



Dear Burr Families,

Welcome back, we hope you had a great summer! The Burr School PTO is an organization made up of all of the parents and guardians of Burr students. Our purpose is to strengthen the Burr experience by serving as a communication link with teachers and administrators, raising funds, supporting educational programs, building community, and promoting an inclusive environment. This handbook is designed to inform you about all the great PTO events and committees we offer and how to get involved to help support this purpose.

For the 2022-2023 school year, we plan to bring back many of the popular events and activities from previous years, so we will recruit volunteers accordingly. If we need to make adjustments for public health or other considerations, we will work with volunteers to find other engagement opportunities.

Wishing you a great school year!

From your PTO Co-President,

Amie Butler

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## School Events Listed By Month

There are many opportunities for families to have fun and build community here at Burr School. Take a look at some tentatively planned events for this school year, but check [the Burr PTO Google Calendar](#) to confirm the exact dates & times! In addition to these annual events, we often have several additional cultural community events, which have included celebrations for Diwali, Day of the Dead, Lunar New Year, and more! As these events are scheduled you will find info on the google calendar, as well as our volunteer signup page.

|   |  |
|---|--|
| <p><b>SUMMER</b></p> <ul style="list-style-type: none"> <li>• Incoming Kindergarten Weekly Meet-Ups</li> <li>• Grade specific Meet-Ups - at least once</li> </ul>   | <p><b>FEBRUARY</b></p> <ul style="list-style-type: none"> <li>• Book Swap</li> </ul>   |
| <p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>• Back to School Picnic &amp; Volunteer Fair</li> <li>• Curriculum Night</li> <li>• Parent-Principal Coffee</li> <li>• School Photo Day</li> </ul> | <p><b>MARCH</b></p> <ul style="list-style-type: none"> <li>• Talent Show</li> <li>• STEAM Fair</li> <li>• Burr Auction</li> </ul>  |
| <p><b>OCTOBER</b></p> <ul style="list-style-type: none"> <li>• Walk to School Day</li> <li>• Parent Social Event (TBD)</li> <li>• BooFest!</li> </ul>   | <p><b>APRIL</b></p> <ul style="list-style-type: none"> <li>• World Cultures Event</li> </ul>   |
| <p><b>NOVEMBER</b></p> <ul style="list-style-type: none"> <li>• Election Day Bake Sale</li> <li>• Diwali/Día de los Muertos Event</li> <li>• Book Fair</li> </ul>   | <p><b>MAY</b></p> <ul style="list-style-type: none"> <li>• Teacher &amp; Staff Appreciation Lunch</li> <li>• May Fair</li> <li>• NewtonSERVES–Grounds Cleanup</li> </ul> |
| <p><b>DECEMBER/JANUARY</b></p> <ul style="list-style-type: none"> <li>• Sleep Under</li> <li>• Ice Skating Event</li> </ul>   | <p><b>JUNE</b></p> <ul style="list-style-type: none"> <li>• Color Day</li> <li>• Garden Days</li> </ul>  |

## List of Volunteer Opportunities

The Burr PTO has many volunteer opportunities and we would love to have you help out! We have opportunities to volunteer at single events or ongoing roles, so depending on how much time you have, we have the perfect volunteer role for you. To sign up for any open volunteer opportunity, check out the [Sign-Up Genius](https://bit.ly/BurrVolunteers) (<https://bit.ly/BurrVolunteers>) for our upcoming needs.

### Ongoing Flexible-Timing Roles (1 year commitment)

- Fundraising
  - o Fundraising committee
  - o Wolf Fund Coordinator
- Communication roles:
  - o Burr Buzz Editor
  - o Web Editor
  - o School Sign manager
  - o Directory Coordinator
- Educational Outreach & Programming
  - o Green Team
  - o Safe Routes to Schools
  - o Library Volunteers Coordinator
  - o Creative Arts and Sciences Chair & Grade Level Coordinators
  - o Understanding our Differences Team Coordinator & Grade Level Coordinators (Grades 3-5)
- Community Building & Outreach
  - o Room Parent Coordinator & Room Parents for each classroom
  - o Hospitality and Appreciation Coordinator and committee
  - o School Committee Parent Representative

