

The TBS PTO works to help and serve the needs of students, parents, teachers and administrators in its activities. WE NEED COMMITTEE MEMBERS IN ALL OF THE AREAS MARKED “Y” BELOW, AS WELL AS COMMITTEE CHAIRS WHERE MARKED “OPEN”. If you are interested in serving on or chairing any PTO committees, please contact the VP of Volunteers Elizabeth McKeown (lizmckeown@comcast.net) or return this form to the TBS office. Many hands make light work – any amount of time you can volunteer will be greatly appreciated!!

| Name | | Phone(s) | Email Address | |
|--|----------|--|--------------------------|--|
| ACTIVITY | WHEN | DESCRIPTION | Committee Members Needed | [CO]CHAIR |
| EXECUTIVE BOARD | | | | |
| President | ongoing | Develops project plan for school year with TBS Administration during summer. Ensures implementation of plan throughout year. Interfaces with stakeholders: TBS Administration, Board of Education and District Office, teachers’ leadership team, TBS office staff, parents and students. Acts as primary contact with stakeholders. Enforces PTO by-laws and committee guidelines. Attends town-wide PTO Presidents monthly meetings. | | Elizabeth Abshire |
| Vice-President, Volunteers | ongoing | Recruits volunteers to manage and execute the work and activities of the PTO. Solicit proposals from activity instructors and facilitate scheduling and registration of extra-curricular activities. Oversees all before and after-school activities. | | Elizabeth McKeown |
| Vice-Presidents, Activities Registration | ongoing | Publish and distributes consolidated registration forms and promotes participation with hard copy and electronic transmittals to TBS families. Collects forms and fees for further transmittal to Treasurer. Develops class rosters. | | Cindy Thompson Katie Robbin |
| Vice-Presidents, Ways & Means | ongoing | Develops fundraising strategy with TBS PTO President and TBS Administration. Implements plan and/or recruits volunteers to raise money to fund PTO budget. Oversees volunteers associated with fundraising. | | Meredith Weidner Jen Wall |
| Vice-President, Webmaster / Social Media | ongoing | Keeps the membership up to date on all activities and happenings with the PTO, by posting on PTO website, email updates through Avon Public School System and Facebook. | | Laura Ward |
| Treasurers | ongoing | Manages the finances using accounting software (Quickbooks); previous use not required. Works closely with PTO fundraising chairs to ensure proper reconciliation of fundraiser income and expenses. Provides monthly financial statements and ensures that proper tax filings are accomplished. | | Melissa Dailey Susan Russo |
| Secretary | ongoing | Records and distributes minutes of all Executive Board meetings; corresponds with TBS Community and external stakeholders as needed. | | Carol Shubinski Beth Mango (TBS POST) |
| ACADEMIC ENHANCEMENT | | | | |
| Cultural | ongoing | Host artists for special events; schedule performances at TBS; facilitate student attendance at cultural events | N | OPEN |
| ADMINISTRATIVE AND PHYSICAL PLANT SUPPORT | | | | |
| Copy Coordinators | ongoing | Provide copying, laminating, and binding assistance to teachers. Need at least 10 committee members. | Y | OPEN |
| Bulletin Board | ongoing | Update/maintain PTO and staff photo bulletin boards in foyer | N | OPEN |
| Grounds and Gardens | seasonal | Planting and tending gardens/pots at school entrances, cafeteria patio, and courtyard. Coordinate Earth Week cleanup. Confer with APS Director of Facilities | Y | OPEN |
| Library Liaison | ongoing | Provide assistance to school librarian; coordinate library help | Y | OPEN |
| Lost & Found | ongoing | Manage tidiness of L&F area; promote student and/or parent retrieval two to three times per year; facilitate donations to charity | N | OPEN |
| PTO Nominating | May–Jun | Solicit nominations; oversee election of incoming Executive Board | N | OPEN |
| Room Parent Coordinators | ongoing | Coordinate room parent communications throughout the year (one for each grade) | N | Gr. 5 – Ari Mills Gr. 6 - OPEN |
| Thompson Brook Volunteers at large | ongoing | Assist with miscellaneous and short-term projects or events | Y | OPEN |
| Recess Duty Coordinator | ongoing | Coordinate 5 th and 6 th Grade recess duty volunteers throughout the year | N | OPEN |

| EXTRA-CURRICULAR ACTIVITIES (Organizational Support) | | | | |
|---|----------------------|---|---|-------------------------------|
| Recyclables | ongoing | Help keep our school green. Work with students and staff to reduce, reuse and recycle | Y | OPEN |
| TBS Musical | Aug – May | Coordinate with Director and provide admin support | N | OPEN |
| FUNDRAISING | | | | |
| Book Fairs – Fall and Spring | Dec 2014 May 2015 | Scholastic book sales: logistical planning with vendor and school; recruit volunteers for set-up, sales, and clean-up; ordering | Y | OPEN |
| Collection Programs | | Box Tops for Education; Labels for Education; MyCoke Rewards; Funding Factory (recycle toner, cells); Stop & Shop; Big Y; Shop Rite | Y | OPEN |
| Directory | Aug - Oct | Collect information, publish, coordinate orders, and distribute | N | Laura Ward |
| School Pictures | Sept - Nov | Organize orders; recruit volunteers; assist students on picture day | Y | OPEN |
| HOSPITALITY | | | | |
| Care and Outreach | as needed | Coordinate assistance and support for TBS and community families | Y | OPEN |
| Hospitality | as needed | Arrange for food and recruit volunteers as needed for staff appreciation days and special events | Y | Lauren Magel Erin Lamadrid |
| SPIRIT | | | | |
| Grade 5 Activities | May - Jun | Work with school staff to plan and run year-end activities | Y | OPEN |
| Grade 6 Activities | May - Jun | Plan, organize, and run year-end social | Y | OPEN |
| Yearbook | ongoing | Take pictures, design yearbook, promote sales, and distribute | Y | Linda Bloom |

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Many thanks to all those who have already offered to share their time and talent!

