



# Join Our Team AT SBIES



Please consider participating in the SBIES PTO as a Committee Chairperson or Helper to help make 2021-2022 an exciting year for our children. Please indicate your interest as a **chairperson or helper** for ALL committees in which you wish to be involved. We look forward to working with you to serve our school!

**\*\*\*Please complete and return this form by September 7, 2021\*\*\***

Name \_\_\_\_\_ Telephone No. \_\_\_\_\_

Email address \_\_\_\_\_ Intermediate Student(s) \_\_\_\_\_

Available: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ Both Teacher/Classroom \_\_\_\_\_

CHAIRPERSON	HELPER	Committee	LAPS FOR LEARNING – Fundraiser for 4 <sup>th</sup> & 5 <sup>th</sup> Grades
Athena Pacek		<b>LAPS Coordinator</b>	Coordinate all walkathon activities (communications, scheduling of volunteers, community donations, games, music, and prizes, etc.). Planning must start over the summer to be prepared for Laps. The two grade coordinators work together. Helpers assist coordinators in collecting prizes and donations, set up and cleanup of the track, lead activities on day of walkathon, and monitor students walking laps.
		<b>LAPS Co-Chair</b>	
Jodie Boltz	<b>NA</b>	<b>LAPS Concession Coordinator</b>	Coordinate refreshment stand. Create menu, organize donations from students/parents, and coordinate volunteers, set up and clean up and maintain inventory list.
<b>NA</b>		<b>LAPS Concession Help</b>	Helpers will be needed to help set up the day of the event, work shift at the concession stand, and/or clean-up.
		<b>Laps Assembly Coordinator</b>	Assembly coordinator works with LAPS coordinators to create a fun and exciting assembly to inspire the students to collect pledges. Experience with multi-media presentations helpful. There is a kick-off assembly and an awards assembly.
<b>YEARBOOK</b>			
		<b>Production</b>	Layout and design the yearbook. Work with PTO board and make sure book is completed on time. Chairperson needs to be in place by October.
Becky Hensch		<b>Photography</b>	Determine what events need to be photographed and ensure that a photographer is available to take pictures. Organizes photos and forward photos to Yearbook Production Chair. Photographers volunteer at various school events to take pictures.
<b>GENERAL HELP</b>			
	<b>NA</b>	<b>Assemblies</b>	Coordinate, research, select and schedule assemblies with approval from principal. Maintains records and keeps in contact with PTO Treasurer to ensure payments are made promptly.
		<b>Box Tops</b>	Coordinate collection of General Mills box tops and send for reimbursement.
		<b>Decorating</b>	Assist PTO decorating school throughout the year. “Welcome back” bulletin board, organizing Christmas ornament design, assembling the Christmas tree, and other decorative needs.
PTO Board		<b>Family Art Night</b>	Coordinate a special art night where families can create different kinds of artwork.
Jodie Boltz Athena Pacek		<b>5<sup>th</sup> Grade Celebration</b>	Coordinate special day for 5 <sup>th</sup> grade classes at the end of the school year. Event is scheduled for May 31st

PTO Board		<b>First Day Folders</b>	Compile and assemble first day student folder information in August, before school begins.
<b>NA</b>		<b>General Assistance</b>	Be 'on call' to assist in any PTO activities where help may be needed.
		<b>Nominating</b>	Establish a slate of nominations for PTO officers (spring); compile committee volunteer data (chairpersons chosen with board approval) and present to PTO officers (spring, fall).
Jodie Boltz		<b>Open House</b>	Coordinate PTO activities at open house (i.e. bake sale, theme basket raffle, and sportswear) and volunteer. Set up and clean to the multipurpose room.
		<b>Santa Shop</b>	Coordinate by purchasing items for sale, setting up shop and scheduling volunteers to help. Position must be set by October to select merchandise company.
	<b>NA</b>	<b>Science Olympiad</b>	Works with Science Dept, administrators and volunteers to coordinate a one-day Science competition. Requires several days of in-school participation. Team building day in April, event day and Award day the last week of school.
Jennifer Moser		<b>Spirit wear Sale</b>	Coordinate the sale of school spirit sportswear (communications, procurement, distribution) for Open House/Fall and Spring sale.
		<b>Talent Show</b>	Coordinate the talent show in the spring (communications, rehearsals, performances, and program). Volunteers help with the event.
		<b>Co-chair Talent Show</b>	Coordinate the talent show in the spring (communications, rehearsals, performances, and program). Volunteers help with the event.
<b>NA</b>		<b>Baking / Food Donation</b>	Provides baked goods for Open House bake sale, and other PTO Events requiring refreshments.
Jodie Boltz Athena Pacek		<b>Teacher/Staff Appreciation</b>	Coordinates luncheons for teachers and staff at the beginning of the year and during Staff Appreciation Week, as well as small gestures of thanks to the teachers and staff throughout the year. Helpers will be called on to donate items or lend a hand with scheduled events.
		<b>Field Day</b>	Coordinate fun field events for the students at the end of the year.

If you have questions about volunteering for a committee, you can contact any of the following PTO officers:

Jodie Boltz, PTO President – 724-355-1730  
 Stori Caudill, PTO Vice President – 724-816-7090  
 Jennifer Moser, PTO Vice President – 724-272-6807  
 Dayna Reen, PTO Secretary – 724-355-7841  
 Athena Pacek , PTO Treasurer – 412-477-9475