

2011-12 BURR SCHOOL PTO SIGN-UPS

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

Contact for sign-ups: tgunrud@hotmail.com

Welcome to the '11-'12 school year at Burr! We're looking for this year's crop 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.

In the following two pages, you'll see a list of all the possible activities/programs you can participate in at Burr. Every leader listed is looking for additional help and YOU could be a great member of their team! Volunteer commitments can be as much or as little as you can manage -- one-time or ongoing--during school, after school, building hours (7am-4pm), or outside of school (nights / weekends)--solitary or social.

Although we have tried to make this list as up to date as possible, please be aware that there are frequent changes in our "line-up", especially at the beginning of the year. If you have updates, please contact Tracy Carter at tgunrud@hotmail.com.

We invite you to use the tear-off response below to let us know which activities and/or committees interest you and we'll connect you with the current organizers. We look forward to working with you this year!

Burr PTO Officers and Coordinators '11-'12

Jessica Avery, Fundraising, jvavery@yahoo.com
Colette Burke, Communications, colette_burke@bose.com
Tracy Carter, Co-President, tgunrud@hotmail.com
Rachael McCarthy, Treasurer,
rachaeltmccarthy@gmail.com
Maren Oslund, Community Building,
Marenoslund@gmail.com
Kim Susko, Secretary, kas434@cornell.edu
Ted Vahey, Co-President, ted@vahey.org
Jason Wong, Education Support, jasonwong910@gmail.com

Volunteer Interest Form

(Please detach this slip and return in your child's school folder, or
email tgunrud@hotmail.com.)

_____ YES!!!! I am interested in helping out with these activities
this year:

Community Building_____ Education Support_____

Fundraising_____ Communication_____

_____ You can contact me if you need help with school time
activities.

_____ You can contact me if you need help with afternoon,
evening, or weekend activities.

Name _____ Child's name(s)
and grade(s)_____

Best way to contact me (circle one): Phone:

_____ E-mail: _____

EDUCATION SUPPORT: Jason Wong

- **Literature Fund (Marni Caputo); December; Outside of School:** 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.
- **Science & Engineering Week (Joanne Kotz & Ken Kotz); January; During School:** Organize science and engineering presentations by parents in each classroom. Parents give science presentations which are typically scheduled in the classrooms.
- **Library Gift Book Sales (Gretchen Becker-Cox & VOLUNTEERS NEEDED); May; During building hours:** 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.
- **Landscape/Garden Classroom (Stephanie Mamis, Jessica Avery, Marlene Gibson & Dana Hanson); Year Round and/or May; During and Outside of School:** Care for the plantings and gardens around the school any time year round and oversee Garden Classroom activities in May.
- **Color Day (Jody Michna); June; During School:** Volunteers support Physical Education teacher in school-wide field day.
- **Creative Arts & Sciences (Felicia Falchuk, Beth Tierney, & Pam McVey); Throughout School Year; During and Outside of School:** Preview, choose, and assist teachers in scheduling special arts and science presentations.
- **Library (Jan Shoyer); Throughout School Year; During School:** Coordinate volunteers who assist in library classes and on other library-based projects and events.
- **"Parents Helping Teachers" Squad (Lisa Dallaire, Dana Hanson); Throughout School Year; During Building hours:**

- 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 (Pam McVey); Throughout School Year; During and Outside of School:** 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.
 - **Understanding Our Differences (Carey Ranta & VOLUNTEERS NEEDED); Throughout School Year; During School:** Work with parent volunteers to present this citywide disability awareness curriculum to fourth & fifth grade students.
 - **Playground Committee (Valerie Wastecoat); Year Round; Outside of School:** Oversee renovation and maintenance of the playground equipment and grounds.