### Weekday/School Hours Events

- Picture Day Coordinator and helpers
- Election Day Bake Sale Coordinator
- Book Fair co-chairs & committee

## THE BURR SCHOOL | PTO PARENT VOLUNTEER AND EVENT INFO

- Garden Classroom Day coordinator
- Color Day Popsicle coordinator
- Library Volunteers

## Evening and Weekend Events

- Back to School Picnic Coordinator and Committee
- Fall Parents Event Coordinator and Committee
- BooFest Coordinator and Committee
- Sleep Under Coordinator
- Talent Show Concessions
- Steam Fair Coordinator and Committee
- Auction Coordinator and Committee
- World Cultures Event Coordinator and Committee
- Book Swap
- Spring Parents Event Coordinator and Committee
- May Fair Coordinator and Committee
- Newton Serves Coordinator
- Food Truck/Restaurant Coordinator

## Summer

- Summer Playdates team coordinator and grade coordinators

## Serving on the PTO Board

The PTO board is elected in May/June of each year. The board is made up of 9-12 volunteers. Each board position is for a two year term. The PTO Board generally meets monthly, and also holds several community-wide meetings each year. If you are interested in serving on the board, please reach out to any of the current board members for more information.

### PTO Board Positions - List of Roles

|                                  |  |
|----------------------------------|--|
| <b>PTO Co-Presidents (2-4)</b>   | <b>Past Co-President (ex-officio)</b>        |
| <b>PTO Treasurer</b>             | <b>PTO Secretary</b>                         |
| <b>Fundraising Chair</b>         | <b>Diversity, Equity and Inclusion Chair</b> |
| <b>Educational Support Chair</b> | <b>Community Events Chair</b>                |
| <b>Communications Chair</b>      |  |

## PTO Board Positions - Description of Roles

### PTO Co-Presidents (2-4)

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|                                  |                       |
|----------------------------------|-----------------------|
| <b>Board Position</b>            | Yes                   |
| <b>Ongoing role or One-Time</b>  | Ongoing               |
| <b>Estimated Time Commitment</b> | 10-12 hours per month |

#### **Description of Role**

The Co-Presidents oversee all PTO activities and roles, as well as work closely with the school administration. In addition to setting the calendar for all PTO-related events, the Co-Presidents develop the annual budget (approved by PTO members, at large), and manage the fiscal and 501(c)(3) nonprofit responsibilities of the organization. They are responsible for overseeing the coordination of all PTO activities and events, providing support as needed and in any manner necessary. This includes finding/assigning committee members, balancing financial resources, managing communications for the PTO including, but not limited to, the Burr Buzz, email blasts, online PTO webpage, and integration of social media.

### PTO Treasurer

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|                                  |                      |
|----------------------------------|----------------------|
| <b>Board Position</b>            | Yes                  |
| <b>Ongoing role or One-Time</b>  | Ongoing              |
| <b>Estimated Time Commitment</b> | 8-10 hours per month |

#### **Description of Role**

The treasurer is responsible for managing funds for the PTO. These activities include writing checks, reimbursing parent expenses, balancing the bank account, administering a budget sheet, preparing tax documents and presenting the yearly ledger to the PTO Council.

### PTO Secretary

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | Yes                 |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 5-7 hours per month |

#### **Description of Role**

The Secretary responsibilities consist of taking notes at PTO Board Meetings and distributing the minutes at the subsequent PTO meeting for a vote. Taking notes at Parent/Principal Coffees and forwarding any approved meeting dates to the Communications Coordinators for posting on the Burr PTO Website. The PTO Secretary also coordinates permit applications with the City of Newton for all PTO events.

### Fundraising Chair

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|                       |     |
|-----------------------|-----|
| <b>Board Position</b> | Yes |
|-----------------------|-----|

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**Ongoing role or One-Time** Ongoing  
**Estimated Time Commitment** 5-7 hours per month

### Description of Role

The Fundraising Chair builds and motivates a culture of giving in the Burr community. This involves developing the annual PTO Fundraising Plan and strategy, managing donor databases, and coordinating outreach to potential corporate or community sponsors. They recruit and oversee the coordinators/committees for all of the fundraising that sustains our activities as a PTO. The two biggest fundraisers we do are the Wolf Fund in the fall and the online auction in the spring. Additional fundraising events like Movie Nights, the Sleep Under, bake sales, and more occur throughout the year.

## Communications Chair

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**Board Position** Yes  
**Ongoing role or One-Time** Ongoing  
**Estimated Time Commitment** 8-12 hours per month

### Description of Role

The Communications Chair will be responsible for all communications between the parents, the PTO, Burr School, and surrounding Communities. This involves updating the Website, the PTO calendar, Membership Toolkit, managing the weekly editors for the Burr Buzz announcements, the public Facebook page, periodic email blasts, and the School Sign. They will work closely with the co-presidents and the Secretary.

## Educational Support Chair

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**Board Position** Yes  
**Ongoing role or One-Time** Ongoing  
**Estimated Time Commitment** 5-7 hours per month

### Description of Role

The educational support coordinator supports the work of several committees without necessarily serving on those committees:

- Creative Arts & Sciences (grades K-5) Chair & Committee
- Understanding Our Differences (grades 3-5) Chair & Committee
- Safe Routes To School Committee
- Community Garden Volunteers
- Green Team Committee

This role is responsible for helping each of these groups recruit for grade level coordinators, volunteers, and Chairs as needed; publicize upcoming events; and plan and finalize any budgetary program needs with the PTO Treasurer and Board.

## Diversity, Equity and Inclusion Chair

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**Board Position** Yes  
**Ongoing role or One-Time** Ongoing  
**Estimated Time Commitment** 5-7 hours per month



**Description of Role**

This role is intended to help promote an environment that serves ALL Burr families. They will liaise with FORJ, SEPAC, ELPAC, the METCO Coordinators and the Mutual Aid Coordinator. In addition they should stay connected to the PTOC Equity and METCO Leads, as well as the NPS DEI Director.

**Community Events Chair**

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | Yes                 |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 5-7 hours per month |

**Description of Role**

The Community Events Chair oversees the coordinators/committees and manages the budgets for all of the community-oriented events at Burr. This includes events such as the Back to School Picnic, Boo Fest, May Fair, movie nights, cultural festivals, and any other events that serve the purpose of community building.

## Volunteer Role Descriptions

The PTO strives to be an inclusive community that provides many ways for parents to be involved. We've organized the roles based on the timing of the work (i.e., during the school day, weeknights, Friday evenings, weekends, and anytime) and level of commitment required. For those roles tied to specific events (e.g., Back to School Picnic), we've organized them here based on the timing of the event itself though we recognize that the planning happens in advance, whenever volunteers are available to coordinate. We hope every parent can find a way to volunteer.

## Ongoing Flexible-Timing Roles (1-year commitment)

**Fundraising Committee**

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 2-3 hours per month |

**Description of Role**

Work with the Fundraising Chair to organize various fundraising for the PTO. The two biggest fundraisers we do are the Wolf Fund in the fall and the online auction in the spring,

## THE BURR SCHOOL | PTO PARENT VOLUNTEER AND EVENT INFO

but there are also additional fundraisers like Movie Nights, the Sleep Under, bake sales, and more.

### Wolf Fund Lead

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 5-7 hours per month |

#### **Description of Role**

In coordination with the PTO Fundraising Chair, lead our annual fundraising drive. Develop overall campaign strategy, develop communications, facilitate community outreach, and most importantly, build a culture of giving within the Burr community.

### Burr Buzz Editor

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|                                  |                  |
|----------------------------------|------------------|
| <b>Board Position</b>            | No               |
| <b>Ongoing role or One-Time</b>  | Ongoing          |
| <b>Estimated Time Commitment</b> | 1 hour per month |

#### **Description of Role**

Ever wonder how those Burr emails magically appear in your inbox? It's thanks to a small, but committed team of volunteer editors who help gather up "all the news that's fit to print" and send it out in our weekly Burr Buzz newsletter. We need a few more editors to help us complete this task next year. It only takes about an hour to complete, and editors rotate the responsibility every four weeks. Sign up today and help keep our community up to date!

