



Lowry Elementary PTO

Volunteer Opportunities 2007-2008

It's going to be another great year at Lowry Elementary! The Lowry PTO has established numerous committees for this 2007-2008 school year, all of which have an important role in making your child's school experience the best it can be. Please take a look at the list of volunteer areas and sign up on PTO Manager (www.ptomanager.com) or complete the **Parent Information Form** according to your interests. Return the Parent Information Form during registration or to the PTO mailbox in the front office and the committee chair will contact you to determine how you can get involved within your schedule.

Thanks in advance for your "PARENT POWER." It truly makes Lowry Elementary soar.

President Committee: Debbie Stark, President

Special Design Projects

During/Outside of School	Both
Time Commitment	Varies depending on the project
Description	Responsible to plan and implement special one-time design projects for the school
Skills Helpful	Design experience

Grant Writing

During/Outside of School	Outside
Time Commitment	20 hours per year
Description	Review and provide input on grant proposals. Help find grant opportunities. Collaborate with faculty and other volunteers as needed.
Skills Helpful	Grant writing

Webmaster

During/Outside of School	Out of school
Time Commitment	4-6 hours per week
Description	Update and maintain information on the Lowry PTO web site, including posting meeting agendas and minutes, Thursday folder information, and updating the PTO calendars.
Skills Helpful	This position requires an internet connection, Microsoft FrontPage, and some previous web experience.

Press Releases

During/Outside of School	Outside of school
Time Commitment	2-4 hours per month
Description	Communicate important information from PTO Board, CSC, and School Administration on upcoming events and achievements through Lowry Link and other local news and media outlets
Skills Helpful	Public relations experience

Yearbook Editor

During/Outside of School	Both
Time Commitment	20-40 hours in the spring
Description	Create the Lowry Elementary Yearbook
Skills Helpful	Word Processing and graphic design, as well as digital image manipulation

Photographer

During/Outside of School	In school
Time Commitment	Variable
Description	Take photographs of school activities and events. All photographs will be used exclusively for Lowry Elementary school publications and will not be used for commercial or solicitation purposes without the express, written consent of the parent or guardian.
Skills Helpful	Volunteer must provide his/her own digital camera.

Student Council Liaison

During/Outside of School	Both
Time Commitment	Various
Description	Work with student council on various projects. Attend student council meetings. Position to be developed throughout the school year.

Main Hall Display Boards

During/Outside of School	In school
Time Commitment	4 hours per quarter
Description	Work with PTO Board and Administration to update display boards to reflect current school events
Skills Helpful	Creativity

Glory Days

During/Outside of School	Outside of school
Time Commitment	15 hours; setup Sept. 7; event is Sept. 8 and 9, 2007
Description	Register for event. Implement plan for Lowry Elementary School booth at event; coordinate volunteers, set up and tear down

Vice President Committee: Julie Chapman, Vice President

Volunteer Appreciation

During/Outside of School	Both (depending on event schedule)
Time Commitment	2-4 hours per month
Description	Work with Vice President to determine appropriate acknowledgement of PTO volunteers (including outside of school community)

Treasurer Committee: Lisa Emerson, Treasurer

Assistant Treasurer

During/Outside of School	Outside, except for some in-school duties as assigned by treasurer.
Time Commitment	10 to 15 hours per month
Description	Reconcile monthly bank statements to QB ledger; other duties as assigned by Treasurer
Skills Helpful	Operating knowledge of QuickBooks and Excel

Secretary: Anne McDonald, Secretary

Parent/Student Directory

During/Outside of School	Outside of school (except for collecting forms)
Time Commitment	20-40 hours in the fall
Description	Create a database of parent and student information for the Directory. Import that data into the Directory document, which will need to be formatted for printing. Arrange for printing and distribution of the Directory.
Skills Helpful	MS Word, MS Excel, MS Access helpful

Fundraising Committee: Lolly Block, Chair

Spring Auction Coordinator

During/Outside of School	Both
Time Commitment	10 hours per month until 2 months prior to event; 40 hours per month last few months through event
Description	Oversee committee to organize and implement Auction. Obtain sponsors and donations. Design invitations, programs and marketing materials. Coordinate volunteers for event. Encourage full participation from families, classrooms, and the Lowry community.
Skills Helpful	Event planning, organization, knowledge of business community

Sally Foster Gift Wrap Sale

During/Outside of School	Both
Time Commitment	30 hours prior to and during event
Description	Launch with assembly; distribute materials; promote through Thursday folders; collect and input order forms and funds; distribute merchandise; handle correction
Skills Helpful	Marketing; proficient with computers

Box Tops for Education

During/Outside of School	Outside of school, except to pick up box tops
Time Commitment	4 hours per semester
Description	Sort and ship accumulated box tops for redemption

Ink Cartridge Recycling

During/Outside of School	Outside of school, except to pick up ink cartridges
Time Commitment	10 minutes per week during the school year
Description	Collect cartridges and call collection company when necessary amount is accumulated to coordinate pick up

School Merchandise

During/Outside of School	Both
Time Commitment	8 hours per month
Description	Research and order Lowry logo items and possibly school supplies. Coordinate sales to Lowry Elementary community.
Skills Helpful	Retail background

Thursday Folders: Meg Schomp, Chair

Thursday Folders

During/Outside of School	During school
Time Commitment	4 hours per week
Description	Coordinate team of room parents to stuff Thursday folders each week. Organize materials and retrieve folders from classrooms prior to Thursday morning. Post new information on bulletin board in lobby.

