child’s Birthday Book Club Party.

### PICTURE DAY

- **Picture Day Team Member** – Volunteer on K-8 Picture Day, Aug.31/Sept 1
- **Picture Day Team Member** – Volunteer on K-8 Picture Day, Aug. 31/Sept.1
- **Picture Day Team Member** – Volunteer on Picture Re-take Day
- **Picture Day Team Member** – Volunteer on Spring Picture Day (Grades K-8)

### FIELD DAY

- **Field Day Team Member** – Volunteer for Field Day as Team Leader
- **Field Day Team Member** – Volunteer for Field Day as Event Worker
- **Field Day Volunteer Coordinator** – Coordinate volunteers, advertise in Blazer, etc.
- **K-1 Field Day Coordinator** – Work with PE Teacher to plan and coordinate Field Day for Kindergarten and First Grade. Be the contact person with the PE Teacher, help with organization of teams, signs, supplies, etc.
- **2-3 Field Day Coordinator** – Work with PE Teacher to coordinate Field Day for 2<sup>nd</sup> and 3<sup>rd</sup> Grades. Be the contact person with the PE Teacher, help with organization of teams, signs, supplies, etc.
- **4-5 Field Day Coordinator** – Work with PE Teacher to plan and coordinate Field Day for 4<sup>th</sup> and 5<sup>th</sup> Grades. Be the contact person with the PE Teacher, help with organization of teams, signs, supplies, etc.
- **Field Day Snacks Coordinator** – Order water, snacks, etc. for all 3 field days, work with PE Teacher, and maintenance staff to get ice and other supplies, as needed.

### SPRING ARTS FESTIVAL

- **Spring Arts Festival Coordinator** – Oversee event, work with Art and Music Teachers, coordinate with SUSD to get boards delivered, work with CR maintenance staff to set up/clean up
- **Spring Arts Festival Team Member** – Organize Volunteers for Art Set-up
- **Spring Arts Festival Team Member** – Organize Volunteers for Art Clean-up
- **Spring Arts Festival Communications** – Create Program, Signs, etc.
- **Spring Arts Festival Team Member** – Coordinate Art Masterpiece artwork for Festival
- **Spring Arts Festival Raffle Coordinator** – Coordinate raffle, working with Art Masterpiece items, coordinate tickets, signage, etc.
- **Spring Arts Festival Food & Beverage Coordinator** – Choose vendors, items, etc.
- **Spring Arts Festival Team Member** – Volunteer to work setting up, during or cleaning up
- **Spring Arts Festival Classroom Coordinator** – Volunteer to make sure your class’ artwork is mounted as directed by the art teacher

### TEACHER APPRECIATION

- **Teacher Appreciation Team Coordinator** – Create list of appreciation events for the school year.
- **Teacher Appreciation Team Member** – Assist with teacher appreciation lunches, thank you items, etc., throughout the school year.
- **Classroom Liaison** - Act as coordinator between your child’s class and the PTO to help organize PTO events where classroom participation is needed (Fall Festival, Teacher Appreciation, etc.)

### YEARBOOK

- **Yearbook Team Members** - Edit/layout, coordinate photos (compilation and selection)
- **Photographers** - Take pictures of your child’s class throughout the year.
- **Special Events Photographers** - Take pictures at various special events at CRS.

### **ART COUNCIL**

- **Art Council Representative** - Attend SUSD Art Council meetings, coordinate Grade Level Field Trips

### **ARTIST IN RESIDENCE**

- **Artist in Residence Team Members** – research and present options, coordinate the program, including scheduling the artist and students. Organize volunteers and assist with project, as necessary.

### **COMMUNITY OUTREACH**

- **Community Outreach Team** - Plan and coordinate community outreach events.

### **BRICK PROGRAM**

- **Brick Fundraiser Team Members** - Help implement, organize and promote the Brick Fundraiser, Assist with sales of bricks throughout the school year.

### **PLAYGROUND EQUIPMENT CHAMPION (Boxtops Program pays for all recess equipment)**

- **Boxtops Coordinator** - Collect box tops. Mail to vendor, as requested.

### **PARENT COUNCIL/STATE AND DISTRICT BUSINESS**

- **Parent Council Representative** – Attend SPC meetings and report back to the PTO Board. Write update articles for the PTO newsletter, as needed.
- **Public Relations Team Member** - Assist various committees and the Board with news releases and overall public relations issues as they arise.
- **Tax Credit Team Members** – Assist school office with promotion of Tax Credit Program.

### **NOMINATING COMMITTEE**

- **Nominating Committee Member** - Assist in finding people to run for the PTO Board positions.

### **BACK TO SCHOOL**

- **Back to School Team Member** – Volunteer during the Back to School event with set up, clean up or during event (new families booth, PTO booth, etc).
- **Office Assistance** – Be available to help the school office with various paperwork projects, the week before school starts.