

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 either of the VPs of Volunteers, Amy Alamar or Liz McKeown (amyalamar@gmail.com or 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
<b>EXECUTIVE BOARD</b>				
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.		Rosemary Neamtz Elizabeth Abshire
Vice-Presidents, 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.		Amy Alamar Liz 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.		Katie Robbin LeRuth Bell
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.		Lisa Indelicato Lauren Magel
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
Treasurer	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.		Jia Yeum
Secretary	ongoing	Records and distributes minutes of all Executive Board meetings; corresponds with TBS Community and external stakeholders as needed.		Lisa Alexander
<b>ACADEMIC ENHANCEMENT</b>				
Cultural	ongoing	Liaison and support to teachers for Hartford Stage visit, and research ideas for possible school wide enrichment programs – for PTO fund consideration	N	OPEN
<b>ADMINISTRATIVE AND PHYSICAL PLANT SUPPORT</b>				
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	Organize and tend to planters in front of school (watering, etc.). Possibly organize service groups (Boy Scouts, Honor Society, etc.) to help maintain planters as part of a community service project.	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	Jodi Baxter
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 – OPEN Gr. 6 – OPEN
Thompson Brook Volunteers at large	ongoing	Assist with miscellaneous and short-term projects or events	Y	OPEN

<b>EXTRA-CURRICULAR ACTIVITIES (Organizational Support)</b>				
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	Wendy Haller
<b>FUNDRAISING</b>				
Book Fair – Fall	Dec 2017	Scholastic book sales: logistical planning with vendor and school; recruit volunteers for set-up, sales, and clean-up; ordering	Y	
Collection Programs	ongoing	Box Tops for Education; Labels for Education; MyCoke Rewards; Funding Factory (recycle toner, cells); Stop & Shop; Big Y; Shop Rite	Y	
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	
<b>HOSPITALITY</b>				
Care and Outreach	as needed	Coordinate assistance and support for TBS and community families	Y	
Hospitality	as needed	Arrange for food and recruit volunteers as needed for staff appreciation days and special events	Y	
<b>SPIRIT</b>				
Grade 5 Activities	May - Jun	Work with school staff to plan and run year-end activities	Y	
Grade 6 Activities	May - Jun	Plan, organize, and run year-end social	Y	Lisa Indelicato
Yearbook	ongoing	Take pictures, design yearbook, promote sales, and distribute	Y	Laura Ward

\*

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

