



# ALT PTO VOLUNTEER DRIVE

## 2017-2018

### **The ALT PTO is looking for volunteers for the 2017-2018 school year!**

*The time is here to start thinking about how you want to jump in and be involved next year!*

We are so lucky to have such enthusiastic parents and we have opportunities for a little or a lot.

No amount of time is too small to get a glimpse into your children's daily lives.

Get a chance to see what they do when we let them out in the world to discover and learn at ALT.

Please complete the Volunteer Form attached and return it to school by **May 5, 2017** if you're ready to join in planning the fun 😊

Please contact Nelly Borda-Pucci at [nborda@gmail.com](mailto:nborda@gmail.com) with any questions.

**...THANK YOU FOR YOUR CONTINUED SUPPORT!...**

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### PTO Committee Descriptions

Following is a list of PTO committees, their scheduled time & brief description of each.

If you have questions re: time commitments, etc. on any, please don't hesitate to ask.

Please indicate all interests so we can do our best to keep you as involved as you'd like to be.

**...Executive Board Positions are for two years unless uncontested or lack of new volunteers...**

Executive Board positions are chosen within the Board first based on 2 year term limits; new members based on volunteer interest.

**...Committee Chairs & Cos are for one school year initially with an option to continue...**

Chair positions are either ongoing yearly as desired by chair and board but co-chairs are chosen to ultimately succeed when the chair leaves (hopefully). Great opportunities abound below for current vacant co-chairs on many committees with room to grow.

Board and Chair/Co-Chair positions will be informed by end of school. Volunteers will be contacted after school starts in September '17.

<b>Adopt-A-Family</b> -early winter	Organize a charitable drive in December for ALT to assist families in need.
<b>Assemblies</b> -year round	Work with the Executive Board to plan school-wide and grade-specific assemblies.
<b>Back to School Night</b> -Sept	Responsible for refreshments, set up & clean up at parent reception during BTS night.
<b>Baking</b> -year round	Organize and schedule individuals to provide baked goods for different school events.
<b>Book Fair</b> -fall & spring	Select a book company and organize volunteers to run a 3-day book fair (2 times/yr).
<b>Box Tops/Shoparoo</b> -yr round	Collect/redeem box tops; follow online; develop contests, etc. to encourage participation.
<b>Career Fair</b>	Work with Dr. Kline to gather volunteers to present to 4 <sup>th</sup> and 5 <sup>th</sup> students at Career Day. Additionally, organize refreshments to be served at the event.
<b>Directory</b>	
<b>Family Fun</b> -multiple events	Plan two Family Fun events. (i.e. Movie Night, Bowling Night, Bingo, Bouncing)
<b>Field Day</b> -June	Plan and run the annual Field Day event for the school.
<b>Fifth Grade Event</b> -June	Coordinate the fifth grade event with reps from other 3 elementary schools.
<b>Fifth Grade Yearbook</b> - Sept-April	Create and distribute a yearbook for the fifth grade class.
<b>Food Days</b> -year round	Food Day Administrator coordinates all food days. Individual Food Day Chairs work with administrators to coordinate day-specific vendors and menus.
<b>Fruit and Veggie Tasting</b> - multiple events	Plan with the School Nurse and run 3 to 4 Fruit and Veggie Tasting Days for the children during a non-food day lunch. This includes purchasing, preparing and serving the fruits and veggies.
<b>Holiday Boutique</b> -fall/winter	Organize and run a vendor fair where children have an opportunity to purchase holiday gifts for family and friends.
<b>Grade Representatives</b> - ***6 year commitment***	Take and obtain photos from parents and teachers throughout the year from events such as class parties, plays, etc. Keep photos for all 6 years and use as needed for the 5 <sup>th</sup> Grade Yearbook. Contact homeroom parents regarding grade-wide issues. Coordinate teacher gifts for grade-wide events. (i.e. concerts, etc.).
<b>Ice Cream Days</b> -year round	Coordinate ice cream days on Friday's once a month through Food Days.
<b>Homeroom Parents</b> - year round	Two parents per class are needed to assist in planning classroom events (parties, trips & special activities), to make phone calls/emails to parents to communicate important school information and coordinate with PTO on holiday and end of year gift giving.
<b>International Day</b> -Sept-Feb	Organize a day where ALT families can showcase for the school customary elements of their country and culture. Countries are usually decided the year before (suggestions welcome)
<b>Kindergarten Registration &amp; Orientation Plus</b> -Aug/Sept	Coordinate volunteers to assist during registration and orientation. Make arrangements for refreshments. Organize at least one kindergarten play-date after school.
<b>Literature Day</b> -varies	Work with the librarian to coordinate book orders and special winning lunch for the lucky students and author.
<b>New Parents Tea</b> -fall	Responsible for arranging for refreshments for New Parent Tea in September.
<b>Newsletter</b> -monthly	Create newsletter with the assistance of the PTO President and arrange for its approval and distribution via eblast.
<b>Original Art Works</b> - Jan-May	Work with Art Teacher and company rep to select theme for artwork, send home to families, compile art orders and distribute when received.
<b>Patriots Game</b> -spring	Coordinate the Warren Township Schools Somerset Patriots Game in June for ALT.
<b>PTO Luncheon</b> -May/June	Organizes the annual end-of-year PTO luncheon in school.

