

Thank you for considering supporting Nova through Nova PTO 2024-2025 Volunteer Roles -

Please reach out to us at novapto@gmail.com if you have questions and visit https://www.novapto.org/about_npto to find out more about what Nova PTO does.

Lower School Room Reps (Grade K through 5) - We need at least 2 room reps per grade for grade K through 5th grades. Lower School Room Reps support the teachers by communicating information to other parents within the same grade level. They communicate about grade level activities, help in the classroom, and school events like the Nova Family Carnival and Family Game Night. For parents and guardians with scholars entering grades K-5 in fall of 2025. Attend the monthly **Lower School Advisory Committee** zoom calls that facilitate interaction between parents / guardians and the lower school principal in an informal setting to discuss school events, issues, and perspectives in a positive proactive manner. Estimate 2 hours per month.

Volunteer Coordinator: Assist NPTO by organizing volunteer sign ups, recruiting new volunteers and promoting volunteer opportunities. Attend the monthly NPTO meetings. If interested in this role, please contact the NPTO Chair at novapto@gmail.com

Communications: Responsible for compiling the NPTO update section for Nova newsletters, and scheduling social media posts. Uses META suite. Can be done virtually. If interested in this role, please contact the NPTO Chair at novapto@gmail.com

Baking Brigade: Organize/bake treats throughout the year-Including: teacher conference meals, teacher week, grandparents' day, etc. If interested in this role, please contact the NPTO Chair at novapto@gmail.com

Front Office Help: Copy/distribute flyers for PTO events, open/put away packages, keeping inventory of supplies in PTO cabinet and other misc office tasks needed by office staff / NPTO. Attend the monthly NPTO meetings. If interested in this role, please contact the NPTO Chair at novapto@gmail.com

Lost & Found Coordinators: contact Ginger Gabor at vgabor@novaclassical.org

Senior Celebration Committee: Support the legacy events that celebrate our senior class ensuring a memorable experience for them as they prepare to graduate. All parents / guardians (Grades K-12) are welcome to participate in this committee. Contact Mrs. Paschall (tpaschall@novaclassical.org) or Kaitlin Ruppert at (kruppert@novaclassical.org) with questions.

Upper School Advisory Council: For parents and guardians with scholars entering grades 6-12 in fall of 2025. Fosters communication between parents, guardians and the upper school principal to share ideas, provide feedback, and discuss ways to enhance the educational experience for all students. For parents / guardians with scholars in grades 6-12. Estimate 2 hours per month. Contact Mrs. Paschall (tpaschall@novaclassical.org) or Kaitlin Ruppert at (kruppert@novaclassical.org).

NPTO Secretary: Record the minutes from the monthly meetings (virtual & in-person). Upload the minutes to the NPTO website. Assist in event planning/helping throughout the year. Approximately 2 hours a month. This is a two-year position.

Marketing: We need help with flier creating and social media posts for Great Gatherings Kickoff Party and Nova's Family Carnival.

Web design: This is a short term project involving making some changes to our website before school is back in session in Fall 2025.

Film production and editing: We need help making adjustments to a current clip of Great Gatherings or creating a new clip to explain what gatherings are.

Analysis: With our new website we have a considerable amount of data, but need help analyzing it to help inform our decision making process.

Event Planning: We are always looking for help with events.