

“Don't wait. The time will never be just right.”

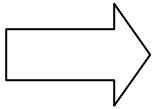
--Napolean Hill (motivational author)

**THE RICHARDS PTO NEEDS A LITTLE BIT OF YOUR TIME--  
STEP UP AND VOLUNTEER IN 2007-08!**

Why not review this form with your kids to determine where they'd like to see you volunteering next year?

***Please return this ENTIRE form to school no later than  
Friday, MARCH 30th***

Questions? Please contact Jodie Fenske ([961.9065/fenskefamily@wi.rr.com](mailto:961.9065/fenskefamily@wi.rr.com))



**Please note a special need for the following positions. There's a more detailed description of each position on the following pages.**

**Treasurer:** Are you a CPA or do you love working with budgets and financial statements? Our current Treasurer has children at Richards only one more year. Consider this position for the 2008-09 school year and you'd have all of the 2007-08 school year to train with her!

**Imagination Station:** Our current chair has children at Richards only one more year and is looking to train her successor to chair this very important enrichment program.

**Richards Recorder & Weekly Happenings:** Again, our current chair has children at Richards only one more year. Consider this position for the 2008-09 school year and you'd have all of the 2007-08 school year to train with her!

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

(Please provide email address only if you check for messages at least once per week)

## Executive Board Positions

(Attendance required at monthly meetings)

- \_\_\_\_\_ **Co-Presidents (Staggered Terms):** Oversee all PTO activities with help of Executive Board.
- \_\_\_\_\_ **Treasurer:** Manage PTO budget and report to Executive Board.
- \_\_\_\_\_ **Secretary:** Attend, record and circulate minutes from PTO meetings within one week of meeting.
- \_\_\_\_\_ **Ways and Means/Fundraising Chair:** Oversee the Ways and Means committees; includes review of fundraising needs and activities.
- \_\_\_\_\_ **Student Enrichment Chair:** Oversee the Student Enrichment committees.
- \_\_\_\_\_ **Cultural Arts Chair:** Plan cultural arts activities for students in conjunction with Principal and staff.
- \_\_\_\_\_ **Nominating Chair:** Review volunteer forms in spring, recruit for committee and board positions.
- \_\_\_\_\_ **Room Parents/Staff Appreciation Chair:** Assign room parents, conduct room parent orientation in fall and coordinate staff appreciation activities.
- \_\_\_\_\_ **Newcomers Chair:** Welcome new families to Richards throughout the school year, plan gatherings and organize a Buddy program.

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## Ways and Means/Fundraising Committees

\_\_\_\_\_ **Book Fair:** Organize annual Book Fair fundraiser and coordinate with Richards Family Fun Night; fall activity.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Box Tops:** Coordinate collection of box tops from school throughout the year, cut them out and send to General Mills within two submission deadlines. Ensure that money is received from General Mills.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Fun Lunch:** Coordinate lunches brought in from outside vendors twice/month throughout the year for 1<sup>st</sup>-5<sup>th</sup> grades; enlist volunteers.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Market Day:** Organize monthly order processing and food distribution.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Membership/Yearly Publications:** Oversee PTO membership, District Calendar, and Buzz Book. Promote PTO membership; coordinate collection of information for WFB school district yearly calendar and its publication; coordinate compilation, printing, and distribution of Buzz Book (student directory). 3 sub-chairs needed; work begins in May and runs through October.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Pumpkin Sale:** Coordinate sale to be held in mid-October at school.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Richards Family Fun Night:** Schedule in conjunction with Book Fair, activities may include entertainment and food; fall activity.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **School Photos/Yearbook:** Contact photographer, coordinate photo date; may include sub-chair for yearbook and sub-chair for Shutterbug (recruit parents to attend PTO events and shoot photos).

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **SCRIP:** Coordinate the weekly/monthly ordering and distribution of SCRIP certificates/cards throughout the year.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Sportswear:** Coordinate with vendor and manage sales/distribution of Richards sportswear throughout the year.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Wrapping Paper:** Coordinate the sale and distribution in the fall.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Student Enrichment Committees

\_\_\_\_\_ **Acknowledgements:** Coordinate the acknowledgments of personal events in the lives of Richards' staff and their families throughout the year.

Chair \_\_\_\_\_

\_\_\_\_\_ **Art For Youth:** Present reproductions of famous art to classroom five times per year. Orientation provided in fall; no art education required.

