



CAL-SW PTO VOLUNTEER OPPORTUNITIES

K-5 LEAD ROOM PARENT

The Lead Room Parent (LRP) will coordinate with the classroom teacher to recruit parent volunteers when they are needed throughout the year for class parties and other events.

RESPONSIBILITIES:

- Join the PTO and attend PTO meetings throughout the year.
- Send an email to the other class parents introducing yourself! You will receive a class list with all students' names and parent contact information.
- **Class Parties**
 - **Christmas Party** - *Always remember that the reason for the Holiday party is to celebrate the birth of Jesus!* A Happy Birthday Jesus party is fun! Snacks, games, crafts, and goody bags are encouraged. No gift exchanges between students.
 - **Valentine's Day** - A card exchange is encouraged; goody bags, crafts, games, snacks, etc.
 - With guidance from the teacher, plan games, crafts, and snacks.
 - Recruit parent volunteers to help, or contribute supplies/food needed.
 - Sign-Up Genius is a great way to communicate needs with parents and allow them to sign up for how they would like to contribute.
- **Grandparents Day** - LRPs will be on-hand to greet Grandparents, walk them to classrooms following the service and take pictures in their specific class. Additional details will be provided.
- **Teacher Appreciation Week** - The PTO hosts a Teacher Appreciation Luncheon on the first Monday of May. LRP's will be asked to help by supervising the classroom for an hour while the teacher attends the lunch, or coordinate with the teacher to recruit another parent to do so.

EVENT COORDINATOR

Event Coordinators will be responsible for overseeing an individual PTO-sponsored event.

RESPONSIBILITIES:

- Join the PTO and attend PTO meetings throughout the year.
- Oversee and coordinate an event in support of the CAL-SW PTO.
- Events include Family Hangouts, fundraisers, and other opportunities that may arise throughout the school year.
- Recruit volunteers needed to run a successful event. The Event Coordinator should plan to be present to oversee all aspects of the event, including set-up and clean-up.
- Work with PTO President for any financial, budgeting, and purchasing needs.
- Submit information to the PTO President that needs to be communicated.

If you are interested in being a Lead Room Parent or Event Coordinator, please email ptosw@caschools.us, or sign up during Back to School Drop-In. These positions will be filled by the PTO in coordination with the classroom teacher. We will contact you to confirm!

I DON'T WANT TO LEAD, BUT I WANT TO HELP!



Scan the QR code, to complete the [Volunteer Interest Form](#). You can provide some information about your interests and the times you are available. You will be contacted about how you can help.