



Long Meadow PTO

www.lmespto.org

Chairpersons and Volunteers Needed for 2016 – 2017 School Year

WE NEED YOU! ALL LMES PTO sponsored events and programs are made available through our parent volunteers' efforts and generous sharing of time and talents! Without your help our programs could not be offered. Join our growing and innovative pool of volunteers to make these events a success and support our school community!

We look forward to your interest! Contact us at LMESPTO@yahoo.com

WHAT DOES A CHAIRPERSON AND A CHAIRPERSON IN TRAINING DO?

- **Chairperson:** The chairperson is the lead person in charge of an event or activity, leading all aspects of the event from start to finish. This includes working within the PTO assigned budget for the event; coordinating volunteers and working with other committee members; purchasing equipment and/or supplies; securing vendors; distributing materials/flyers/etc., however... each event is unique. **Responsibility may be shared with a co-chair and you will be paired up with a member of the PTO Executive Board to assist!** The descriptions listed below give you a snapshot of the event.
- **Chairperson in training:** The Chairperson in training works under the current chairperson of an event to learn the responsibilities necessary for a successful event. It is our goal that the chairperson in training will seamlessly transition into the chairperson spot.
- **Volunteers** are always welcome and needed! If you would like to be part of a committee coordinating an event...**LET US KNOW!**

EVENT	EVENT DESCRIPTION	POSITION NEEDED
Cultural Arts (Yearlong)	Help is needed to coordinate and plan cultural arts events held during the school day for LMES students. Works with the LMES staff to arrange dates, events, set-up/clean up, and to publicize events.	Chairperson & Volunteers
Food Bank (Yearlong)	Help is needed to send out monthly reminders to the grade levels regarding mac-n-cheese collection. Responsible for collecting the boxes of mac-n-cheese donated by families and delivering them to the Southbury Food Bank.	Chairperson
Leopard Sign (Yearlong)	Help is needed to coordinate and post birthday and school messages on the Leopard Sign. Encourages families to celebrate their child's birthday at LMES by submitting a special birthday message and a donation to the PTO.	Chairperson
Online Purchase Coordinator (Yearlong)	Help is needed to publicize "The Fundraising Mall", which is a market place for online shopping that lists hundreds of merchants (i.e., Amazon, Microsoft, Walmart). Every time you click on a merchant link and make a purchase through The Fundraising Mall, the PTO receives a donation from that merchant.	Chairperson
PTO Directory (September-October)	Help is needed to produce this optional directory, which is sorted by grade and contains LMES students' and parents' names, addresses, phone numbers and email address. Forms to be completed by parents are sent home in early September. Data is collected and assimilated at the beginning of the year and the directory is published and distributed by late October. Volunteers are needed to verify and input information. A contest for the cover of the directory is held. Most of this work can be done at home.	Chairperson & Volunteers
Yearbook Designer (September – April)	Creates and publicizes an annual yearbook to the LMES students and staff. Responsible for yearbook layout and design. Requires a yearlong commitment to either take pictures at all LMES PTO and classroom events OR to coordinate volunteers for pictures.	Chairperson in Training