



## Parent Teacher Organization (PTO) Volunteer Sign-up

Make a difference! The PTO is a fantastic way to directly impact and improve our schools. You will enhance your children's education, network with other parents, connect to our wonderful Clayton Schools' Family Center community, and build friendships!

The PTO strives to provide a variety of fun and fundraising activities. We need your help for a successful year! Please check any activities or jobs for which you are interested in providing assistance. Big and little help is needed and appreciated! Please return this form to the Family Center office. Thank you!

Parent(s) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Child's Classroom (if known): \_\_\_\_\_

### PTO Board & Support

- |                                         |                                                                                                             |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Secretary      | Attend monthly meetings and maintain as permanent records the minutes of all PTO meetings and actions       |
| <input type="checkbox"/> Treasurer      | Manage PTO financials and maintain bookkeeping of all PTO bank transactions                                 |
| <input type="checkbox"/> Communications | Oversee communications with school community and assist in PTO website management                           |
| <input type="checkbox"/> Room Parent    | Help with communications (via emails & closing circle) between PTO and caregivers in your child's classroom |

### Events & Activities

- |                                               |                                                                                                                                           |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Fall Book Festival   | Assist with the book fair fundraising event                                                                                               |
| <input type="checkbox"/> Teacher Appreciation | Assist with organizing snacks and meals to show appreciation for Family Center staff                                                      |
| <input type="checkbox"/> Art to Remember      | Coordinate with company, teachers, and families to arrange artwork collection, ordering, and delivery of ordered items                    |
| <input type="checkbox"/> Community Outreach   | Assist with community service projects (previous activities include: food drives, diaper drive)                                           |
| <input type="checkbox"/> Class Pictures       | Coordinate with teachers and take class pictures, collect orders, print and distribute photos                                             |
| <input type="checkbox"/> Social Fundraisers   | Assist with social fundraising events (potential activities include: wine tasting, shopping events, restaurant fundraisers, trivia night) |

Please share other ways you might like to contribute: