

PTO VOLUNTEER SIGN UP SHEET

Whether you are a stay-at-home or working parent we have many opportunities available for you to get involved with the Richmond Grade School PTO. It's as easy as 1-2-3!

1. Check which committee(s) you are interested in joining
2. Return the sheet to your child's teacher
3. The appropriate chairperson will contact you with how you can help

Please see the following pages for more detailed information regarding each committee. We look forward to working with you.

_____ **Box Tops** Cut, sort, and count box tops at home and then return them to school

_____ **Copy Helpers** Volunteers will be scheduled once a month to make copies as needed

_____ **Daddy/Daughter Dance** Assist in planning this popular dance held in the Spring

_____ **"Free Money"** Find fundraising opportunities such as restaurant profit sharing nights

_____ **Fun Fair** Help organize one of the biggest family fun nights of the year

_____ **Green Team** Assist with activities scheduled during Earth Week in April

_____ **Holiday Gift Shop (Secret Santa Shop)** Set up and/or work this Holiday Shop in December

_____ **Movie Nights** Help as needed at one of the four Friday Movie Nights

_____ **Rams Peak Publishing** Volunteers proof read drafts, edit, type, and bind books for students

_____ **Social Events** Organize coffee for Grandparent's Day & Ice Cream at Fine Arts Night

_____ **Tailgate 4 Education** This committee plans the annual Auction held in November

_____ **Teacher Luncheons** Bring a dish to pass for one of the meals the PTO provides to teachers

_____ **We Care** Help provide treats to staff throughout the school year

Name _____

Email address _____ Phone Number _____

Comments: _____



RGS PTO

where you want to be...

volunteering

Please review the following committee descriptions and volunteer opportunities to assist you in choosing where you want to get involved

Box Tops: The collection and redemption of box tops provides an important service to our school. Volunteers cut, sort, and count box tops at home and then return them to school via backpacks. This is a great opportunity for working parents or parents with little ones at home. *Time commitment varies depending upon volume received, typically no more than 2 hours per month.*

Contact: Katie Kranich kap916@gmail.com 224-430-7676

Copy Helpers: This program was started to lighten the load of teachers by running copies of worksheets, tests, etc. Volunteers will be scheduled once a month to work at the school preparing what has been left by the teachers. Training will be provided. *Time commitment: 1-2 hours per month, depending on need. Would like 4 volunteers to cover one day per week per month.*

Contact: *Chairperson Needed*

Daddy/Daughter Dance: This committee will organize the annual dance which is held in the Spring. Volunteers assist with planning, set-up/clean-up and attend event as needed. *Flexible time commitment. April-exact date TBD.*

Contact: Carrie Washburn gcw092504@gmail.com 847-828-0257

"Free Money" Fundraising: Volunteers find opportunities in the community for fundraising and distribute information to families. Examples include grocery and retail store rebate programs, restaurant profit sharing nights, and events at local gyms, etc. We have a monthly McDonald's night the third Wednesday of each month at the Richmond McDonald's. *Flexible time commitment.*

Contact: Amy Larson alarson29@gmail.com 847-561-2263

Fun Fair: Volunteers work the night of the event in a variety of ways- selling tickets, assisting with games, selling food, and helping with set up and clean up. Details will be sent home closer to the event. *Time commitment: 2-4 hours the evening of the event* **Friday night in March TBD**

Contact: Christine Alvarado christineaalvarado@gmail.com 847-553-6532

Green Team: This committee helps with activities during Earth Week at RGS in April. *Time commitment will vary throughout the year, with a more involved commitment during Earth Week.*

Contact: Cari Reule geogazer@yahoo.com 815-675-0583

Holiday Gift Shop (Secret Santa Shop): This is a popular event for our students. Volunteers help with set up the Friday afternoon before the one-day sale on Saturday and assist students with their shopping during the sale. *Time commitment: 2 - 5 hours before, during and/or after the sale.*

December 2, 2017 (set up December 1).

