



2019-2020 MORSE ELEMENTARY PTO COMMITTEE & SPECIAL PROGRAMS VOLUNTEERS

Each year, Morse PTO puts on several projects, events and programs and we need parents, grandparents and caregivers who are willing to share their time, talents and energy as organizers and helpers.

The list of volunteer positions below includes a basic outline of responsibilities and approximate time commitments for each role. These descriptions are not all inclusive and the time you put in will vary, but we would like to stress you will not work as an island as a PTO volunteer. You will have the support of many--members of the PTO Board, other Morse volunteers, Morse staff, Blue Valley District staff and more. Together we are working hard to make 2019-2010 exceptional—please join us!

Announcement Sign

Coordinate with office and make monthly updates to school sign. Approximate time commitment is 2 hours per month.

Art Liaison

Work with Ms. Schremmer to assist with large art activities and displays. Approximate time commitment is 1 hour a month.

Blue Valley Education Foundation Rep

Attend monthly Blue Valley Education Foundation meeting and report information to PTO board as needed. Approximate time commitment is 3 hours per month for meeting attendance.

Book Fair Chairs* (2 Volunteers)

Plan the Scholastic Book Fair event, including coordinating dates and details with Scholastic books, decorating the library for book fair week, training volunteers on the use of the cash register and sale of books, working book fair. The Book Fair is in November. Approximate time commitment is 20 hours per volunteer; we recommend two.

Box Tops & Hy-Vee Receipts*

Coordinate the collection, tracking and submission of Box Tops and Hy-vee Receipts throughout the school year. Approximate time commitment is 6 hours monthly.

Blue Valley Education Rep

Attend monthly School Board meetings and share information with PTO Board. Approximate time commitment is 2 hours monthly.

Carnival & Fun Run Chairs* (2 Chairs and 8 Committee Members)

Plan the annual School Carnival and Fun Run, coordinating with outside vendors, selling tickets/wristbands, getting volunteers. The Carnival & Fun Run is in May. Approximate time commitment is 40 hours in the spring.

Community Service Projects

Assist Morse Elementary counselor in planning and implementing community service projects for each grade level, K-5. Approximate time commitment is 5 hours of planning during the summer and 5 hours of assistance during the school year.

Family Supper Night*

Plan the family supper to be held Wednesday or Thursday evening in November to coincide with the Book Fair. Responsibilities include working with outside food vendor, selling advance tickets, selling tickets at the event door, and coordinating clean up with custodial staff. Approximate time commitment is 2 hours of prep work and 3 hours day-of assistance.

Daddy Daughter Dance* (2 Chairs and 6 Committee Members)

Coordinate a Daddy Daughter Dance fundraising/community building event for Morse girls and their dads. Responsibilities include securing donations from community businesses and organizations to raise funds for Morse; selecting a venue, theme, décor, food; recruiting volunteers. Approximate time commitment is 40 hours leading up to the event and 6 hours the evening of the event.

Fifth Grade Celebrations* (3 volunteers)

Plan all events and activities related to the 5th Grade Celebrations (shirts, Valentine's Day, Farewell) including coordinating with outside vendors, training volunteers in event duties and working the day of the event in May. Approximate time commitment is 20 hours total over the course of the year.

Grant Award Committee* (5 volunteers)

Meet 2-3 times to review staff grants and determine which will be awarded. This included Prize Squad duties! Must be a PTO member and have contributed to Take Stock. Approximate time commitment is 6 hours in the fall.

Grants Liaison

Work with Morse staff to submit grants to Blue Valley Education Foundation and the Morse Grants committee to identify grant needs. Approximate time commitment is 2-4 hours.

Kindergarten Coffee* (2 volunteers)

Organize coffee and pastries for the second day of school to welcome Kindergarten families. Decorate the library and welcome families after the start of the day. Approximate time commitment is 3 hours in August.

Back To School Night*

Coordinate second grade parent volunteers needed to serve cookies and drinks at Fall Back To School Night. Should be parent of a second grade student. Approximate time commitment is 4 hours in the fall.

Mother Son Event--Harvest Hustle* (2 Chairs and 6 Committee Members)

Coordinate a mother-son fundraising event to be held in late September, early October. Responsibilities include securing donations from community businesses and organizations to raise funds for Morse; recruiting volunteers to run games/stations, night-of event management. Approximate time commitment is 40 hours leading up to the event and 6 hours the evening of the event.

Music Teacher Liaison*

Help music teacher to coordinate parent volunteers for each grade level music performance. Responsibilities include meeting with Mrs. Morrison, buying supplies and getting them volunteers, helping with stage decoration and sometimes helping with performance prep. This volunteer will also organize the raffle for each performance. Approximate time commitment is 3-4 hours/musical, but will vary based on additional parent assistance.

OWLS Garden*

Plan and implement spring planting and summer maintenance of OWLS garden, including training of volunteers, collection of tools and implementation of work days. Approximate time commitment is 6 hours in the spring and 4 hours per week during the summer.

Scholarship Award Committee (4 volunteers)

Meet in the spring to look over scholarship applications and assist in awarding 1 scholarship to a former Morse student going off to college. Approximate time commitment is 2-3 hours in April.

School Supply Liaison*

Coordinate all details of annual pre-packages school supply sale with vendors and parents. Approximate time commitment is 6 hours in August (sorting) and 2 hours in January/February (online forms).

Spirit Wear/Class Field Trip Shirts*

Work with apparel vendor to develop and sell Morse Elementary Spirit Wear in fall and possibly for a limited period of time prior in November/December. Work with teachers to obtain list of students needing new class field trip shirts and order from apparel vendor. Sort spirit wear and class field trip shirt orders by teacher/grade and deliver to front office for distribution by teachers. Approximate time commitment is 15 hours for spirit wear and 2 hours for class shirts.

Staff Appreciation Week* (2 volunteers)

Coordinate one week of Staff Appreciation activities in May, including scheduling with outside service providers, coordinating schedule with Morse office staff, attending daily activities, scheduling activity volunteers, etc. Approximate time commitment is 3 hours of planning, plus additional volunteer time during the week if necessary.

Staff Lunches*

Coordinate catering and volunteers for 3 staff lunches: the week before school, fall conferences, spring conferences. Email teacher rep about food, send emails to parent volunteers, order food, and set up/tear down. Approximate time commitment is 4-5 hours.

Student Directory*

Design student directory, work with Blue Valley print shop to print final directory and manage distribution of directories to student families. Approximate time commitment is a total of 10 hours during August and September.

Trivia Night/Auction Chairs* (2 Chairs and 6 Committee Members)

Coordinate an adults-only fundraising event that includes trivia contest and silent/live auction. Responsibilities include securing donations from community businesses and organizations to raise funds for Morse; selecting a venue, theme, décor, food; recruiting volunteers. The approximate time commitment is 40 hours leading up to the event and 6 hours the evening of the event.

Volunteer Appreciation*

Work with the PTO board to coordinate appreciation gifts or reception for parents who have volunteered all year. Approximate time commitment is 4 hours in the spring.

Yearbook*

Design yearbook layout using online software, coordinate class collage page development with classroom yearbook volunteers, train volunteers in use of page layout software, fill yearbook with group pictures and other collages, and work with yearbook company and printing services. Majority of time spent is January-March with a little time in April and May to proof and label yearbooks for distribution. Time commitment will vary.