

# SUNFLOWER PTO 2011/2012

*“Super parents and super teachers working together for super kids!!!”*

**PLEASE RETURN THIS FORM TO THE OFFICE AT ENROLLMENT ON AUGUST 8<sup>TH</sup> OR 9<sup>TH</sup>!**

Parent Name/s \_\_\_\_\_ Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Children’s Names and Grades \_\_\_\_\_

Please notify me of all PTO activities throughout the school year.    **YES    NO    (Please circle)**

Please put a check mark next to ALL PTO events you would like to be involved with during the 2011/2012 school year. If you would like to help PTO coordinate any of the events below, please  the “Coordinator Needed” box. Please keep in mind that if you and a group of your friends would like to take on one or more of the activities listed below, we would love to have you. Just encourage your friends to fill out the form indicating the preferred activities. You can also contact Tara Carlson (207-0029 or markandtara@hotmail.com) and she will make sure that your group gets to work together! If you have specific questions about an event/volunteer opportunity, please contact the coordinator listed. If no coordinator is listed, please feel free to contact one of the PTO Executive Board members listed at the bottom of this form. The coordinator(s) will be in touch with you as volunteers are needed. Thank you for your support of Sunflower Elementary!

<input type="checkbox"/> <b>All-Around Volunteer</b> <i>Help with various committees throughout the school year that need additional volunteers.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Welcome Wagon (Sept. 2011 Date TBD)</b> <i>Help welcome new families to Sunflower.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Back-to-School Spirit Days for Teachers (August 2011 Date TBD)</b> <i>Help with providing food, preparing gift bags, etc. to kick-off the beginning of a great school year for the teachers.</i> <input type="checkbox"/> <b>Coordinator Needed</b>
<input type="checkbox"/> <b>Enrollment Helper (Aug 8<sup>th</sup> &amp; 9<sup>th</sup>, 2011)</b> <i>Help greet, copy forms and answer questions from parents, pass out Booster Club school supply packages.</i> Coordinator Jeri Jordan 218-4730, <a href="mailto:jordani@usd385.org">jordani@usd385.org</a> Please contact Jeri by Aug. 1 <sup>st</sup> if interested. Please <input checked="" type="checkbox"/> when you would like to help. <input type="checkbox"/> <b>Mon, Aug 8<sup>th</sup> 8:00-10:00a, 10:00a-12:00p or 1:00-4:00p</b> <input type="checkbox"/> <b>Tue, Aug 9<sup>th</sup> 12:30-2:30p, 2:30-4:30p or 4:30-7:00p</b>	<input type="checkbox"/> <b>Ice Cream Social Helper (Open House Night, August 2011 Date TBD)</b> <i>Help with the back-to-school ice cream social.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Children’s Consignment Sale (Sep 29<sup>th</sup> – Oct 1<sup>st</sup>, 2011)</b> <i>Volunteers are needed for sign-up, receiving, set-up, day-of-event and after-event positions. Opportunities are available at various times during Aug, Sep and Oct. All volunteers will be invited to attend exclusive pre-sale events.</i> <input type="checkbox"/> <b>Coordinator Needed</b>
<input type="checkbox"/> <b>Kindergarten Screening Helper (Aug 18<sup>th</sup> &amp; 19<sup>th</sup>, 2011)</b> <i>Need parents, preferably ones who do not have a Kindergarten student this year, to help during screening.</i> <input type="checkbox"/> <b>Coordinator Needed</b>  Please <input checked="" type="checkbox"/> when you wish to help. <input type="checkbox"/> <b>Thu, Aug 18<sup>th</sup> 8:00-10:00a, 10:00a-12:00p or 1:00-2:30p</b> <input type="checkbox"/> <b>Fri, Aug 19<sup>th</sup> 8:00-10:00a, 10:00a-12:00p or 1:00-2:30p</b>	<input type="checkbox"/> <b>T-Shirt Sales</b> <i>Help sell Sunflower clothing as needed throughout the school year, primarily in the fall.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>All-Day Kindergarten and 1<sup>st</sup> Grade Lunch Helper</b> <i>Help all-day Kindergarteners and 1<sup>st</sup> graders through the lunchroom process the first few days of school.</i> <input type="checkbox"/> <b>Coordinator Needed</b>  Please <input checked="" type="checkbox"/> when you wish to help. <b>1<sup>st</sup> Grade:</b> <input type="checkbox"/> <b>Thu, Aug 18<sup>th</sup></b> and <input type="checkbox"/> <b>Fri, Aug 19<sup>th</sup></b> <b>1<sup>st</sup> Grade &amp; Kindergarten:</b> <input type="checkbox"/> <b>Mon, Aug 22<sup>nd</sup></b> <input type="checkbox"/> <b>Tue, Aug 23<sup>rd</sup></b> and <input type="checkbox"/> <b>Wed, Aug 24<sup>th</sup></b> <b>Kindergarten:</b> <input type="checkbox"/> <b>Thu, Aug 25<sup>th</sup></b> <input type="checkbox"/> <b>Fri, Aug 26<sup>th</sup></b>
<input type="checkbox"/> <b>Kindergarten Helper (Aug 22<sup>nd</sup>-26<sup>th</sup>, 2011)</b> <i>Need a parent for the all-day, AM and PM classrooms to help get backpacks together and help students line up and get to their buses.</i> <input type="checkbox"/> <b>Coordinator Needed</b>  Please circle day/s available. Mon, Tue, Wed, Thu, Fri <input type="checkbox"/> <b>Help with AM-K at 11:15am</b> <input type="checkbox"/> <b>Help with All Day and PM-K at 3:15pm</b>	<input type="checkbox"/> <b>GAD Float (Sat, Oct. 1<sup>st</sup>, 2011)</b> <i>Help design and build Sunflower’s float. A super way to show our school pride and have some Sunflower family FUN at the Greater Andover Days parade.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Homeroom Parent</b> <i>Be the homeroom parent in your child’s class. Plan the fall and spring parties along with other parents. Or, help the teacher at school or from home cutting projects, etc. . .</i> Coordinator Crissy Krance, 733-4079, <a href="mailto:ckrance@yahoo.com">ckrance@yahoo.com</a>  Please <input checked="" type="checkbox"/> how you wish to help. <input type="checkbox"/> <b>Coordinate parties</b> <input type="checkbox"/> <b>Help coordinate parties</b> <input type="checkbox"/> <b>Help in classroom</b> <input type="checkbox"/> <b>Do projects from home</b> <input type="checkbox"/> <b>Take pictures at school for the yearbook</b>
<input type="checkbox"/> <b>Box Tops, Campbell’s Labels, Tyson’s Project A+</b> <i>Help plan contests and help collect and count labels at various times throughout the school year.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Fundraiser Distribution</b> <i>As needed throughout the year, help distribute fundraiser items sold by each student. Families will come to the gym to pick up the items sold by their student/s.</i> Coordinator Alana Cooper 733-2063, <a href="mailto:alana@pixius.net">alana@pixius.net</a>	<input type="checkbox"/> <b>Kindergarten Roundup Helper (Spring 2012 Date TBD)</b> <i>Help office staff copy forms and sign-in parents. A fun event to welcome our new families! Roundup is held in the evening.</i> <input type="checkbox"/> <b>Coordinator Needed</b>