### Web Editor

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|                                  |                   |
|----------------------------------|-------------------|
| <b>Board Position</b>            | No                |
| <b>Ongoing role or One-Time</b>  | Ongoing           |
| <b>Estimated Time Commitment</b> | 1 hours per month |

#### **Description of Role**

We are looking for one or two creative, internet-savvy volunteers to help keep our website updated. This is a very flexible position.

### School Sign Manager

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|                                  |                  |
|----------------------------------|------------------|
| <b>Board Position</b>            | No               |
| <b>Ongoing role or One-Time</b>  | Ongoing          |
| <b>Estimated Time Commitment</b> | 1 hour per month |

#### **Description of Role**

Change out the messaging on the sign in front of the school. We rotate this between volunteers and only takes about 15 mins to do.

### Directory Coordinator

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|                                  |  |
|----------------------------------|--|
| <b>Board Position</b>            | No   |
| <b>Ongoing role or One-Time</b>  | Ongoing  |
| <b>Estimated Time Commitment</b> | <1 hour per month  |
| <b>Description of Role</b>       | The Directory Coordinator helps publicize Burr's online school directory and graduates the students to the next grade in between school years. |

### Green Team

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|                                  |  |
|----------------------------------|--|
| <b>Board Position</b>            | No   |
| <b>Ongoing role or One-Time</b>  | Ongoing  |
| <b>Estimated Time Commitment</b> | 1 hour per month   |
| <b>Description of Role</b>       | Parents on the Green Team support Burr educators and students working on environmental initiatives at the school. Participation can be as little as just offering peripheral coordination and communication support to planning fun and educational projects and initiatives with the educator & student team. |

### Safe Routes to School

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|                                  |  |
|----------------------------------|--|
| <b>Board Position</b>            | No   |
| <b>Ongoing role or One-Time</b>  | Ongoing  |
| <b>Estimated Time Commitment</b> | 1-2 hours per month  |
| <b>Description of Role</b>       | There is a Safe Routes to School coordinator at each elementary school in Newton. This volunteer advocates for keeping children safe as they get to and from school. They will also coordinate Walk to School Day and attend occasional NPS district-wide Safe Routes to School meetings to explore new ways to keep our kids safe on their way to school. |

### Library Volunteer Coordinator

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|                                  |  |
|----------------------------------|--|
| <b>Board Position</b>            | No   |
| <b>Ongoing role or One-Time</b>  | Ongoing  |
| <b>Estimated Time Commitment</b> | 1-2 hours per month  |
| <b>Description of Role</b>       | We rely on the help of parent volunteers in the school library to help students check out books and restock them as they are returned. This enables our librarian to focus her efforts on instruction, which is often in coordination with teachers and directly connected to what they're learning in the classroom. The coordinator works with the librarian to ensure we have volunteer coverage as needed. |

### Creative Arts & Sciences Chair

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|                       |    |
|-----------------------|----|
| <b>Board Position</b> | No |
|-----------------------|----|

## THE BURR SCHOOL | PTO PARENT VOLUNTEER AND EVENT INFO

|                                  |                     |
|----------------------------------|---------------------|
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 2-8 hours per month |

### Description of Role

There is at least one Creative Arts & Sciences (CAS) School chair at each elementary school in Newton. This role plans, coordinates, and executes CAS supplemental and enhanced programs for all Burr grade levels (K-5) consistent with the budget approved by the PTO Board and current Equity Committee guidelines. The CAS chairs:

- help grade-level coordinators with program selection, and logistics (dates, set-up, break-down, etc.)
- organize a school-wide concert series with the Principal, and
- attend all city-wide CAS meetings to bring new programs to the Resource Guide.

