

FISKE PTO Volunteer Form: 2010-11

| COMMITTEE POSITION | GENERAL JOB DESCRIPTION | <i>Committee Chair(s)</i> | <i>Committee Member Opportunities</i> |
|---|--|------------------------------|--|
| Executive Board | | | |
| President | Preside at PTO meetings, represent Fiske at Central Council of PTOs and coordinate board activities (can be co-presidents). | Laura Hill Kathy Vasil | N/A |
| Vice President | Attend PTO meetings as well as Central Council meetings. Assist PTO president(s) and coordinate monthly PTO meeting agenda (can be co-vice presidents). Coordinate year-end committee summary & feedback forms. | | N/A |
| Treasurer | Collect PTO donations, disburse funds, keep financial records, report to PTO and prepare tax forms. | | N/A |
| Assistant Treasurer | Assist PTO Treasurer. | | |
| Secretary | Record and distribute PTO monthly meeting minutes in a timely manner. Also responsible for school-wide email communication for PTO business. | | |
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| Art Appreciation Program Coordinators | Lead a classroom discussion on selected artists to enhance art curriculum. The chairperson works with at least two volunteers per grade and the art teacher to organize training sessions. All materials provided to lead the discussion. | | (12 positions; 2/grade) Christina Dougherty; Adrienne Fernandez; Jo McChesney K/2; MaryAnne Ulian k/4; Desiree Ladd K/1; |
| Auction | Event chairs coordinate, run and oversee all aspects of the Auction and volunteers. Many volunteers are needed for this event. 2010-11 school year is not an Auction year. | N/A | |
| Creative Arts Program Coordinators | Two co-chairs responsible for various PTO-sponsored creative arts and sciences programs that enhance the curriculum. Chairs select the programs with the input from the Principal and teachers. They attend quarterly meetings of the Wellesley Creative Arts Council and are responsible for all the arts and sciences programs that are presented to the entire school. Chairs also work with a committee of grade level volunteers who organize and schedule grade-specific programs. | Beth McMahan Chris Oliver | (12 positions; 2/grade) Christy Refojo 3 rd Janet Goddard 1 st /3 rd ;Jori Zeyben 1;Christina Dougherty 3; Jori Zeyben 1; |
| Fiske Family Programs / Community Building Coordinators | Plan and organize events such as Bingo Night and Fiske Family Picnic and other family and community events. | | |
| Fifth Grade Activities Coordinator(s) | Organize & implement fundraising that will cover costs of memory book, mystery trip, class gift, etc. (5 th grade parents only). | Cathi Jones Karen Genta | Christina Dougherty; Laura Keene; Kate Badertscher; Maryellen |

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| Fifth grade activities | | | Maggiacomo; Kimberly Fox; Stephanie Gager; Donna Maley |
| Fiske Wearables Coordinators | Coordinate sale of clothing and spirit items. | Linda Messore Kimberly Fox | Pam Martin; Desiree Ladd |
| Fundraising Coordinators | Coordinate fundraising efforts and finds new revenue opportunities. Current fundraising activities include: - Box Tops for Education: Collect and redeem cereal box tops. - Gift Wrap: Organizes annual gift-wrap sale in the fall. - Labels for Education, Original Artworks and/or new fundraising ideas | | |
| Fish Tank Maintenance | Provide fish food and clean fish tank as needed. | | |
| Fiske Garden Club | Help maintain and enhance the overall appearance of the Fiske gardens and school grounds. | | Kate Badertscher; |
| Hospitality Coordinators | Coordinate refreshments for all PTO meetings, coordinate staff appreciation breakfasts and luncheons and purchase staff gifts as needed. | | |
| Kids Care Coordinators | Help organize and implement Kids Care monthly projects (Kids Care is a Fiske community service program that meets one Wed each month after school). | Sue Morris Meredith Lepper | |
| Grant Writer | Solicit Grants for Fiske to raise money to meet unfunded school needs to enrich our student's learning experience. | Adrienne Fernandez; Debbi Bennett; | |
| "Green" Coordinators | Organize and implement "green" ideas and programs at Fiske. | | |
| Kindergarten Parent Liaisons | Organize lemonade party for incoming Kindergarten parents and students, ride school bus the first week of school, field questions for kindergarten parents. | Cathi Jones, Maryellen Maggiacomo | |

