

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, Jesse Aguilar or ([jesaguilar@att.net](mailto:jesaguilar@att.net) or [amyalamar@gmail.com](mailto:amyalamar@gmail.com)), or return this form to the TBS office with your contact information filled in and circling the areas you are interested in volunteering for.

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 (Y/N)	[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.		Open
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.		Jesse Aguilar Amy Alamar
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.		LeRuth Bell Stephanie Montminy
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.		Kristen Loparco 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.		Beth Mango
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.		Dave Shephard
Secretary	ongoing	Records and distributes minutes of all Executive Board meetings; corresponds with TBS Community and external stakeholders as needed.		Leah Schaff
<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
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	Marita Corrado
Library Liaison	ongoing	Provide assistance to school librarian; coordinate library help	Y	Kirstin Mathias
Room Parent Coordinators	ongoing	Coordinate room parent communications throughout the year (one for each grade)	N	Gr. 5: Erika Evanko Gr. 6: OPEN

Thompson Brook Volunteers at large	ongoing	Assist with miscellaneous and short-term projects or events	Y	OPEN
Konstella	ongoing	Set up and maintain Konstella for the TBS community		OPEN
<b>EXTRA-CURRICULAR ACTIVITIES (Organizational Support)</b>				
Yearbook	Sept – May	Coordinate after school activity and assign photos and stories to student group.	Y	OPEN
TBS Musical	Sept – May	Coordinate with Director and provide admin support	N	OPEN
<b>FUNDRAISING</b>				
Book Fair – Fall	Dec 2018	Scholastic book sales: logistical planning with vendor and school; recruit volunteers for set-up, sales, and clean-up; ordering	Y	Denise Lusitani
Cartridge Collection	ongoing	Collect printer cartridges and drop them for rebates	Y	Kim Krodel
Box Tops		Collect and process Box Tops for Education		Erin White
School Pictures	Sept - Nov	Organize orders; recruit volunteers; assist students on picture day	Y	Shivani Dudeja
<b>HOSPITALITY</b>				
Care and Outreach	as needed	Coordinate assistance and support for TBS and community families	Y	Paula Shields
Hospitality	as needed	Arrange for food and recruit volunteers as needed for staff appreciation days and special events	Y	Lauren Magel Jen Marinen
<b>SPIRIT</b>				
Celebrate Avon	Sept 29	Help Host PTO Booth, sell popcorn and candy (specific time slot is 12-1:30pm)	4 ppl	OPEN
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	Lauren Magel Rosemary Neamtz

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