<input type="checkbox"/> <b>Family Bingo Night (Spring 2012 Date TBD)</b> <i>A fun family night of bingo, prizes &amp; food.</i> Coordinators Julie Detter 733-9633, detterj@usd385.org Kiley Wackerly 733-0855, wackerlk@usd385.org <b>Please <input checked="" type="checkbox"/> where you would like to help.</b> <input type="checkbox"/> Gather donation prizes for raffle <input type="checkbox"/> Sell raffle tickets and/or bingo cards <input type="checkbox"/> Make and serve food and drinks <input type="checkbox"/> Clean-up after Bingo Night	<input type="checkbox"/> <b>Kindergarten Visitation Helper (Spring 2012 Date TBD)</b> <i>Help office staff copy forms and sign-in parents. A fun event to welcome our new families! Visitation is during the daytime.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Library Helper</b> <i>Assist librarians with shelving and/ or help with covering paperback books. Book covering is something that can be done from home.</i> Coordinator Mrs. Pyles 218-4730, kpyles@usd385.org <b>Please <input checked="" type="checkbox"/> how you wish to help.</b> <input type="checkbox"/> Help with book covering <input type="checkbox"/> Help with shelving
<input type="checkbox"/> <b>Lifetouch School Picture Helper</b> <i>Help with pictures on school picture day and help office staff sort orders when pictures come in to the school. Volunteers must be very detail-oriented.</i> <input type="checkbox"/> <b>Coordinator Needed</b> <input type="checkbox"/> Fall Pictures <input type="checkbox"/> Spring Pictures	<input type="checkbox"/> <b>Book Fair</b> <i>Help sell books during one or more of the two-hour shifts during each of the two Book Fairs. Receive a gift certificate towards any purchase for each shift you work.</i> <b>Please <input checked="" type="checkbox"/> when you wish to help.</b> <input type="checkbox"/> Fall 2011 Book Fair (during Parent/Teacher Conferences) <input type="checkbox"/> Spring 2012 Book Fair (during the Art Show)	<input type="checkbox"/> <b>Music Program Helper</b> <i>Help decorate for the programs, put names on chairs, etc...</i> <input type="checkbox"/> <b>Coordinator Needed</b> <b>Please <input checked="" type="checkbox"/> when you would like to help.</b> <input type="checkbox"/> Kindergarten (February 2012 Date TBD) <input type="checkbox"/> Grades 1-2 (December 2011 Date TBD) <input type="checkbox"/> Grades 3-4 (October 2011 Date TBD) <input type="checkbox"/> Grade 5 (April 2012 Date TBD)
<input type="checkbox"/> <b>Nurse Helper</b> <i>Help nurses with dental check-up day, height and weight day and vision screenings, etc.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Office Helper</b> <i>Help office staff with answering phones, filing, running errands, welcoming visitors, laminating, updating bulletin boards, placing information in teacher's boxes, etc.</i> Coordinator Jeri Jordan 218-4730, jordanj@usd385.org	<input type="checkbox"/> <b>Counselor Helpers</b> <i>Help school counselor with assembling notebooks, the Giving Tree, Red Ribbon Week and other activities throughout the school year as needed.</i> <input type="checkbox"/> <b>Coordinator Needed</b>
<input type="checkbox"/> <b>School Spirit Activities</b> <i>Help plan various school activities during the school year.</i> Coordinator Kathryn Lundrigan, 733-8871 k@thelundrigan.com <b>Please <input checked="" type="checkbox"/> where you wish to help.</b> <input type="checkbox"/> Snacks for after-school staff meetings <input type="checkbox"/> Food for in-service day breakfasts <input type="checkbox"/> Clean-up for in-service day breakfasts <input type="checkbox"/> Help with various activities during the year	<input type="checkbox"/> <b>School Visitor Helper</b> <i>Help sign-in and welcome visitors to Sunflower for special events that occur throughout the school year.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	<input type="checkbox"/> <b>Teacher Appreciation Week (May 7<sup>th</sup> – 11<sup>th</sup>, 2012)</b> <i>Help with food, decorations, donations, gifts, etc.</i> <input type="checkbox"/> <b>Coordinator Needed</b>
<input type="checkbox"/> <b>Parent/Teacher Conferences</b> <i>Help with a meal for teachers during conferences.</i> <input type="checkbox"/> <b>Coordinator Needed</b> <b>Please <input checked="" type="checkbox"/> when you wish to help.</b> <input type="checkbox"/> Fall Conferences <input type="checkbox"/> Spring Conferences	<input type="checkbox"/> <b>All Star Sports Night (Date TBD)</b> <i>Help with Sunflower night at All Star Sports.</i> <input type="checkbox"/> <b>Coordinator Needed</b>	