## Creative Arts & Sciences Grade Coordinators (all grades)

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 1-3 hours per month |

### Description of Role

Creative Arts & Sciences (CAS) grade level coordinators must attend two mandatory orientation meetings in September. Grade level coordinators transition programs that were selected in May/June of the prior school year. Coordinators ensure date, time, and location of events are confirmed and do not conflict with other events. Each grade level coordinator runs one program per year. On the day of the program, the coordinator ensures that the room is properly configured, required equipment is tested and ready, and greets the presenter and escorts to location. The coordinator provides lunch, snacks and water for the presenter, writes up the evaluation for parents and families, and sends a thank you note to the presenter.

## Understanding Our Differences Team Coordinator and Grade Coordinators (3-5 only)

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 2-4 hours per month |

### Description of Role

Understanding Our Differences (UOD) is a nationally recognized, award-winning program that is taught in grades 3-5 at Burr. The program helps students foster respect, acceptance and compassion for people of all abilities, and often features guest speakers and interactive exercises to help students deepen their understanding. There is at least one UOD School coordinator at each elementary school in Newton, and volunteers in this role attend NPS district-wide UOD meetings to learn about programming options for the school year. The UOD team coordinator(s) also support the grade level (3-5 only) coordinators. Grade-level coordinators handle logistics for the speaker(s) or activities, introduce the topic of the presentation or activity to students, and help deepen their understanding through various activities. This is an amazing way to interact directly with Burr students and help them develop compassion for others. No experience is required!

## Room Parent Coordinator and Room Parents

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 1-2 hours per month |
| <b>Description of Role</b>       |                     |

The room parent coordinator works with the PTO leadership to recruit volunteers, serve as a resource for new room parents, communicate expectations, maintain equity compliance, and offer suggestions to the Room Parents. The coordinator hosts an in-person meeting in September to meet the room parents and answer questions.

Room parents are the glue of each classroom community. They help facilitate communications between the teachers, the PTO and the families in their children's classrooms. They also help coordinate a few, small events, including Class Breakfasts and Teacher appreciation.

### Hospitality and Appreciation Coordinator and Committee

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 1-4 hours per month |
| <b>Description of Role</b>       |                     |

The hospitality team coordinates providing coffee for the parent/principal coffees, the back-to-school teacher's breakfast, and the various festivities surrounding Teacher Appreciation Week.

### School Council Parent Representative

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 1-2 hours per month |
| <b>Description of Role</b>       |                     |

The School Council is a representative, school-based committee focused on site-based decision-making and is required by the Massachusetts Education Reform Act. The School Council is composed of teachers, parents, the Principal and community members and is intended to assist and advise the Principal in adopting education goals and creating a school improvement plan.

## Weekday/School Hours Roles

### Picture Day Coordinator and Helpers

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|                                  |               |
|----------------------------------|---------------|
| <b>Board Position</b>            | No            |
| <b>Ongoing role or One-Time</b>  | 1-2 Times     |
| <b>Estimated Time Commitment</b> | 4-6 hrs total |

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### Description of Role

Assist the photographers on school picture day and recruit additional volunteers as needed. Some committee members may also help on photo re-take day.

### Election Day Bake Sale Coordinator

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|                                  |               |
|----------------------------------|---------------|
| <b>Board Position</b>            | No            |
| <b>Ongoing role or One-Time</b>  | One Time      |
| <b>Estimated Time Commitment</b> | 4-6 hrs total |

### Description of Role

Recruit volunteers to contribute bake sale items and staff a table on election days.

### Book Fair Coordinators and Helpers

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|                                  |   |
|----------------------------------|---|
| <b>Board Position</b>            | No  |
| <b>Ongoing role or One-Time</b>  | One Time  |
| <b>Estimated Time Commitment</b> | Coordinators 15-20 hrs total<br>Helpers 1-5 hrs total |

### Description of Role

The Book Fair usually lasts about a week and the students visit the Fair during the school day. In addition, there are usually some hours for families to visit the Fair outside of class time. The Coordinators are responsible for managing the relationship with the vendor, recruiting and organizing volunteers, and sharing publicity information.

Helpers may volunteer at various stages of the event including set-up, staffing the sale, tear-down, etc.

