

# BURR SCHOOL PTO SIGN-UPS

<http://www.burrpto.org/>

Welcome to our current school year at Burr! We're always looking for a fresh group of volunteers to keep our PTO strong and vibrant. All parents and guardians are encouraged to volunteer and participate in any of the wide variety of school and community-based activities throughout the year.

Volunteer commitments can be as much or as little as you can manage -- one-time or ongoing, school hours or evenings, solitary or social. **In the following pages, you'll see a list of all the possible activities/programs you can participate in at Burr. Every committee listed is looking for additional help and YOU could be a great member of their team!**

To find out more about any of the committees listed in this document, please contact the Burr PTO at [pto-board@burrpto.org](mailto:pto-board@burrpto.org).

## FUNDRAISING

**"Gift for Burr" Fundraising Campaign (Alternate years)** Design and coordinate non-auction year main PTO fundraiser.

**Auction/Evening Event (Alternate years)** Design and coordinate activities and volunteers for the annual main fundraising event – a major one held every other year and a less involved one on alternate years.

### Other Fundraisers:

- **Book Fair** Organize, publicize, set up and run book fair where children and parents can purchase new books.
- **Fifth Grade Activities & Burr School Store** Plan and implement special activities related to the graduating class. Supervise the fifth-grade students who run the store.
- **Election Day Bake Sale** Coordinate volunteers to donate items and to staff the sale.
- **Picture Day** Oversee and facilitate the school-picture process.
- **Pretzel Sales** Organize after-school pretzel sales.
- **Wrapping Paper/Cookie Dough/Retail Fundraiser** Send out flyers and reminders, consolidate orders, receive delivery at school, and coordinate distribution.
- **Ongoing Fundraisers and Events** Box Tops For Education SchoolPOP, Target Red Card, and Shaw's

# EDUCATION SUPPORT

**Color Day** Support Physical Education teacher in organizing volunteers for schoolwide field day in June.

**Creative Arts & Sciences** Preview, choose, and assist teachers in scheduling special arts and science presentations.

**Landscape/Garden Classroom** Care for the plantings and gardens around the school and oversee Garden Classroom activities.

**Library** Coordinate volunteers who assist in library classes and on other library-based projects and events.

**Library Gift Book Sales** Coordinate our annual program where parents/children may purchase a new library book in honor of a Burr staff member. A bookplate with the dedication is printed and permanently placed in the book.

**Literature Fund** Run this holiday gift-giving opportunity in which families may donate money to a fund that is divided equally among teachers and specialists for classroom book purchases.

**Playground Committee** Oversee renovation and maintenance of the playground equipment and grounds.

**“Parents Helping Teachers” Squad** Assist with photocopying/laminating/other projects in the main office once a week. Check the in-box periodically to ensure jobs are being completed.

**Room Parents** Manage room-parent system; coordinate school-wide events or communications via room parents. Room parents serve as “ambassadors” between PTO and families in each classroom; organize class-wide gatherings; recruit volunteers to assist teachers as needed; manage classroom wish list; welcome any new families during the year.

**Science & Engineering Week** Organize science and engineering presentations by parents in each classroom. Event is typically scheduled for January.

**Understanding Our Differences** Work with parent volunteers to present this citywide disability awareness curriculum to fourth & fifth grade students.

## COMMUNICATIONS

**Burr Bulletin Editors** Collect information to be printed in the bulletin from the various committees. Produce the bulletin and get it printed for distribution. Create and distribute the electronic bulletin, and archive it for display on the Burr PTO website.

**Burr Bulletin Distribution** Distribute hard-copy printouts of the bulletin as needed.

**Directory** Collect class, phone, address and e-mail information from each family and publish Burr Directory.

**PTO Communications** Publicize PTO meetings, early release days, and other events with flyers and sandwich boards, run school council elections.

**Technology / Web Page** Keep the Burr School web site up to date, posting PTO minutes, Burr Bulletins, and other useful information. Maintain e-mail lists for communication, and help with other technology-related tasks.

## COMMUNITY BUILDING

**Kindergarten Welcome** Organize a kindergarten picnic and other welcoming activities for incoming families.

**Back to School Picnic** Coordinate the September evening family picnic at school.

**Book Swap** Families donate books they're finished with for "new" books that other families have donated. Coordinate volunteers to collect & sort books and schedule classroom visits.

**Color Day Lunch** Coordinate volunteers to serve & clean up lunch for all kids, staff, and volunteers on Color Day.

**Green Team** Work with students and teachers to bring recycling, waste reduction, and other green initiatives to Burr.

**Newton Serves/Social Action** Organize & facilitate projects to help students contribute to the larger community—such as holiday toy drives and disaster responses. Help organize annual Newton Serves event at Burr.

**Halloween Family Fun Night** Plan and organize a free, Saturday-night family event to celebrate Halloween.

**Newton-METCO Family & Friends Network** Coordinate programs to build community between Boston families and Newton families, and coordinate community events in the Boston area.

**Respect for Human Differences Committee** Sponsor events and activities to promote tolerance and respect for differences of all kinds.

**World Cultures Celebrations** Annual potluck dinner or full festival where all Burr families are invited to celebrate and share the many cultures in our school.

**Ice skating** Plan a free family-skating afternoon in March.

**Hospitality & Staff Appreciation** Coordinate staff lunches at beginning and end of year, help room parents with teacher/staff appreciation week celebration.

**Safe Routes to School** Encourage walking to school. Work to improve traffic safety at drop off and pick up times.

**Kindergarten/New Family Pair-ups** Match new families with veteran families so that everyone gets a welcome-to-Burr phone call and has a buddy to go to with questions as needed.

**May Fair** Organize and coordinate volunteers and activities for an afternoon of community fun, games, crafts, and prizes.