



# ISAAC FOX PTO

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## **Volunteers Needed for Isaac Fox PTO Board 2011-2012 School Year**

It is time, once again, to begin the recruiting process to fill the many positions which make up the Isaac Fox PTO Board. Our PTO continues to be a strong one, thanks to the dedication and commitment of the many volunteers willing to chair the activities, events and services we provide. Please help us continue this tradition of commitment to our children and school by volunteering to serve on the PTO Board for school year 2011-2012!

The following pages provide a list of brief PTO Board job descriptions, with a volunteer sign-up form on the last page of this document. As you look through the list of Board positions, please keep the following specifics in mind:

- To hold the office of President, Vice President, or Treasurer, you must have served on the Isaac Fox PTO Board for at least one year. For all other positions, no previous experience is required!
- Most committees are “co-chaired”, so the work is shared among two or more people.
- All officers and committee chairpeople are expected to attend monthly PTO meetings, generally held the 4<sup>th</sup> Wednesday of each month at 7:00pm.
- Subcommittee volunteers (e.g. Hospitality Assistants, Yearbook Assistants) are not required to attend the monthly meetings, but are encouraged to do so.
- The term length for each position is 2 years.

To volunteer to serve on next year’s PTO Board, please fill out the attached form indicating the position(s) of interest to you, and **return the form to the school office *no later than Wednesday, February 23, 2011.*** A member of the Recruiting Committee will contact you in early March to discuss the availability of the position(s) that interest you, and answer any specific questions you may have about job responsibilities, etc. If your first choice position is not available for next year, we will do our best to find one that is a good match for your interests and schedule.

Please feel free to call me with any questions about the recruiting process.

Renee Kelly  
Vice Pres., Recruiting Committee Chairperson  
847-719-2760  
[renee-k@sbcglobal.net](mailto:renee-k@sbcglobal.net)

# **ISAAC FOX PTO**

## **JOB DESCRIPTIONS FOR 2006-2007 BOARD POSITIONS**

### **PTO OFFICERS:**

**President** Presides at monthly meetings, ex-officio member of all committees, maintains district involvement.

**Vice-President** Fulfills President's duties in his/her absence, chairs the Recruiting Committee, co-chairs the Expenditure Committee (with Treasurer), and is a member of the Scholarship Committee.

**Secretary** Chairs the By-law Committee, records/distributes meeting minutes, assembles Buzz Book.

**Treasurer** Co-chairs the Expenditure Committee (with Vice President), handles all PTO funds, prepares committee budgets and monthly reports.

**Assistant Treasurer** (Sub-Committee Position) Assists Treasurer with processing revenue from fundraisers, handling bank deposits, etc.

### **PTO COMMITTEES:**

**Auditing** (1 chairperson) Conducts and prepares an audit of all treasurer's books as dictated by the By-laws.

**Birthday Book Club** (1 chairperson) Solicits book donations from the students on their birthdays for the library.

**Book Fair** (3 chairpeople) Coordinates the Fall and Spring book fairs.

**Classroom Volunteer Coordinator** (1 chairperson) Solicits room parent volunteers, organizes emergency phone tree and assists gym teacher with planning of field days.

**Cultural Arts** (2 chairpeople) Selects, contracts and coordinates daytime assemblies for the student body. \_

**Curriculum Enhancement (Formerly Enrichment), 1<sup>st</sup> – 5<sup>th</sup> Grades** (3-4 chairpeople) Organizes a selection of enrichment/enhancement classes, which are offered to students. The classes/programs enhance the curriculum that is taught at each grade level.

**Enrichment, Kindergarten** (2 chairpeople, 2 assistants) Organizes 1-2 enriching projects or events for kindergartners.

**Family Events** (2 chairpeople) Organizes family activities events to be held evenings or weekends. (Roller Skating, Bowling Night, BINGO night, Talent show)

**Fox Friends** (2 chairpeople) Works with teachers and staff to organize philanthropic & community service projects for students.

**Fundraising: Gift Wrap** (2 chairpeople) Coordinates annual gift wrap fundraiser, which takes place at the beginning of the school year (organization work done over the summer).

**Fundraising: Entertainment Books** (1 chairperson) Coordinates the sale of Entertainment books, serves as liason with Target and rebate programs.

**Fundraising: Spirit Wear** (2 chairpeople) Coordinates ordering and sale of Isaac Fox logo apparel.

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**JOB DESCRIPTIONS FOR 2006-2007 BOARD POSITIONS**

(Continued)

**Fun Fair** (3 chairpeople) Organizes winter Fun Fair.

**Fun Fair Sub-committee: Advance Ticket Sales** (1 person) Coordinates advance ticket sales.

**Fun Fair Sub-committee: Raffle** (1 Person) Organizes raffle, including soliciting prizes, org

**Fun Fair Sub-committee: Food** (2 People) Coordinates ordering and sale of pizza, hot dogs, soft drinks, etc.

**Health & Safety** (1 chairperson) Coordinates Health & Safety program, including Red Ribbon Week, 5th grade DARE graduation ceremony, etc. Serves as liason with any District health & safety programs.