FUNDRAISING: Jessica Avery

- **School/Family Picture Day (Nancy Caulfield); September; During and Outside of school:** Help publicize Family Picture Day and oversee and facilitate the school-picture process.
- **Fifth Grade Activities, Burr School Store, Pretzel Sales (Fifth grade parents); Fall and Spring; During Building hours:** Plan and implement special activities related to the graduating class. Supervise the fifth-grade students who run the store. Organize after-school pretzel sales Fridays.
- **Election Day Bake Sale (Erika Drezner); November; During**

- and Outside of School:** Coordinate volunteers to donate items and staff the sale.
- **Book Fair (Judy Greenblatt, Rose Dieffenbach & Hema Soundararajan); December; During and Outside of School:** Organize, publicize, set up and run fall book fair where children and parents can purchase new books.
 - **"Gift for Burr" Fundraising Campaign (Dana Hanson, Tricia Bombara, Beth Vivieros, Nancy Caulfield & Margaret Crook); Throughout School Year; Outside of School:** Design, coordinate and implement main PTO fundraiser.
 - **Ongoing Fundraisers and Events; Throughout School Year; Outside of School:** Box Tops For Education (Sherri Sonia), OneCause/Target Red Card/Stop and Shop (**VOLUNTEERS NEEDED**).

COMMUNICATIONS: Colette Burke

- **Directory (Cecelia Kwartler); September; Outside of School:** Collect class, phone, address and e-mail information from each family and publish Burr Directory.
- **School Council Elections (Colette Burke); May; Outside of School:** Determine number of open slots; solicit nominations; send ballot and run election as needed.
- **Burr Bulletin Distribution (Junko Shibuya); Throughout School Year; During Building Hours:** Posting of bulletin in Burr office.
- **Burr Bulletin Editors (Ellen Chu, Jeff Yerkes, Vicky Gifford, Barbara Thompson, Sarah Treacy); Throughout School Year; Outside of School:** Collect information to be included in the bulletin from the various committees. Create and distribute the electronic bulletin, and archive it on the Burr PTO website.

- **Technology / Web Page (Lisa Ferrante-Walsh); Throughout School Year; Outside of School:** 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: Maren Oslund

- **Back to School Picnic (Vicky Gifford); September; Outside of School:** Coordinate the September evening family picnic at school.
- **Halloween Family Fun Night (Stephanie Mamis, Pam McVey, Carey Ranta & Ellen Regan); October; Outside of School:** Plan and organize a free, Saturday-night family event to celebrate Halloween.
- **Book Swap (VOLUNTEERS NEEDED); March; During Building Hours:** Families donate their "read" books for "new" books that other families have donated. Coordinate volunteers to collect & sort books and schedule classroom visits.
- **Ice skating (Jean Giglio); March; Outside of School:** Plan a free family-skating Sunday afternoon.
- **World Cultures Celebrations (Jackie Gelb, Ann Langenfeld & Dana Hanson); March; Outside of School:** Annual potluck dinner or Festival where Burr families are invited to celebrate and share the many cultures in our school.
- **May Fair (VOLUNTEERS NEEDED); May; Outside of School:** Organize and coordinate volunteers and activities for an afternoon of community fun and games.
- **Color Day Lunch (Carey Ranta & Susan Foster); June; During**

- School:** Coordinate volunteers to serve & clean up lunch for all kids, staff, and volunteers on Color Day.
- **Kindergarten Welcome (Tracy Carter, VOLUNTEERS NEEDED); Summer:** Organize a kindergarten picnic and other welcoming activities for incoming families.
 - **Green Team (Kelly Brown & Eric Bobby); Throughout School Year; Outside of School:** Work with students and teachers to bring green initiatives to Burr.
 - **Hospitality & Staff Appreciation (Andrea Flint & Johanne Campbell); Throughout School Year; During and Outside of School:** Coordinate staff lunches at beginning and end of year, help room parents with teacher/staff appreciation week celebration and provide drinks and snacks at parent principal coffee and PTO meetings.
 - **Kindergarten/New Family Pair-ups (Need Volunteer); Throughout School Year; Outside of School:** 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.
 - **Newton Serves/Social Action (Jeff Zabel, Bill Hoch & Kelly Brown); Throughout School Year; Outside of School:** 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.
 - **Newton-METCO Family & Friends Network (Jackie Gelb, Maria Ralph & Dana Hanson); Throughout School Year; Outside of School:** Coordinate programs and events to build community between Boston and Newton families.
 - **Respect for Human Differences Committee (Ann Langenfeld, Jody Klein & Dana Hanson); Throughout School Year; During and Outside of School:** Sponsor events and activities to promote tolerance and respect for differences

of all kinds.

Safe Routes to School (Tricia Bombara & Carey Ranta);

Throughout School Year; During School: Encourage walking to school. Work to improve traffic safety at drop off and pick up.