<b>School Beautification, Bday &amp; Bulletin Boards</b> -year round	Enhance appearance of school interior and exterior by way of décor, artwork, holiday themes, etc. Update multiple bulletin boards throughout school as needed.
<b>School Clothing</b> -year round	Contact vendor, order, sell and distribute school clothing.
<b>School Supplies Kit</b> -spring/fall	Coordinate the ordering and distribution of pre-packaged school supplies. Organize end of year for following year and sort upon arrival in fall.
<b>Science Fair</b> -spring	Organize a Science Fair open to all ALT students to be held in the spring. Purchase and distribute tri-folds for all participants, obtain staff volunteers to judge and purchase ribbons to distribute at the Fair to all participants.
<b>SEPAC (<i>Special Education</i>)</b>	ALT SEPAC liaison. Attends SEPAC meetings and reports back to the PTO.
<b>Spirit Committee</b> (monthly)	Plan monthly spirit days for staff and students in school.
<b>Staff Appreciation</b> -May	Coordinate our appreciation week (food/prizes each day) for the ALT staff in May.
<b>Summer Bridge</b> -spring	Organize the ordering and distribution of Summer Bridge books for the school in March/April.
<b>Sunshine</b> -year round	Welcome new students/families to ALT. Contact families in need of congratulations, condolences or extra help during trying times (this committee needs a facelift!)
<b>Teachers' Holiday Brunch</b> - winter	
<b>Teachers' Back to School Luncheon</b> -Sept	Organize luncheon for teachers on their first day back to school.
<b>Trunk-or-Treat</b> -fall	Organize Halloween festivities for the school, which includes trunk-or-treating in the school parking lot on a Friday night, snacks, activities, entertainment and lighting.

# **ALT PTO Volunteer Form 2017-2018**

**Please return by May 5, 2017**

**Parent Volunteer Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email (required):** \_\_\_\_\_

**Children's First and Last Names:** \_\_\_\_\_ **Grade in September 2017:** \_\_\_\_\_

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Please indicate if you may be interested in one of the following **Executive Board** positions.

**President** \_\_\_\_\_ **Vice President** \_\_\_\_\_

**Secretary** \_\_\_\_\_ **Treasurer** \_\_\_\_\_

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Please indicate if you are interested in serving as Homeroom Parent for one of the following grades.  
(Mark 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice if you are interested in more than one grade.)

\_\_\_\_\_ **Kindergarten**      \_\_\_\_\_ **First Grade**      \_\_\_\_\_ **Second Grade**

\_\_\_\_\_ **Third Grade**      \_\_\_\_\_ **Fourth Grade**      \_\_\_\_\_ **Fifth Grade**

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•Please indicate any committee that you are interested in chairing or co-chairing by filling in your name.  
(Some positions have already been filled but those people can also offer any details into their committee).

•Please indicate any additional committees where you are interested in being a committee volunteer as well.

<b>Committee Name</b>	<b>Chair / Co-Chair</b>	<b>Volunteer</b>
<b>Adopt-A-Family</b>		
<b>Assemblies</b>		
<b>Back to School Night</b>		
<b>Baking</b>		
<b>Book Fair</b>		
<b>Box Tops / Shoparoo</b>		
<b>Career Fair</b>		
<b>Family Fun</b>		
<b>Field Day</b>		
<b>Fifth Grade Event</b>		
<b>Fifth Grade Yearbook</b>		
<b>Fruit and Veggie Tasting</b>		
<b>Holiday Boutique</b>		
<b>Grade Reps - Kindergarten</b>		
<b>First</b> <b>Second</b> <b>Third</b> <b>Fourth</b> <b>Fifth</b>		
<b>Ice Cream Days (Food Days)</b>		
<b>Kindergarten Registration &amp; Orientation &amp; Play-Date</b>		
<b>International Day</b>		
<b>Literature Day</b>		
<b>New Parents/Kindergarten Tea</b>		
<b>Newsletter</b>		
<b>Original Art Works</b>		
<b>Patriots Game</b>		
<b>PTO Luncheon</b>		
<b>School Beautification, Bulletin &amp; Birthday Boards</b>		
<b>School Clothing</b>		
<b>School Supplies Kit</b>		

<b>Science Fair</b>		
<b>SEPAC</b> ( <i>Special Education</i> )		
<b>Spirit Committee</b>		
<b>Staff Appreciation</b>		
<b>Summer Bridge</b>		
<b>Sunshine</b>		
<b>Teachers Holiday Brunch</b>		
<b>Teachers Back to School Luncheon</b>		
<b>Food Days</b>		
<b>Mondays</b>		
<b>Tuesdays</b>		
<b>Wednesdays</b>		
<b>Thursdays</b>		
<b>Fridays</b>		
<b>Trunk-or-Treat</b>		

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