

Mason Prep PTO Volunteer Registration 2018-2019

Your PTO is hard at work planning our 2018-2019 school activities. Many opportunities are available for parents to assist the PTO, whether you have one hour a week, one hour a month, or one hour a year. The events on the following pages are areas where parents can volunteer and support the many functions and activities of Mason Prep's PTO. Please sign up and get involved!

We have indicated with an * those volunteer opportunities which are particularly friendly for working parents.**

**Please return the form to school by
Friday, September 7th.**

**Thank you for making
Mason Prep's PTO successful!!**

Mason Prep PTO
Volunteer Registration
Fall 2018- Spring 2019

Please check those areas in which you are able to help, whether you have one hour a week, one hour a month, or one hour a year. Thank you!! If you have any questions, please contact:

Kim Steele (kimberlyasteele@yahoo.com) or Clarissa McKenzie (ccmac11@gmail.com).

Name: _____

Phone: _____ Email: _____

1. Wrapping Paper Fundraiser (sale begins 1st week of school) Chairs: Jessie Rodwell/Brooke Ash

- Help with organization/distribution of packets to homerooms (August) ***
 Help with tallying orders the day packets are due (September) ***
 Help with product sorting/distribution in the morning of delivery day (October) ***
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2. Newsletter (*Knightly News*)

Chair: Jeff Popper

- Assist and help as needed ***
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3. Mason Prep Used PE Uniforms

Chairs: Schill Verner

- Assist with sale of clothing during Open House and other events ***
 Assist with clothing sale before Awards Assemblies ***
 Assist with collecting and laundering donated PE uniforms ***
 Help with keeping used PE uniforms organized in bins/closet ***
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4. Box Tops

Chair: **NEEDS VOLUNTEER**

- Fall drive: Tally Box Tops *** Spring drive: Tally Box Tops ***
 Organize, publicize contests during the school year ***
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5. Lost and Found

Chairs: Cindy Klump

- Help sort lost and found items Help keep track/log lost and found items
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6. Teacher Appreciation - April 22-26, 2019

Chair: Julie Scarafile

- _____ Assist with Teacher Appreciation week
- _____ Acquire donations for teacher give-aways
- _____ Set up before Teacher Appreciation week

- _____ Help pick up/deliver food
 - _____ Clean-up after
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7. Knights KNOW! – January 14-18, 2019

Chair: Wynne Thomas

- _____ Serve on Knights KNOW Planning Committee (Fall)
 - Plan activities for the Knights KNOW week
 - Plan art contest
 - _____ Help implement Knights KNOW week activities
 - Decorations
 - Art contest
 - Assist with graphic design – design and print posters, certificates, correspondence, etc.
 - _____ Help with Field Day t-shirts (gather orders/payements, distribute t-shirts, etc.) (March)
 - _____ Donate prizes for daily drawings and art contest winners (January) ***
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8. Beautification

Chair: Merritt Buck

- _____ Assist with beautification around school grounds (plants and watering) ***
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9. Book Fair – January 2019

Chair: Jordana Snider

- _____ Decorate and Set Up Book Fair
- _____ Work Book Fair

- _____ Take Down Book Fair
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10. Accelerated Reading Party for grades 1-3 – April/May

Chair: Jordana Snider

- _____ Donate small items/gift cards for raffle***
- _____ Donate party favor items for gift bags***
- _____ Put together gift bags***
- _____ Donate refreshments***

- _____ Decorate and set up for party***
 - _____ Serve refreshments***
 - _____ Clean up after party***
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11. Accelerated Reading Auction for 100 pt Club – April/May

Chair: Amanda Ayers

- _____ Help with Refreshments ***
- _____ Help with Decorations ***
- _____ Donate large item(s) for prizes (nano, bike, ipod); may go in with another parent. ***

- _____ Set up and/or clean up
 - _____ Storyteller ideas ***
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12. Neighborhood Relations

Chair: Kathleen Duffy

- _____ Assist with providing “special treats” to our neighbors at special times of the year. ***
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13. High School Fair – October 4, 2018

Chairs: Ann Brown/Caroline Stafford

- Help set up and serve ***
- Assist with flowers and table decorations ***

- Provide refreshments ***
 - Clean up ***
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14. Quiz Bowl – Spring 2019

Chairs: Ann Brown/Caroline Stafford

- Help set up and serve ***
 - Clean up ***
 - Provide refreshments ***
 - Assist with flowers and table decorations ***
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15. Talent Show – Spring 2019

Chair: Vicki Small

- Assist with planning and coordinating
 - Help with try-outs
 - Help with music, decorations, designing and printing program, etc.
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16. Family Fun Nights***

Chairs: Amie Waldeck/Traci Finley

Family Movie Night (Nov. 5, 2018):

- Help with concession stand
- Donate snacks
- Help set up
- Help clean up

Father/Daughter Dance (February 2, 2019):

- Sit on planning committee
- Donate food
- Help set up /decorate
- Help clean up

Family Fun Nights (TBD):

- Assist/provide venue for additional activities (River Dogs game, bowling, Sky Zone, etc.)
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17. New Families

Chairs: Tammy Bryan/Jodie Cochran

Meet & Greet – May 2019:

- Assist and help during event
- Donate food items ***
- Provide decorations ***
- Donate beverages ***

New Families Drop In – August 2019

- Donate flowers ***
 - Make/donate an appetizer ***
 - Provide decorations ***
 - Donate beverages ***
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18. Baking/Hospitality

Chairs: Ann Brown/Caroline Stafford

- Provide baked goods for various events throughout the year ***
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19. Bingo Night – April 5, 2019

Chairs: Jessie Rodwell/Brooke Ash

- Provide baked goods for Bake Sale ***
- Provide pizza/hot dogs for concessions ***
- Help at concession stand
- Donate items for prizes ***
- Assist with set up
- Assist with clean up
- Help at check-in/will-call table

20. Lunch Distribution

Chairs: Laura Rembert/Laura Bates

- Help distribute lunches from 10:15-12:30 as-needed
- Help organize and clean out lunch supplies and equipment as needed

21. School Supplies

Chairs: Jackie Schar

- Assist with planning for next year’s school supplies -- Spring 2019

22. Grandparents’ Day (NO Event this year)

Chairs: Barkley Glendenning

- Serve on Grandparents’ Day committee
- Donate flowers ***
- Donate decorations ***
- Donate/make baked goods ***
- Donate/make appetizer ***
- Help decorate before event
- Help with set up
- Help with clean up

23. Annual Fund Auction (Spring 2019)

Chairs: TBA

- I am interested in helping with the Annual Fund Auction

24. Special Notice

Are you the “Julia Child” within your circle of friends? Do you turn everyday items into wonderful party decorations like Martha Stewart? If so, the PTO would like to talk to you. If you can donate your special talent to the PTO, please let us know!

Talent: _____

If you have a connection to a caterer, restaurant, floral business, printing business, etc., please let us know. Although the PTO relies on volunteers, at times we contract with local businesses for goods and services. We would prefer to send our business to members of our Mason Prep Family!

Name of Business: _____ Type of Goods/Services: _____

Contact: _____