



# Crystal Lake School PTO Volunteer Form

We would love to make each of these events happen, but we need your help! With social distancing and additional protocols even more volunteers will be needed if we are going to be able to provide activities for our children. Each event and fundraiser will be assessed on feasibility under our current environment. Several of our annual events need chairpersons and planning committees. Without a person or group of parents willing to plan and help we will be unable to hold them this year.

Additionally, many of our current fundraisers and events have been chaired by the same parent volunteers for several years. We are looking for co-chairs to ensure a smooth transition from year-to-year.

Please send your completed form to school with your child in an envelope marked “PTO” or e-mail [julienjeffrey7@gmail.com](mailto:julienjeffrey7@gmail.com) indicating which events you are interested in helping. An event chairperson or PTO member will contact you closer to the time of the event.

Contact Information (please print clearly):

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Thank you in advance for your help this year. We appreciate your time!!

## *Events and Fundraisers Needing Co-chairpersons, Planning Committees, and Volunteers*

Please consider helping with these fun events and fundraisers! As mentioned above, we will not be able to hold an event that does not have a chairperson or planning committee. Place a check mark in the Chair column for events you are interested in volunteering to chair or co-chair, Plan column if you are interested in volunteering to be on a planning committee, and Help column if you are interested in helping at the event.

I am interested in volunteering to:	Chair	Plan	Help
<b>Halloween Party:</b> Our much-loved annual Halloween Party is held on a Friday night before Halloween. We typically have 150-175 children attend! We need a chairperson and a committee of 4-5 individuals to plan this event. To facilitate planning, a detailed checklist of tasks to complete has been developed by former chairpersons. We also need many volunteers the night of the party. We will be considering outside options for this event.			
<b>Holiday Shoppe:</b> The holiday shop is open for 2-3 days in December. All students attend the shop during school with their classes. This is a great way for kids to independently do some holiday shopping for their loved ones! We need a chairperson to coordinate the shop and volunteers to help run it. The vendor we use makes this event easy to run; all we need is someone to take the lead! We will be exploring alternative ways we might still be able to conduct this event.			
<b>Running Club:</b> A chairperson and volunteers to run the Running Club are needed. Running Club takes place before school in the fall and spring, ideally twice per week. The chairperson would be responsible for setting up a volunteer schedule and ordering supplies as needed. Volunteers are needed to track students’ mileage and distribute necklaces and charms.			

I am interested in volunteering to:	Chair	Plan	Help
<p><b>Movie Night:</b> In February, we fill the gymnasium with blankets and pillows for Movie Night. This is a great, family friendly way to break up those long winter nights! We need a chairperson and a committee of 2-3 individuals to plan this event. A planning checklist has been developed for this event. We also need volunteers at the event. This event may be cancelled or moved to the spring and held outside.</p>			
<p><b>Field Days:</b> We need a chairperson and a committee of volunteers to plan this fun day. Many volunteers are also needed the day of the event to set up/clean up and to run games/stations.</p>			
<p><b>Sixth Grade Day:</b> This is a day for us to celebrate our sixth graders as they head to middle school. We are looking for parents of sixth graders to plan and run Sixth Grade Day.</p>			
<p><b>Yearbook:</b> Our yearbook is an annual celebration of all that our students accomplish during the school year. We need volunteers to take pictures during the school day and at special events. We also need help assembling the yearbook using a user-friendly web-based program.</p>			
<p><b>Color Run:</b> We will be holding the Color Run this spring. Join us in planning this fun filled event!</p>			
<p><b>Plant Sale:</b> Every year right before Mother's Day, we bring a greenhouse to CLS. Students attend the sale with their classes to purchase beautiful flowers and yummy veggies for their loved ones. We need volunteers to run the plant sale during the school day and right after school.</p>			
<p><b>Ron-A-Roll:</b> Parents of our 5<sup>th</sup> and 6<sup>th</sup> graders are needed to help provide the kids with a celebration outing. Volunteer to help with the planning and execution of this event.</p>			
<p><b>Cultural Arts:</b> This is a great way to expose our children to different objects, rituals, activities, or customs which make up our culture. A volunteer is needed to help secure a performer/activity, promote their visit and coordinate events on the day of the visit.</p>			
<p><b>Revolutionary War Day:</b> Help our 5<sup>th</sup> grade students learn about the Revolutionary War in an interactive way. We are looking for parents of fifth graders to promote and participate in this event.</p>			
<p><b>End-of-Year Picnic:</b> Celebrate the end of school year with a picnic dinner on the last day of school. This no thrills event allows parents and students to get together one last time before the summer begins. A volunteer is needed to help coordinate this event.</p>			
<p><b>Spirit Wear</b> – This fundraiser includes a selection of clothing items, car magnets, and water bottles that showcase our school logo. We open our Spirit Wear campaign once in the fall and again in the spring. Our chairperson prepares the order forms to send home with students, collects the order forms at the end of the campaign, processes the order, and distributes the items after they have been received.</p>			
<p><b>Gift Cards</b> – We offer this fundraiser before the winter holidays. Our chairperson prepares the order forms, collects and processes the orders, and distributes the orders after they have been received.</p>			
<p><b>Munson's Chocolates/Butterbraids</b> – This is a delicious way to raise money for our school! The orders from this fundraiser will be delivered in time for Easter. Our chairperson prepares the order forms to be sent home with students, collects and processes the orders, and distributes the orders after they have been received.</p>			