### Garden Classroom Day Coordinator

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|                                  |  |
|----------------------------------|--|
| <b>Board Position</b>            | No                                     |
| <b>Ongoing role or One-Time</b>  | Ongoing                                |
| <b>Estimated Time Commitment</b> | 20 hrs May; 1 hr/month<br>other months |

### Description of Role

This Garden Classroom Day coordinator works with the Burr teaching staff in the spring to help students plant and nurture our very own Burr garden. The coordinator also organizes and runs the Burr Garden Days in May where they teach each class about their plot in the garden, tying in the lesson to the curriculum. The curriculum is already set and extensive notes from past Garden Days are available.

### Garden Classroom Lead Gardener

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|                                  |                          |
|----------------------------------|--------------------------|
| <b>Board Position</b>            | No                       |
| <b>Ongoing role or One-Time</b>  | Ongoing                  |
| <b>Estimated Time Commitment</b> | 20 hrs May; 1-3 hr/month |

summer months

**Description of Role**

This Garden Classroom Lead Gardener works with the Garden Day Coordinator in the spring to help students plant and nurture our very own Burr garden. The Gardener helps plan and prepare for the Burr Garden Days in May, buys the plants (reimbursed), plans group weeding activities, plans summer watering schedules etc.

**Color Day Popsicle Coordinator**

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|                                  |         |
|----------------------------------|---------|
| <b>Board Position</b>            | No      |
| <b>Ongoing role or One-Time</b>  | Onetime |
| <b>Estimated Time Commitment</b> | 4 hrs   |

**Description of Role**

Work with school nurse to identify appropriate popsicles for Burr student body, purchase popsicles, and, on Color Day, manage the popsicle station throughout the event (a Tuesday morning in June).

**Library Volunteers**

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|                                  |                     |
|----------------------------------|---------------------|
| <b>Board Position</b>            | No                  |
| <b>Ongoing role or One-Time</b>  | Ongoing             |
| <b>Estimated Time Commitment</b> | 1-2 hours per month |

**Description of Role**

We rely on the help of parent volunteers in the school library to help students check out books and restock them as they are returned. This enables our librarian to focus her efforts on instruction, which is often in coordination with teachers and directly connected to what they're learning in the classroom.

**Evening and Weekend Roles**

**Back To School Event Coordinator and Committee**

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|                                  |                         |
|----------------------------------|-------------------------|
| <b>Board Position</b>            | No                      |
| <b>Ongoing role or One-Time</b>  | One Time Event          |
| <b>Estimated Time Commitment</b> | 2-4 hrs total + 1 event |

**Description of Role**

Plan and coordinate the back to school event during the month of September. Historically includes coordinating the date, permit, advertising, pizza orders, tables and custodial support.

**Fall/Spring Parent Event Coordinator and Committee**

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|                                 |                |
|---------------------------------|----------------|
| <b>Board Position</b>           | No             |
| <b>Ongoing role or One-Time</b> | One Time Event |

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**Estimated Time Commitment** 2-4 hrs total + 1 event

**Description of Role**

Plan and coordinate social parents event during fall/spring. Determine the type of event, location, etc. Past events have included a Cornhole & Crockpots event, and a Parent Prom.

### Boo-Fest Coordinator and Committee

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**Board Position** No

**Ongoing role or One-Time** One Time Event

**Estimated Time Commitment** 6-8 hrs total + 1 event

**Description of Role**

The annual Halloween party, and one of the biggest events of the year. This group will set a date/time, determine program/activities, organize volunteers, decorations, a bake sale and set up/clean up.

### Sleep-Under Coordinator

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**Board Position** No

**Ongoing role or One-Time** One Time Event

**Estimated Time Commitment** 2-4 hrs total + 1 event

**Description of Role**

This popular fundraising event features teachers volunteering their time to watch Burr students while parents can go out on a date, do some holiday shopping, or just relax! Kids get to wear their pajamas! The coordinators will coordinate permission slips, snacks, and ordering pizza.

### Talent Show Concession Coordinator

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**Board Position** No

**Ongoing role or One-Time** One Time Event

**Estimated Time Commitment** 1-2 hrs total + 1 event

**Description of Role**

Coordinate parent volunteers to sell snacks during the Burr School Talent Show.