**Sunflower Annual Spring Carnival (Date TBD)**  
**Please  how you wish to help.**  
**Coordinator:** Alana Cooper 733-2063, [alana@pixius.net](mailto:alana@pixius.net)

**Chairperson:** Works with team members to set goals, monitors progress of tasks, communicates with PTO Officers, and assembles final follow-up report for use by the next team.

**Game Coordinator:** Determines which games will be available, coordinates rental or construction of games, determines where games will be located, writes instructions for game operators, troubleshoots game operation during the carnival, prepares follow-up report on what games worked well and where the problem spots were.

**Concessions/Food Coordinator:** Determines what types of food will be offered, coordinates food vendors, troubleshoots food operations during the carnival, arranges for donation of unused food, prepares follow-up report on what worked and didn't work in the food operations.

**Volunteer Coordinator:** Determines how many volunteers will be needed, recruits volunteers, checks-in volunteers during the carnival.

**Donations Coordinator:** Determines where donations will be needed (raffles, prizes, etc.), contacts potential donors, coordinates acquisition of donations, arranges for acknowledgement of donors during the carnival, sends "Thank You" notes to donors following carnival.

**2011-2012 PTO Executive Board**

<b>Co-President</b>	Kim Hett	733-9498	hettk@usd385.org
<b>Co-President</b>	Tara Carlson	207-0029	markandtara@hotmail.com
<b>Vice President</b>	Alison Brookins	?	angel24kat@gmail.com
<b>Treasurer</b>	Jerri Dennett	733-7528	jdennett@cox.net
<b>Secretary</b>	Karla Skibba	733-4924	skibbak@usd385.org

**Comments:** \_\_\_\_\_