



List of Volunteer Opportunities: 2022-2023 Rosie PTO Committees by Category

Dear Roosevelt Parents,

Joining the PTO is a great way to get involved with the school, and we're so lucky to have such an active community at Roosevelt. Take a look at the committee positions that are open – co-volunteers are always needed and welcome! Feel free to reach out to the Committee Leads or email PTORosie@gmail.com, if you'd like more details. ***Please keep in mind that every event is subject to change or be canceled due to extenuating circumstances.

Let's make this a record year of parent volunteer involvement!

Sincerely,
Roosevelt PTO Executive Board

Fundraising Committees

Dine Out Fundraisers & Family/Community Event Fundraisers: Ongoing

Committee Lead(s): Sue Goodnow-Ji (Co-Lead Needed)

- Organize and execute “dine out” fundraisers, where local restaurants agree to give a portion of the sales during a certain timeframe to Rosie if the patron shows a flyer that they are at the restaurant because of this fundraiser. Socs, Kelly's Roast Beef, Mother's Pizza, and Liberty Bell have participated in the past. Aim to have these monthly though it has ranged from 3-9 per school year.
- Organize Community building events, such as family game night, Roller world, and mini golf. Usually 1-3 events per school year.

Volunteer Duties:

- Work with Board point of contact to secure restaurant/event host and get flyer approval.
- Act as liaison with restaurant/event host.
- Advertise event.

Time Commitment:

- 1-2 hours of work coordinating and publicizing per Dine Out or event.

Frosty Fridays

Committee Lead(s): Greg Smith

- Sell frozen treats such as popsicles, ice cream sandwiches, for \$1 to raise funds for the PTO. There is a chest freezer at the school and a cash box (and petty cash for making change) will be provided by the PTO Treasurer. Bringing a cooler and table is preferable. This job has all the glory as students are super excited to get a treat after school.

Volunteer Duties:

- Purchase frozen treats weekly to stock up before each Friday sale.

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إذا كنت تحتاج / تحتاجنا إلى الترجمه هذه الوثيقة إلى اللغة العربية،
يرجى الاتصال بمدرسة طفلك / طفلاتك.
学校.

- Set up a table and sell treats for \$1 at school directly after school dismissal during Fridays in the spring and fall - usually from 2:15 to 3:00 PM. This is only done weather permitting. Months are typically September through mid-November and May through June (about 15-20 weeks total).

Time Commitment:

- 1 hour per week to purchase the items and bring to school to store in the freezer.
- 1 per week on every Friday in the fall and spring to sell treats after school.

Shop for Rosie and Box Top Committee: Ongoing

Committee Lead: **VACANT**

- Organize and execute shopping fundraisers so that a portion of money that parents would spend already is sent to the PTO. In the past this has included both online and in-person shopping experiences including Mighty Nest, Shutterfly, Box Tops, and Stop & Shop Rewards.

Volunteer Duties:

- Investigate Shop for Rosie options.
- Work with Board point of contact to get flyer approval.
- Publicize box top collection or specific event.

Time Commitment:

- 2-3 hours spread throughout the year.
- Box Top event = 1 hour per day for event, twice per year.

Spirit Gear Committee: October

Committee Lead: Sarah Martorano

- Find, organize, and run all spirit gear sales. There are usually two sales during the year – one in the Fall and one in the Spring. Also, there is the possibility of an “Store” during the school year.

Volunteer Duties:

- Research and select spirit gear for sale.
- Market spirit gear sales in Fall and possibly also the Spring.

Time Commitment:

- 2-5 hours during fundraising months.
- 2-3 hours spread out over the rest of the year to oversee the “store.” ****There is no store at this time.*

Spring Move-a-Thon Fundraiser Committee: April

Committee Lead: Rachel Smith **(Co-Lead Needed)**

- This is the biggest fundraiser for Roosevelt School and aims to raise \$15K or more through friends and family pledging money for students to move a certain number of minutes per day, miles, steps, etc. A kick-off meeting will be held in January/February to plan a new theme and details for the coming year’s event. Fundraiser will take place during the month of April.

Volunteer Duties:

- Decide on new theme/goal and select approx. 20-25 destinations for students to “walk to” – convert the number of steps/miles/minutes to each place from the Roosevelt school.
- Set up online donation system (likely use PledgeStar).
- Solicit donations from Corporate Sponsors.
- Select and purchase measurement device such as a pedometer so students can track their progress.
- Create flyer and hard copy tracking sheet and get approval.
- Update school-wide progress weekly – post information about each destination, including photos.
- Update school bulletin board with same info.
- Compile results and share with school – 1st, 2nd, and 3rd place certificates will go to individual students with most steps/minutes/miles and 1st place trophy will go to the classroom with the most combined.
- Set up corresponding donation/Rosie gives back program (e.g., Soles4Souls sneaker collection).
- Set up end of fundraiser celebratory event for the entire school.

