



Volunteers Needed for the 2023-2024 School Year

It is time to think about next year. Are you interested in meeting new families and making new friends? Or maybe try something new you haven't done yet? Here is your chance!

We are looking for volunteers to fill the open positions for the 2023-2024 school year. Read the position profiles and complete the Open Positions Interest Form on our website after determining which open position is best suitable for you!

www.boothillsschoolpto.org/open-positions-interest-form

Executive Board Open Positions

President: Preside at all PTO meetings, work with the Principal and Executive Board members to set goals and make decisions for the school year based on what would benefit the school, teachers, staff, and students, and send communications to parents and guardians of the school regarding PTO decisions and events.

Vice President: Act as aide to the President by helping to set goals and make decisions for the school year, have current knowledge of the PTO insurance policy, maintain and update the PTO website, and attend all PTO meetings.

Secretary: Attend all PTO meetings, provide meeting agendas and minutes, collect and organize all paperwork from committee chairs, and provide any paperwork assistance to the Executive Board.

Treasurer: Have custody of all the funds of the organization, maintain all books and records, keep accurate account of receipts and expenditures, make disbursements as decided by the Executive Board, and attend all PTO meetings to provide a budget report at each meeting.

Committee Chair Open Positions

Author Visit: Coordination of finding and scheduling an author for a school assembly.

Community Outreach: Organize activities to benefit the community such as a Thanksgiving food drive, Toys for Tots, Valentine cards, thank you cards for Armed Forces and Veterans, and coat, sock and book drives.

Cultural Assemblies: Coordinate an extension of the curriculum through cultural arts presentations and events.

Field Day: Coordinate with the school during Field Day in June including purchasing snacks and organizing parent involvement that day.

Fourth Grade Celebration Coordinator: Plan with the school for an event in June including dealing with vendors for food, and organizing 4th grade t-shirt and gift distribution.

Fundraising Events Coordinator: Coordination of the Fall Fundraiser by reaching out to businesses to find the best option for a suitable school fundraiser, working with the chosen business to offer specific items, communication to all school families providing detailed fundraiser information, and distribution of fundraiser items.

Hospitality: Coordination of the refreshments for Back to School Night and the PTO's bulk supply of paper goods for events.

Parent Night: Coordinate activity for parents to attend by finding appropriate activity and location.

Plant Sale Co-Chair: Work with vendor to purchase and receive plants, coordinate with school to determine class schedule for shopping, find volunteers to assist with set up, clean up, and student shopping, and work with the Executive Board to count funds.

Restaurant Nights: Coordination of planning at least two Restaurant Nights throughout the school year by reaching out to local businesses to find the best option, working with the chosen restaurant to schedule a date, and communication to all school families on restaurants and dates chosen.

Room Parent Coordinator: Coordination of working with teachers and room parents to plan classroom parties by assisting with the organization of activities and ordering of supplies and food.

Teacher Appreciation Week: Plan a theme week in May for teachers, including organizing breakfast/lunches/gifts during the week.

Vendor Fair: Coordination of the Vendor Fair in December by reaching out to businesses to attend and sell their products at our annual Vendor Fair, provide hospitality to the businesses the day of the event, and help to make sure booths are appropriately set up before the start of the event.

Social Committee Chair Open Positions

Back to School Social: Plan and coordinate the annual Back to School Ice Cream Social in September by scheduling entertainment, working with food suppliers, decorating, and working with the Executive Board to count funds.

Booth Hill Ball: Plan and coordinate the annual Booth Hill Ball by scheduling entertainment and photography, working with food suppliers, and decorating.

Booth Hill Ball Raffle: Reach out to local businesses, large corporations and the community to request donations for the Booth Hill Ball Raffle by using the PTO donation letter.

Fall Social: Plan and coordinate the annual Fall Social in October by scheduling entertainment, working with food suppliers, decorating, and working with the Executive Board to count funds.

Fun Run: Plan and coordinate the school event by scheduling a location and overseeing everything including working with suppliers for donations and working with the Get Movin' Company as the school fundraises.

Santa Event Co-Chair: Plan and coordinate the annual Santa event in December by scheduling entertainment and photography, working with food suppliers, and decorating.

Santa Raffle: Reach out to local businesses, large corporations and the community to request donations for the Santa Event raffle by using the PTO donation letter.

Silent Volunteers

Silent Volunteer: This anonymous position is perfect for someone who would like to help out when available, but does not want to chair a committee or social event. Provide help during the year as needed by assisting a committee chair who reaches out when help is needed. If the chair contacts you and you are unable to assist at that time the PTO understands and will be in contact again when help is needed.