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| Library Volunteers | Help shelve books at the Fiske library M, W & F mornings throughout the school year. (6-10 people needed) | | Kimberly Fox | Lynn Younger; Patti Rabbett |
| METCO Coordinator(s) | Represent Fiske in METCO program meetings and coordinate METCO host family program. Be a local resource throughout the year to each METCO student's family beginning in September. | | | |
| Multicultural Festival Coordinators | Coordinate Fiske Multicultural Festival which includes food, entertainment, decorations and organization of festival in Feb | | Sree Bala Looking for co chair | Kate Badertscher; Brenda Cuerdo |
| New Families Liaison(s) | Welcome new families, provide resource info and organize coffee for new families before school starts. | | | |
| Parent Grade Wide Social Coordinator | Find families to host grade-wide adult social at their homes and schedule dates with host and school calendar. | | Tanya Capello Maria Steck | |
| Policies & Procedures | Assist the executive board in defining and implementing standard PTO policies and procedures | | | |
| POPS (Parents of Performing Arts Students) Representative | Attend town-wide meetings and coordinate Fiske involvement in concerts. Responsibilities include providing support, as needed, to music teacher for 5 th grade chorus, band and orchestra performances. Most activity occurs during the 5 th grade concerts in late Spring. | | | |
| Publicity Coordinators | Write "Fiske Footnotes" column for Wellesley Townsman every 6 weeks. Take photos of school events for publication in newspaper and/or school displays. | | Rachel Cottone | |
| Room Parent Coordinators | Coordinate selection of room parents (much of this is done in late summer) and represent room parents to the PTO Board. Communicate with room parents to relay important information as requested by teachers | | | |
| Room Parent (please indicate grade of children for 2010-11) | Cathi Jones K; Julie Beyer K; Julie Wilde K/2; Margaret Loofbourrow 5; Gloria Johnston 5; Janet Goddard | Martha Tuff K/2/4; Laura Keene 5; Maryellen Maggiacomo 3; Jori Zeyben 1; Kimberly Fox 5; Nicole | | |

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| | 1/3; Sree Bala 3/5; Jori Zeyben 1; Christina Dougherty 3/5 | Zinny K/4; Stephanie Gager 5; Mary Anne Ulian K; | | |
| Safety Coordinator | Work with the school staff to implement safety guidelines and procedures. | | | |
| School Directory/Resource Guide Coordinator | Prepare Fiske School Directory (work required in Aug/Sept). | | Jenn Madden | |
| Environmental Science Program with Field Investigations (please indicate grade of children in 2010-11) | Plan, schedule and implement environmental walks and classroom activities for the different grade levels. Chair meets with liaison; provides training and handouts to parents. | | Cindy Jaczko Amy van der Wal | Kate Badertscher; Maryellen Maggiacomo |
| Town Events Coordinators | Coordinate Fiske's participation in UNICEF drive, Wellesley Parade, Spelling Bee and World of Wellesley. | | | |
| Used Book Fair Coordinators | Organize Fiske Used Book Fair in Spring. | | | Patti Rabbett |
| Website Point Person | Maintain the Fiske website (fiskepto.org) including updating the PTO/School calendar. | | | |
| Wild West Round Up | Event chairs coordinate, run and oversee all Wild West committees and volunteers. Many volunteers needed for this great Fiske fundraising event! | | | |
| Committee 21 | Serve on town-wide committee dedicated to preserving and enhancing Wellesley Public Schools. Responsible for informing the Fiske community on town-wide school issues. | | Susan Ryan Looking for co chair | |
| PAC | Point person for town-wide PAC issues and events | | Robin Steinberg | |
| High School Project Rep | Attend town meeting regarding high school project and give updates to PTO | | | |

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Name: _____

Email: _____

Phone number: _____