Time Commitment:

- 4-5 hours planning the event and ironing out details (January-March).
- 1-2 hours a week during the month of April to execute the event.
- 1-2 hours for final celebration at the conclusion (e.g., popsicle party).

Other Committees

City-wide PTO Representative:

Liaison: Michelle Aldrich

- The Citywide PTO meeting (hosted by Lisa Lewis from The Bridge) is for PTO representatives from each school in the district, the Superintendent, a member of the School Committee, MEA, METCO, SEPAC, and the occasional guest. The meeting provides an opportunity to ask questions, share best practices and event scheduling info. Pre-COVID, meetings were held in-person at Central Admin. Meetings have since been exclusively via Zoom. Future meetings will likely be some combination thereof, possibly hybrid.

Time Commitment:

- 2-3 hours per month – consists of 2 monthly meetings usually 1 hour each (1 weekday, 1 weeknight).

Room Representative Coordinator:

Committee Leads: Maura Pelham & Katy Long

- Room Parents are needed for each classroom. 4 parents per class in grades K & 1 and 2 parents per grade in 2, 3, 4 & 5. A memo will be going out to all parents for volunteers. This is a great way to see your child in their classroom during school.

Volunteer Duties:

- Collect a classroom directory by receiving a written release from each child's parent.
- Collect a \$25 donation from each student's parents for all monies needed for the classroom for the year.
- Coordinate coverage during the teacher appreciation lunch and when the cafeteria is in use for events such as voting and Winter Wonderland.
- Work closely with the teacher to communicate any parent needs in the classroom and chaperones for field trips.

Library / Book Fair Committee:

Committee Leads: Ellie Hulse, Brendan Bernard, & Lorraine Burke

- Our library is 100% volunteer run with the help of over one hundred volunteers. We are looking for both volunteers to staff the library as well as book fair committee members.

Volunteer Duties:

- Parents needed to supervise their student's class library time.
- Parents are always needed to help run the two book fairs (Fall and Spring).

Time Commitment:

- Blocks of time during the book fair and set up and take down help also needed.

5th Grade Recognition Committee:

Committee Leads: Deb Martino, Sue Goodnow-Ji, & Yota Kariotis

- This committee should consist of several 5th grade parents to help plan and organize recognition events and activities for graduating 5th graders.

Volunteer Duties:

- Plan and organize activities and events to recognize all 5th grade students - this includes yearbooks, end of year gifts (e.g., t-shirts), certificates, and recognition/graduation ceremony event.
- Lead approximately two fundraisers specifically to pay for the event and activities under this budget line item (e.g., Calareso's garden certificate fundraiser).

Raven Ambassadors:

Liaison: Meghan Robbins

- Raven Ambassadors is a new program the PTO is piloting this summer/fall. We are hoping to match Raven Ambassadors with incoming Kindergarten and 1st grade families to serve as a resource as new families join our school community.

Time Commitment:

- The only commitment would be to share your contact information (email and/or phone #) with the Ravens Ambassador coordinator, who will match you with an interested incoming family. From there you can simply serve as a resource to help the family learn about Roosevelt, or feel free to organize a playground playdate over the summer to help connect if you are looking to be more involved.

Nominating Committee:

Liaison: **VACANT**

- If deemed necessary, the Nominating Committee is appointed by the PTO Executive Board and the chairperson of this committee is appointed by the President. This Committee shall be organized one month prior to the election of officers. The Nominating Committee shall report at the election meeting the name of at least one candidate for each office to be filled.
- This Committee shall include: Principal, and at least two members of the organization. The officers may not serve on this Committee. Once the Committee is formed, they shall send out a letter to all PTO members informing them of vacancies. Candidates shall submit their intentions to the Committee by a date to be determined by the Executive Board. The consent of each candidate must be obtained before his/her name is placed in nomination.

Staff Appreciation Lunch / Hospitality Committee:

Committee Lead: Beth Doody **(Co-Lead Needed)**

- The PTO sponsors a “welcome back” breakfast before school starts and throws a staff appreciation lunch in May as a special thank you for teachers and staff.

Volunteer Duties:

- Committee organized all aspects of the breakfast with board approval.
- Parents provide all the food and items needed for a special thank you lunch in May.
- Parents volunteer to supervise the classrooms in order for teachers to eat together.
- Room Parents organize classroom coverage. An electronic sign up is sent around prior to lunch for parent contributions.

Rosie Gives Back / Sunshine Fund Committee:

Committee Lead: Matt Greenberg

- The Roosevelt Gives Back initiative is a means by which our parent and student community can show love for those in need in the community. We conduct events throughout the year, such as: food drive for a Melrose food pantry; kids' clothing drives; making lunches for the homeless population of a nearby community; Sunshine Days, during which funds are collected in fun ways for Roosevelt and other Melrose Public Schools families in need; and more!