Contact: *Chairperson Needed*

Movie Nights: Volunteers will help at movie nights during the school year checking students in, selling concessions, supervising students, and helping where needed. *Time commitment: 3-4 hours per event, Currently scheduled for the following Fridays: October 20, December 8, January 19, April 27*

Contact: Sherri Gallas sgallas@me.com 847-514-4769

Rams Peak Publishing: This is RGS's own publishing company! Students write rough draft stories in their spare time and then present them to the publishing company. The volunteers proof read drafts, edit, type, bind books, and return them to the students. The student is then a published author! *Time commitment is flexible.*

Contact: Jenifer Lubar jlubar@wishcom.net 815-403-1066

Social Events: This committee assists with Coffee on Grandparents Day, Ice Cream Social during Fine Arts Night in May and Field Day at the end of the school year. Volunteers would be asked to help plan, attend, and coordinate supplies for each event. *Time commitment is flexible.*

Contact: *Chairperson needed*

Tailgate 4 Education: The Tailgate committee is a group of volunteers that work at putting together a night of fundraising for our school. This event requires many volunteers taking on a variety of roles. It is our largest source of fundraising for the year. It includes dinner, cash bar, silent & live auction, and several raffles. Volunteers can collect donations for the auction and also take on smaller responsibilities to prepare for the night (including food coordinator, raffles, decorations) and work the night of the event. *Time commitment is flexible.*

November 18, 2017. Set up will be during the day Friday November 17.

Contact: Donna Saranzak teachee712@comcast.net 847- 804-8562

April Kyes aprilakyes3@yahoo.com 224-627-4884

Abi Quentrall-Quezada abigailqt1@yahoo.com 815-451-2705

Teacher Luncheons: The PTO provides 2 dinners and 1 lunch per year to show our appreciation to the teachers and staff. Volunteers only need to bring part of the meal. A week before the event you will be emailed regarding what is needed. Items typically asked for are casseroles, salads, desserts, drinks, etc. **This is a great opportunity for working parents to be involved.** The teachers enjoy the many new dishes provided! *Minimal time commitment.* Dinners are November 8 & February 15. Lunch May 2.

Contact: Katie Irslinger katieirslinger@yahoo.com 815- 653-0742

April Kyes aprilakyes3@yahoo.com 224- 627-4884

We Care: Throughout the school year the PTO provides treats (post it notes, pens, chocolate, etc.) for the teachers and staff of RGS for Back to School, Halloween, Conferences, Before Winter Break, New Years, Valentine's Day, Spring, and end of school year. There are about 6 dozen treats needed. If you're creative and love Pinterest this is the committee for you!

Contact: Abi Quentrall-Quezada abigailqt1@yahoo.com 815-451-2705

Other Events & Fundraisers to Look for this School Year

Richardson's Corn Maze Night: On September 22, in conjunction with Spring Grove Elementary PTO, we will be hosting a PTO Family Event Night at Richardson's Corn Maze. Tickets will be available at a discounted rate. This is a great way to kick off the school year at a fun local attraction.

Contact: Marcy Garrison garrisonfamily21@gmail.com 224-612-4002

Entertainment Books: Purchase these books full of valuable coupons and a percentage of sales will go to the RGS PTO.

Sandy Okayama sokayama@nsd2.com 815-678-4717

Manna Express: The PTO offers gift cards to purchase at full value and we receive a profit from the vendor.

Contact: Mandy Salgado ajsalgado12000@yahoo.com 815-403-9050

Muffins with Mom/ Donuts with Dad: New for us this year, we will be hosting before school one morning muffins with mom and one morning donuts with dad. More information will be provided at a later date.

Contact: Nancy Bowerman nancybowerman@gmail.com 224-577-9074

Mom/Son Bowling: February or March -exact date TBD.

Contact: Marcy Garrison Garrisonfamily21@gmail.com 224-612-4002

School Supply Kits: The PTO offers school supply kits before the beginning of each school year.

Contact: Mandy Salgado ajsalgado12000@yahoo.com 815-403-9050

Monthly PTO Meetings: Meetings are held in the Richmond Grade School library on the second Wednesday of every month throughout the school year at 4:00 pm. This year we have two night meetings, in October and March at 7:00 pm. Meetings are a great opportunity to learn more about our school and meet other RGS parents and faculty. Need someone to watch the kids so you can attend? No problem! Bring them along and they can join the other kids in our free child care during PTO meetings. We look forward to seeing you there!

Have any questions? Please contact one of the following PTO Board Members or the chairperson of the committee you are interested in.

Heather Folbrick	President	847-707-6367	hfolbrick@gmail.com
Marcy Garrison	Vice President	224-612-4002	garrisonfamily21@gmail.com
Christine Alvarado	Secretary	847-553-6532	christineaalvarado@gmail.com
Elke Kleisch	Treasurer	773-517-4550	elkekleisch@gmail.com

Over the years the money raised by the PTO has allowed us to purchase technology equipment, playground equipment, Smartboards, a fitness trail, new water fountain/water bottle filling stations, picnic shelter "outdoor classroom" with picnic tables, and our most recent project—the Bankshot Basketball Court on the playground.



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