**2016-2017 CHM PTSO COMMITTEES**

CHML needs volunteers with specific skills and those that will roll up their sleeves on anything. There are many opportunities and different ways to give time that meet your needs, interests, and schedules. We need volunteers for planning, developing, setting up and cleaning up for events and activities; communicating and designing; providing strategic insight into fundraising; writing grants; gardening; and uncovering other ways we can support the community in our strive towards excellence. **Please join a committee and help out!**

Contact president@capitolhillmontessorischool.org to sign up. Thank you.

We will work with you to find a role that suits your interests, skills, and availability!

We have mentors available to support the transition to each new role.

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| **COMMITTEES** | **DESCRIPTION** |
| **Communications and Membership** | Communications is a key focus of the PTSO. We need members to help execute communications strategies to keep the community informed of events, activities and school information. Estimated 4-8 hours per month. |
| **Fundraising** | Need volunteers to help with our major fundraising events: pledge drive (fall) and online auction (spring). We also need support for other fundraising activities – Haunted Harvest, Movie Night, Nights out - by finding sponsors, selling tickets and helping day of. This committee also plans the end of year party! Estimated 6-8 hours per month, with higher volume at start of year and in spring. |
| **Gardens, Health and Wellness** | We need a team to plan and execute garden work days, as wells as health and wellness activities planned throughout the year. Estimated 4-8 hours per month. |
| **Grants** | We need a team to work with the administration and PTSO board on a grant strategy and to write grants for private and public funding. The team also needs to work with the Administration and Board to ensure implementation of grants and reporting is executed on time. Estimated 8 hours per month with higher volume in fall and spring when many grants are due. |
| **Culture and Climate** | This would be a new committee that needs help creating a work plan and executing it. The committee aims to work with teachers and administration on ensure and inclusive, supportive culture and climate in the school as we continue to grow. Estimated 2-3 hours per month with higher volume during time if/when a committee event is planned. |
| **Student Retention** | The goal of this committee is to work with parents, students, teacher, and staff to show the CHML community the wonderful the unique traits of our school and to promote the benefits of a Montessori education. Estimated time commitment various. Estimated 3-5 hours per month when committee events/meetings are taking place which a usually 2-3 times per school year. |
| **Traffic and Safety** | Works to improve traffic and safety at CHML. Estimated time is 2 to 3 hours when traffic and safety meetings, events, or issues need to be addressed. |
| **Advocacy** | Volunteers will advocate for the school within the greater DC community, DCPS, and other relevant entities. Estimated time commitment various. Roughly 2-4 hours per month when advocacy events are taking place. |
| **Environmental Committee** | Secure a safe, healthy and sustainable learning and working environment at CHML by protecting students and staff from environmental and health hazards, adapting the structure, organization and use of learning spaces, and prioritizing sustainability in the resources used at the school. Estimated 2/3 hours per month. |
| **SPECIFIC EVENTS/ROLES** | **DESCRIPTION** |
| **PTSO Butterflies** | Do you not want to commit to a specific event but are willing to fly in and help us with small tasks like buying food or supplies, asking for auction items or help at a table at an event? **Have you been telling yourself that you want to become more involved in the school?** Become a PTSO Butterfly! We’ll call on you ad hoc when we need a little extra help. Unlimited number needed. |
| **Haunted Harvest Festival** | Need people to help plan and execute volunteer coordination, decorating, chili dinner, chili cook off, and other creative support. Takes place a Saturday near Halloween at the school and requires on-site support that week before and 15-20 hours of planning before that per person. |
| **Movie Night** | Need one or two people to co-chair Movie Night. Takes place in fall. Requires getting permit, screen movie, vendors and promotion of event. Estimated time 30 hours in fall. |
| **Monthly Newsletter Production** | Need people to help write articles and support layout and distribution. Expect 4-6 hours per month per person. |
| **Website Updating/Maintenance** | Need people to update and add new information to the website. We are able to provide training for you to learn how to do this. Estimate time commitment various. Estimated time commitment is a few hours per month. |
| **Photography** | Need two people willing to support the communications and fundraising committees by taking and cataloging digital photos of school events throughout the year. Estimated 4-8 hours per month per person. |
| **International Days** | International Days is a teacher-led, two-day event that requires parent communication and support. Need 2 people to work with closely with teachers to coordinate the support their needs. Takes place in May. Estimated 10-15 hours between March-May per person. |
| **Open Houses** | Each year, Mr. Eatman hosts 3-4 open houses at the school for prospective families and the PTSO sets up tables at 2-3 outside open houses. They normally take place between November and February. Need one person to manage and two people to support these events including sending emails to prospective families, ordering and organizing materials, organizing food and volunteers, and actually attending the Open Houses. Estimated 10-12 hours per person. |
| **Teacher Appreciation Week** | In May, the PTSO hosts multiple activities to celebrate teacher appreciation week. We need a team to start planning the activities in March and execute them in May. Estimated 15 hours per person. |
| **Family Fun Nights** | Need volunteers to manage one family fun night and help out our PE teacher with the other family fun night. These are non-fundraising events to bring families together on a weeknight to have fun. Themes vary. Usually one in the early winter and one in the spring. Estimated time commitment is 10-15 hours per event. |
| **Track Volunteer Hours** | Need someone to work with the Board to figure out a simple and easy way to track volunteers’ hours. We aim for 100% participation and in getting outside funding, being able to show this data helps. Estimated 15-20 hours upfront and 4-8 hours per month after. |
| **After-School CHML Clubs and Activities** | Need a team to work with the Board and School to review options for before/aftercare, new clubs, organize new clubs and improve existing after school CHML activities. Need members to help support the different clubs/activities. Estimated time commitment is 3-5 hours per month. |
| **Recycling** | Need volunteers to join a team focused on how to improve recycling at CHML. Estimated time commitment is 2-3 hours per month. |
| **Easy Giving** | Need people to research and manage easy giving options for school fundraising and promote those to the options to the community. Estimated time 1-2 hours per month. |
| **Gear Sales** | Need people to sell CHML gear at school events and other days. Estimated time is 2-3 hours per month. |
| **Library Liaison** | Need one person who will work with Mr. Weber to communicate needs to the Board and parents and make sure that the library is getting the support it needs. Estimated 2-4 hours per month. |
| **Box Tops/Labels for Ed** | Need one person to manage school Box Tops Program. |
| **Parent Resource Center Coordinator** | Need one person to manage parent resource center. Estimated time is 1-3 hours per month. |