**Historian & Publicity** (1 chairperson) Maintains a scrapbook of school activities and send press releases to local newspapers to promote upcoming PTO events.

**Hospitality** (2 chairpeople) Coordinates August back-to-school luncheon, teacher dinners on conference nights, Teacher Appreciation Week, refreshments at PTO meetings.

**Hospitality Sub-Committee** (2 people) Assists hospitality chairpeople with the events listed above.

**Hospitality Sub-Committee: Birthday Treats** (1 person) Coordinates treats and small gifts to recognize teacher and staff birthdays.

**Landscaping** (2 chairpeople) Plans & implements landscaping improvements around the school. Organizes annual clean-ups.

**Landscaping Sub-Committee** (2 people) Assists with implementation of landscaping improvements and annual clean-ups.

**Legislative** (1-2 chairpeople) Attends District 95 School Board Meetings monthly, and reports highlights to PTO Board.

**Market Day** (2 chairpeople) Coordinates the monthly Market Day sale with Middle School South.

**Newsletter** (1 chairpeople) Compiles articles from PTO officers and committee chairpeople and publishes in monthly newsletter.

**Parent University** (1 chairperson) Coordinates with representatives from the other District 95 schools reps to plan a day-long, district-wide parenting seminar.

**Yearbook** (2 chairpeople) Organizes and oversees the development of the annual yearbook.\_

**Yearbook Sub-Committee** (2 people) Assists yearbook chairpeople with the development of the annual yearbook.

**Please remember to turn in your PTO Board Volunteer Form to the school office no later than Wednesday, February 23, 2011.**

# ISAAC FOX PTO

## VOLUNTEER FORM FOR 2011-2012 BOARD POSITIONS

Thank you for your willingness to serve on the 2006-2007 PTO Board! Please fill out this form and return it to the school office by **Wednesday, February 23, 2011**. A member of the PTO Recruiting Committee will contact you in early March to discuss the availability of the positions you have checked on this form.

YOUR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

Email \_\_\_\_\_

OLDEST CHILD'S NAME \_\_\_\_\_ TEACHER \_\_\_\_\_

Is there anything you would like to share about yourself that might be helpful in matching you to an appropriate PTO Board position (e.g. interests, ages of children, availability, etc.)?

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Please indicate the positions of interest to you to the right of the job title. Mark all positions you would consider accepting, and indicate your order of preference (1<sup>st</sup> choice, 2<sup>nd</sup> choice, etc.).

**OFFICERS:**

President \_\_\_\_\_  
 Vice President \_\_\_\_\_  
 Secretary \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 - Assistant Treasurer \* \_\_\_\_\_

Fund: Gift Wrap \_\_\_\_\_  
 Fund: Entertain. Books \_\_\_\_\_  
 Fund: Spirit Wear \_\_\_\_\_  
 Fun Fair \_\_\_\_\_  
 - Advance ticket sales \* \_\_\_\_\_  
 - Raffle coordinator \* \_\_\_\_\_  
 - Food coordinator \* \_\_\_\_\_

**COMMITTEES:**

Art Appreciation \_\_\_\_\_  
 Auditing \* \_\_\_\_\_  
 Birthday Book Club \_\_\_\_\_  
 Book Fair \_\_\_\_\_  
 Classroom Volunteer Coord. \_\_\_\_\_  
 Cultural Arts \_\_\_\_\_  
 Curriculum Enhancement \_\_\_\_\_  
 -Grades 1-5 (list grade) \_\_\_\_\_  
 Enrichment, Grade K \_\_\_\_\_  
 - Assistant \* \_\_\_\_\_  
 Family Events \_\_\_\_\_  
 -Back To School Night \* \_\_\_\_\_  
 -Bingo Night \* \_\_\_\_\_  
 -Movie Night \* \_\_\_\_\_  
 -Talent Show \* \_\_\_\_\_  
 Fox Friends \_\_\_\_\_  
 -Joanie's Closet\* \_\_\_\_\_  
 -Jump Rope for Heart \* \_\_\_\_\_  
 Fundraising Coordinator \_\_\_\_\_

Health & Safety \_\_\_\_\_  
 Historian & Publicity \_\_\_\_\_  
 Hospitality \_\_\_\_\_  
 - Hospitality Assistant \* \_\_\_\_\_  
 - Birthday Treats \* \_\_\_\_\_  
 Landscaping \_\_\_\_\_  
 - Landscaping Assistant \* \_\_\_\_\_  
 Legislative \_\_\_\_\_  
 Market Day \_\_\_\_\_  
 Newsletter \_\_\_\_\_  
 Parent University \_\_\_\_\_  
 Yearbook \_\_\_\_\_  
 - Yearbook Assistant \* \_\_\_\_\_

\* Sub-committee positions – meeting attendance encouraged, but not required.

**Any questions? Please call Renee Kelly, Recruiting Committee Chairperson 847-719-2760.**  
[renee-k@sbcglobal.net](mailto:renee-k@sbcglobal.net)