Virtual Thursday Folder

During/Outside of School	Both
Time Commitment	Ongoing
Description	Investigate the possibility of creating a "Virtual Thursday Folder" for the 2008-2009 school year.
Skills Helpful	This position requires an Internet connection, some previous web experience.

Spanish Translation

During/Outside of School	Outside of school
Time Commitment	4-8 hours per month
Description	Coordinate Spanish translation of key PTO documents, including parent information forms, brochures, and enrichment registration materials.
Skills Helpful	Must be bilingual in Spanish and English.

Curriculum Support: Leanne Golledge, Chair

Scholastic Book Fair

During/Outside of School	Both
Time Commitment	2 - 20 hours, twice a year
Description	Attend Book Fair Workshop; promote, set-up, operate and take down book fair.
Skills Helpful	Cash register, marketing

RIF Coordinator

During/Outside of School	Both
Time Commitment	8 hours, three times a year
Description	Attend training meeting; work with librarian to order books; promote event; schedule classrooms and volunteers

Destination Imagination

During/Outside of School	After school to prepare; competition usually held on a Saturday
Time Commitment	6 hours per month; more closer to event
Description	Attend training meeting; schedule assembly; schedule parent information night; work with GT Teacher to develop teams with volunteer leaders for annual competition

Shakespeare Festival

During/Outside of School	After school
Time Commitment	4 hours per month (January through May); possibly more closer to event
Description	Assist leader with tryouts and rehearsals for student participation in annual Shakespeare Festival

Junior Great Books

During/Outside of School	During school
Time Commitment	2 hours per week
Description	Chair a reading group of students, 1st through 5th grade. Students are selected by their teachers to participate. Need at least 5 volunteers, 1 for each grade.

Word of the Week

During/Outside of School	Both
Time Commitment	1 hour per week
Description	Using the principal's "Word of the Week", look up definition, print pages to display on boards around the school.

Adopt-A-Book

During/Outside of School	Both
Time Commitment	2 hours per month
Description	Maintain updated flier and circulate throughout year; work with room parents on Birthday Books, work with librarian on book supply and program implementation

Missoula Children's Theatre

During/Outside of School	Both Need to be available Jan. 6 - 13, 2008
Time Commitment	After school and evenings the week before the January event. Entire day/night of event, Jan. 8 - 12, 2008.
Description	In one week, children audition and rehearse for a musical production featured in 2 performances on Saturday afternoon and evening. Oversee committee to implement program, schedule volunteers, locate housing for company members and promote event.
Skills Helpful	Organization, drama/music/theatre background

Parent Resource Library

During/Outside of School	Both
Time Commitment	2-4 hours per month
Description	Catalog new materials. Review needed materials. Keep track of check-in/check-out box.
Skills Helpful	Computer literacy (to type and print labels)

Teacher Representative/Liaison: Sara Vance, Chair

Room Parents

During/Outside of School	Both
Time Commitment	Varies
Description	Serve as the liaison between the teachers and parents for your child's classroom. Can also be 2 parents working together. Could involve helping to coordinate or solicit parent volunteers for field trips, communicating upcoming events, and other activities. Send out reminders for school events and classroom activities.

In-classroom Volunteers

During/Outside of School	During school hours
Time Commitment	Varies
Description	Assist teachers with copying and other classroom activities; work with small student groups.

Special Events Committee: Lisa Roberts and Lisa Wallace, Co-Chairs

Back-to-School Picnic

During/Outside of School	Outside of school, except for event which is held in evening
Time Commitment	4 hours
Description	Plan and promote Back to School Picnic. Help serve pizza, drinks and dessert. Help with clean up.

First Day Coffee-N-Cry

During/Outside of School	During school hours
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Time Commitment	3 hours
Description	Organize coffee and baked goods for event to be held the first day of school in the auditorium from 8:15-9:15 a.m.

Mom's Night Out/Family Night Out

During/Outside of School	Outside of school
Time Commitment	4 hours; 1-2 times per year
Description	Plan event; promote and collect registrations, if needed

Family Disco Night

During/Outside of School	Outside of school
Time Commitment	10 hours
Description	Plan and promote event; set up and tear down; coordinate volunteers

End of Year Party

During/Outside of School	Outside of school, except for event held in evening
Time Commitment	8 hours
Description	Schedule caterer, entertainment, and vendors. Oversee ticket sales. Help serve food at event. Help coordinate event activities.

Spaghetti Night

During/Outside of School	Outside of school, except for event held in evening
Time Commitment	4 hours
Description	Help with set up, serve spaghetti and drinks, and clean up.

Teacher Appreciation

During/Outside of School	During school
Time Commitment	7-8 hours
Description	Plan fun ways during teacher appreciation week to show our great teachers how much we value them. Coordinate volunteers to assist with spring Teacher Appreciation breakfast, lunch and other activities.

Garden: Kathleen Maley and Kimberly Romero, Co-Chairs

After School Enrichment: Laura Alms, Chair