Volunteer Duties:

- Support and help organize: Sunshine days (a theme for the day and each student participating donates \$1 to go to the Sunshine fund – a fund that can help those that are experiencing a tough time); food donations; and any community volunteer opportunity or drive.
- Specifically, we could use help developing flyers, posting on Facebook, and showing up for donation collections.

Time Commitment:

- 1-2 hours per event throughout the school year.

Green Team / Garden Committee:

Committee Lead: Amanda Spence

- Help Rosie help the earth! The Roosevelt Green Team facilitates lots of extra recycling initiatives at the school and manages the garden located along the blacktop.

Volunteer Duties:

- Cover lunch recycling and composting responsibilities as needed. TBD

Time Commitment:

- 1.5 hours for shift signed up for in the cafeteria to help students recycle and get recycled waste to compost/ put away recycle bins in corner of cafeteria. Your student will love that you are in their lunch helping out their classmates.

Lost and Found:

Committee Lead: Kelsey Mukai

- Organize the lost and found rack to prevent overflow.

Volunteer Duties:

- Organize rack and get the word out to the parents for items on the rack (located in the cafeteria – take a look when you pick up your student). Sometimes it is helpful to take photos and include those.
- Bag and recycle whatever is not claimed after a “pickup” event through the Bay State Textiles clothing recycling bin located in the school parking lot.

Time Commitment:

- 1 hour for each event, a few times a year – usually have a pick-up before winter break, Feb and April vacations, and end of school or anytime the Lost and Found bins are particularly full.

Roosevelt School Community Events – Dates TBD

Harvest Festival: October

Committee Lead: Erin Brashear & Lisa Ballew

- Roosevelt School is transformed into the best Harvest Festival in the whole world!

Volunteer Duties:

- Plan this outdoor event including coordinating vendors, decorations, food/shopping, multiple games & crafts, additional activities, High School & Parent Volunteers starting from mid/late Sept.
- On day of: set up, take payment, serve food, coordinate vendor set up, coordinate volunteers, clean up.

Time Commitment:

- 2-6 hours of volunteering on the day of the event.
- Committee starts planning in September.

Winter Wonderland: December

Committee Lead: Amanda Caney (Co-Lead Needed)

- The cafeteria is transformed into a fun shopping experience for the students where they can purchase gifts for their family and loved ones for a very low fee (ranges one to five dollars) and students can purchase up to four items.

Time Commitment:

- One to two days during school in December. For WW volunteers, they can expect one of three tasks, shopping assistant (help kids who seem to be struggling to pick gifts), wrapping (each child can get one gift wrapped) and checking out (paying). We also ask for volunteers to assist with clean up after the event.

World Cultures Fair: March

Committee Lead: VACANT

Liaison: Principal Maranto

- The Roosevelt community is fortunate to participate in this event as part of Global Education in Melrose (GEM), which provides an opportunity for our youth to become informed, active and effective global

citizens. The World Cultures Fair enables students and families to celebrate their heritage or explore a new destination, while creating fun and interactive displays for all to enjoy!

- Students will work in teams or individually to present their research in the form of a trifold board along with other exhibits they would like to include. This year, students get to determine the amount of research they undertake. They will be able to choose to go deeper by researching and concentrating on fewer topics or take a broader approach focusing on a wider array of topics. And as always students are encouraged to dress up, bring food or play music from their chosen country!

Field Day: June

Lead: Ms. Angelo

- Parent Volunteers will be needed on the day of Field Day (date TBD). They will sign up to lead a station for the rotating classes.

Roosevelt Theater Production: June

Director: Tony Angeles

Liaison: Deb Martino

Cast: Grades 3-5. Crew: Grades 4-5

- Parent Volunteers will be needed. There are lots of opportunities from creating sets, costumes, and props to selling tickets and merchandise.

City of Melrose Community Events – Dates TBD

Melrose Alliance Against Violence Walk: October

Liaison: Lexi Dew Silva

- Walk as part of Rosie's team supporting this event. It is usually the third Sunday in October, date to be determined. Students and parents can represent the Roosevelt School participate in this community walk. Each year there is a specific theme for the event. Teams meet at the Melrose Veterans Memorial Middle School.

Bridge Trivia Bee: March

Liaison: Rachel Smith

- One Saturday in March, date to be determined, teams come together at the Memorial Hall. It is a popular citywide event; citizens, city officials, business owners, teachers, and school PTOs comprise the teams competing against one another as a fundraiser for The Bridge. ****Roosevelt PTO sponsors one team of 4-6 adults made up of Roosevelt Volunteers. If we receive more than 6 volunteers the PTO will draw names.*

Memorial Day Parade: May

Liaison: **VACANT**

- Show your Rosie pride in the Memorial Day parade. Parade walkers needed.