

2009-2010 Watchung Hills Regional High School PTO Volunteer Form

Your help and support are needed for the WHRHS PTO during the upcoming school year. Here is a list of the PTO Board positions and other volunteer work at the school. Please check or circle the position and return this form to:
WHRHS PTO, Attention Volunteer Form, 108 Stirling Rd., Warren, NJ 07059.

If you have any questions, please call Liz George, President at 908-561-9356 NKG@AOL.com

Executive Positions

President: Oversee all PTO activities, lead meetings, liaison to school administration.

Vice-President: Take over responsibilities of the president during his/her absence. Organize and carry out membership drive. Chair the nominating committee for the upcoming school year.

Treasurer: Works with the president to set the budget; prepares monthly reports; pays bills; is responsible for the checking and savings accounts of the PTO.

Corresponding Secretary/Sunshine: Sends correspondence as requested and needed. Organizes June dinner meeting. Coordinate flowers for nurses and secretaries.

Recording Secretary: Takes, types, copies and distributes copies of minutes at each meeting. Also forwards minutes to Website Coordinator.

Standing Committees

* Shows committees that require a chairperson. Please indicate if you would like to chair by marking a "C" on the line, to assist check off or circle the space.

Assembly Coordinator (1-2): Seek out appropriate assembly programs and coordinate bookings with outside group, WHRHS administration and Buildings & Grounds.

Baking Committee (5-10)*: Prepare baked goods for school events and/or PTO meetings.

Band Parent Rep (1-2): Liaison between PTO and Band Parents.

Book Fair (1-2): Work with school Book Company in April/May to offer WHRHS selections

Board of Education Rep (1 -2): Attend Board of Education Meetings and report at PTO meetings.

Calendar Sweepstakes (1-2): File for license from state in September, print tickets for mailing early October. Drawings in Jan, Feb, March.

Challenge Day (5-10)*: In Oct., volunteers spend a full day at school helping with a tolerance workshop. Chairperson coordinates volunteers and organizes a light breakfast for volunteers.

Curriculum Rep (1-2): Attend monthly meetings and report back to the PTO. Meetings are typically help the 3rd Thursday of the Month during the last period of the day.

Dinner Dance Chair: Spring Coordinate a night out for parents/teachers of WHRHS. Oversee committees.

Dinner Dance Committees: Help/Chair on a committee for 50/50, basket raffles, decorations, invitations, program booklet, and entertainment.

Directory (1-2): Prepare and publish an all school directory.

Fundraiser *(5-10): Plan and coordinate various events throughout the year.

Hospitality (2-3): One person or group to coordinate refreshments for Back to School Night, and Spring Arts Festival, another to coordinate refreshments to PTO meetings. Work with Baking Committee.

Media Center (Library) (Several): Help out as requested.

Members-at-large (2-4): Attend PTO meetings, help out as needed.

Office Mailing Helpers (3-5): Help office staff in various mailings throughout the school year.

Project Graduation (1-2): Liaison between PTO and Project Graduation.

Scholarship* (4-One from each Sending District): Cannot be parent of a Senior. Chairperson raises funds through a community mailing to local businesses in February; all members choose scholarships which are presented at Senior Awards Night in June.

Senior Breakfast (5-6)*: Chairperson to plan, and organize and volunteers to coordinate and/or serve a light breakfast for Seniors on the last day of Graduation practice.

Teacher Appreciation Breakfast (5-6)*: Chairperson to plan, and organize and volunteers to coordinate and/or help set up breakfast for School Staff in May.

Teacher Support (1-2)*: Distributes form to teachers and selects teacher mini-grants.

Ways and Means (1-2): Send a bulk mail annual appeal letter to WHRHS parents in November. Tally and forward responses to the treasurer.

Website(1): Maintain and update PTO website.

I can help with other special projects and needs such as:

NAME: _____

EMAIL: _____

ADDRESS: _____

TOWN: _____

PHONE: HOME _____

CELL _____

Please indicate below student(s) name & grade for '09 – '10