### STEAM Fair Coordinator and Committee

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**Board Position** No

**Ongoing role or One-Time** One Time Event

**Estimated Time Commitment** 2-4 hrs total + 1 event

**Description of Role**

The STEAM Fair provides an opportunity for Burr students to plan and carry out investigations or design projects related to the fields of science, technology, engineering, art or mathematics. Plan and coordinate date/time, programming, any necessary building or field permits, custodial services, volunteers, and set up/clean up.



## Online Auction Coordinator and Committee

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|                                  |  |
|----------------------------------|--|
| <b>Board Position</b>            | No   |
| <b>Ongoing role or One-Time</b>  | One Time Event   |
| <b>Estimated Time Commitment</b> | 8-10 hrs total   |
| <b>Description of Role</b>       | One of our biggest fundraisers of the year- help solicit auction items, set up the auction website (no prior experience necessary) and deliver items after the auction ends. |

## World Cultures Event Coordinator and Committee

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|                                  |   |
|----------------------------------|---|
| <b>Board Position</b>            | No  |
| <b>Ongoing role or One-Time</b>  | One Time Event  |
| <b>Estimated Time Commitment</b> | 6-8 hrs total + 1 event   |
| <b>Description of Role</b>       | Help plan this event to celebrate all of the backgrounds and cultures of Burr. This event has sometimes included a potluck dinner, various stations in classrooms with a “passport” to learn, etc. Coordinate date/time, programming, any necessary building or field permits, custodial services, volunteers, and set up/clean up. |

## Book Swap Coordinator and Committee

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|                                  |  |
|----------------------------------|--|
| <b>Board Position</b>            | No   |
| <b>Ongoing role or One-Time</b>  | One Time Event   |
| <b>Estimated Time Commitment</b> | 2-4 hrs total + 1 event  |
| <b>Description of Role</b>       | The book swap is a fun way for kids to get rid of books that they’ve outgrown while giving a home to someone else’s old books. The Book Swap team helps sort through all the books and organize them for the swap. |

## May Fair Event Coordinator and Committee

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|                                  |   |
|----------------------------------|---|
| <b>Board Position</b>            | No  |
| <b>Ongoing role or One-Time</b>  | One Time Event  |
| <b>Estimated Time Commitment</b> | 8-10 hrs total + 1 event  |
| <b>Description of Role</b>       | This annual spring festival is one of the most anticipated events of the year. Featuring a bouncy house, a cake walk and numerous games for the kids to play, May Fair is a big event requiring a significant amount of volunteer support to make it happen. From selling tickets or concessions to running a game or monitoring the bounce house, there are plenty of volunteer opportunities to help put on a great event for our kids! The committee will coordinate date/time, programming, any necessary building or field permits, custodial services, volunteers, and set up/clean up. |

## Newton Serves Coordinator

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|                                  |                         |
|----------------------------------|-------------------------|
| <b>Board Position</b>            | No                      |
| <b>Ongoing role or One-Time</b>  | One Time Event          |
| <b>Estimated Time Commitment</b> | 1-2 hrs total + 1 event |
| <b>Description of Role</b>       |                         |

NewtonServes is a city-sanctioned day of service. For Burr's community, the team leader coordinates the volunteers and publicity.

### Food Truck or Restaurant Night Coordinator

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|                                  |                         |
|----------------------------------|-------------------------|
| <b>Board Position</b>            | No                      |
| <b>Ongoing role or One-Time</b>  | One Time Event          |
| <b>Estimated Time Commitment</b> | 1-2 hrs total + 1 event |
| <b>Description of Role</b>       |                         |

Reach out to a vendor to confirm date/time, and coordinate publicity.

## Summer Roles

### Summer Playdates Coordinator and Grade Coordinators

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|                                  |                 |
|----------------------------------|-----------------|
| <b>Board Position</b>            | No              |
| <b>Ongoing role or One-Time</b>  | Summer          |
| <b>Estimated Time Commitment</b> | 3-5 hours total |
| <b>Description of Role</b>       |                 |

Help plan a couple of playdates throughout the summer to occur at the Burr playground. Organized by grade, volunteers help coordinate dates between grades and publicize.