Chair \_\_\_\_\_ Volunteer (indicate grade preference for 2007-08) \_\_\_\_\_

\_\_\_\_\_ **Beautification:** Work with Village to improve and sustain school grounds throughout the year.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Buddy School:** Work throughout the year on the partnership Richards has with a Milwaukee school, plan joint events and field trips and deliver donated books.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Chess Club:** Help make the winter lunch-time Chess Club a royal success.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Fall Family Frolic:** Organize a back-to-school party for students/families/staff in September.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Festival of Lights:** Work with school staff to coordinate the Festival of Lights program in December.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **FOL Bleacher Brigade.** Help haul bleachers in evening before Festival of Lights program and return them after event.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Fifth Grade Advancement:** Plan activities for 5<sup>th</sup> graders in Spring.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Fifth Grade Theater:** Coordinate opportunity for fifth graders to practice and perform a play(s). (No longer in conjunction with Family Fun Night.) Winter/spring activity.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Imagination Station:** Coordinate volunteers to work at the in-school publishing area for 1<sup>st</sup>-5<sup>th</sup> graders; work with students throughout the year to publish their own work.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Junior Great Books:** Coordinate this elective program that involves discussion of books with 3<sup>rd</sup>-5<sup>th</sup> graders over lunch hour. Weekly for 8 weeks beginning in January. Required training provided.

Chair \_\_\_\_\_ Volunteer (indicate grade preference for 2007-08) \_\_\_\_\_

\_\_\_\_\_ **Milk and Cookies Story Hour:** Determine themes, arrange for reader/entertainer and refreshments for spring program for incoming K4-1<sup>st</sup> grades. *Please note this is a change from previous years when there was also a fall event. It is now only one program in the spring.*

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

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## Student Enrichment Committees (continued)

\_\_\_\_\_ **Newcomers:** Assist Newcomers Chair(s) in welcoming new families to Richards (your choice of one-time event or ongoing throughout the year).

Volunteer \_\_\_\_\_

\_\_\_\_\_ **PTO Mail:** Collect PTO mail from folders in teachers' rooms; weekly commitment.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Playground Committee:** Assess feasibility of tennis court renovation; identify needs of existing playground, determine plan and present to Executive Board.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Richards Cares:** Coordinate social services activities such as Coats for Kids and Trick or Treat for UNICEF; work with staff on community outreach activities.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Richards Recorder:** Coordinate, produce and distribute monthly school newsletter throughout the year. Mail August issue, distribute others at school.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Room Parent Volunteer:** Assist Room Parent Chair with fall orientation or staff appreciation activities. ***Please note this is not to volunteer to be a Room Parent*** (please see separate sheet for that opportunity); this is to *assist* Room Parent Chair.

Volunteer \_\_\_\_\_

\_\_\_\_\_ **Safety:** Liaison between school and village officials/police. Coordinate Crossing Guard Appreciation Day and Safety Day in Spring.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **SUM-IT:** Coordinate at-home family math program for 1<sup>st</sup>-5<sup>th</sup> graders; November-March commitment.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Third Grade Hunger Task Force:** Coordinate with 3<sup>rd</sup> grade teachers for school-wide food drives throughout the year.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

\_\_\_\_\_ **Weekly Happenings:** Layout and gather information for weekly flyer. Make copies and distribute throughout the year.

Chair \_\_\_\_\_ Volunteer \_\_\_\_\_

## Community Liaisons

(Volunteers attend meetings and report as needed to PTO presidents)

\_\_\_\_\_ **Recreation Board:** Represent PTO at meetings of Community Services advisory board (a 2-year commitment with four meetings/year).

\_\_\_\_\_ **Scholarship:** Serve on a committee to select a WFBHS student to receive the PTO scholarship (2 meetings in spring).

\_\_\_\_\_ **School Board Liaison:** Attend and report on school board meetings.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Room Parent Opportunity

### **Complete this page only if interested in being a room parent!**

\_\_\_\_\_ **Room Parent:** Assist teachers in planning activities, serve as link between PTO, school and families. Coordinate volunteers for various events as needed.

Have you ever been a room parent? Yes \_\_\_\_\_ No \_\_\_\_\_

**If interested in being a room parent, please list your children's names/grade levels for 2007-08 school year for the class in which you wish to be a room parent:**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

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