



## PTC Officer and Key Position Volunteer List

Academic Year 2023-2024

### PTC Officers

### Points

**President.....80/yr**

Presides over PTC meetings (generally monthly). Notifies event coordinators of their upcoming events and follows through that preparations are being done

**Vice President .....80/yr**

Attends all PTC meetings. Fill in for the president when needed. Performs any duties the president needs help with.

**Secretary .....80/yr**

Takes minutes during all PTC meetings, types them up and distributes them to the officers prior to the next meeting. Produces a monthly school Newsletter.

**Marketing Coordinator.....80/yr**

Maintains social media profiles and advertises school events on all available platforms. Coordinates for social media “boosting” and ads as prudent.

**Points Coordinator.....40/yr**

Keeps track of points each family has heard and sends out a report statement to each family of their balance as needed.

### PTC Other Key Positions

### Points

**Appreciation Secretary .....40/yr**

Writes thank you notes to all donors after each event which include the sponsor child's photo as applicable

**Web Site Administrator.....40/yr**

Maintains the school's website content. Updates photos, links, and calendars as necessary.

**Event Photographer .....40/yr**

Takes photos of the official school events to be used for thank you cards and promotional materials as necessary

**Recycling Coordinator.....30/yr**

Arranges for CRV plastic, aluminum, and glass bins at the school for parent donations. Will take bins to recycling center periodically as needed to be redeemed.

**Staples Recycling Coordinator .....15/yr**

Arranges for pickup of any used ink cartridges donated to the school and drop off at Staples for redemption value. (nearest Staples are now Goleta or SLO).

**For Small Hands Coordinator .....20/yr**

Collects from Elementary and Primary schools catalog wish lists and distributes the wish lists to the families. Collects family orders and family catalog donations for school bulk order. Separates family orders when arrives for distribution.

**Wild West Pizza Fund Raiser Coordinator .....20/yr**

Advertises monthly school fundraiser, creates flier, coordinates for social media advertising and collects funds raised after the event. \*\*this position could earn 40 PPP if tables at Wild West are staffed asking for patrons to say they support CMS.

**Something Good Organics Driver.....20/yr**

Individual will drive to Something Good Organics farm every Friday and pick up all CSA boxes to be picked up at the school. Boxes must be delivered to the school by 2PM and driver will additionally get 50% off a small CSA box.

**Garden (inside the fence) Coordinator.....by project**

**Work Crew .....2/hr**

**Mow/edge Lawn (every 2 – 3 wks.).....3/ea**

General weeding, harvesting, maintenance of the school garden area and/or lawn area. This position may also coordinate work parties for larger jobs.

**Landscaping (outside the fence) .....by project**

**Work Crew .....2/hr**

General weeding, harvesting, maintenance of the school outside landscape area along Burton Mesa Blvd. This position may also coordinate work parties for larger jobs.

**Room Parents**

**Primary.....40/yr**

**Elementary.....40/yr**

Room parents help Jim and Emmy Lou with activities for the classroom. Help may include picking up/returning library books or snacks/crafts for school holiday celebrations

**Weekly Shopping .....3/wk**

Procure school supplies as needed using a list and funds provided by the school.

**Wash school laundry .....80/yr**

Every Friday take the school laundry (nap blankets, cloth napkins, etc) home to be washed and folded. Laundry will be returned on Monday

**Wash water bottles.....80/yr**

Every Friday take all of the children’s water bottles home to be washed and refilled. Water bottles will be returned on Monday.

**Weekly Muffin Baking .....1/wk**

Every week will provide an appropriate number of muffins to the school to be sold in the elementary school snack shop.

**Primary Snack .....1/day (signup by the week)**

Provide appropriate types and amount of snacks for primary children for the week. Suggested foods and quantities available from Jim.

**Grant Writer .....by job**

Writes to various foundations and companies to secure grants for the school to achieve goals.

**Major Fundraisers & Events                      Points**

**School Picnic Coordinator .....20**

**Games Assistant ..... 10**

Coordinates a gathering for new and returning families prior to the school year commencing to reconnect. Responsible for coordinating location and advertising to families.

**Meet and Greet Coordinator.....5/ea**

Responsible for coordinating light refreshments (i.e. coffee, donuts/baked goods) to be set up by 7:30AM for parents to socialize after dropping kids off at school. The event is usually done by 8:15AM and signups are by the month.

**Jog-a-thon Coordinator .....20**

**Asst. Coordinator ..... 10**

**Pledges received ..... 1 per \$20 in pledges**

Coordinator will reserve the location (usually Ryon Park), coordinate parent event staff, organize supplies (bibs, pens, water station), and is responsible for starting and finishing event.

**See's Candy Sales Coordinator .....25**

**Asst. Coordinator ..... 13**

**Points per box ..... 6**

Responsible for creating signup lists, placing candy order, collecting money, and distributing boxes to families.

**Fall Festival Coordinator .....40**

**Asst. Coordinator ..... 20**

**Game Coordinator ..... 10**

**\*This event normally has a Bake Sale, see Ad Hoc List for Bake Sale info\***

This is the historically the biggest fundraiser for the school annually. Individual is responsible for recruiting vendors, organizing games/activities for children, food sales/food trucks, entertainment (usually singer/guitarist), and community advertising.

**Movie Night Coordinator .....20**

This is an event for school families to gather, eat, and watch a movie on the school lawn. Coordinator is responsible for picking the movie, ensuring a dinner meal and popcorn/movie snacks are available (for a small fee to cover costs). Coordinates set up and tear down of school's movie projector equipment and outdoor heater rentals.

**Silent Auction Coordinator.....40**

**Asst. Coordinator (a.k.a. Basket Coordinator) .... 20**

**Donations..... by item**

This coordinator is responsible for garnering donations of items from local establishments to be auctioned off at the post-Christmas Program potluck. Together with the ass't coordinator, they will also collect items, arrange baskets, photograph them, construct biddings sheets, and will conclude the silent auction

**Christmas Program Potluck Coordinator.....20**

Coordinates the annual post-Christmas Program Potluck has enough of each type of dish. Sets up the potluck dining room (collocated with Christmas Program) and tears down.

**Donuts with Dad Coordinator .....15**

This event is held in lieu of Father’s Day at the school on a Friday (usually in January) at pick up time. This coordinator is responsible for providing light refreshments (donuts and juice/water), arranging a family craft and game.

**Muffins with Mom Coordinator.....15**

This event is held on the Friday prior to Mother’s Day at the school at pick up time. This coordinator is responsible for providing light refreshments (donuts and juice/water), arranging a family craft and game.

**Thrift Sale Coordinator .....40**

**Asst. Coordinator .....25**

**Donations..... 1/ 30 gal. bag & by item**

**\*This event normally has a Bake Sale, see Ad Hoc List for Bake Sale info\***

Responsible for advertising for donations from families, coordinating work parties to sort items, setup/tear down, staff event.

**Wine Social Coordinator.....20**

This is an adults-only event for school parents to socialize. Coordinator is responsible for securing a location, drinks, hors d’oeuvres, and raffle prizes.

**Touch-a-Truck Coordinator.....50**

**\*This event normally has a Bake Sale, see Ad Hoc List for Bake Sale info\***

Responsible for arranging event location (usually Albertson’s parking lot), contacting and coordinating with local establishments for vehicles to be displayed which would be interesting to children. Also responsible for an event parking plan.

**School Play**

**Costumes/Sets Coordinator .....30**

**Advertising Coordinator .....40**

**Photography .....5**

**Tickets Sales..... 1 per \$12 in tickets sold**

**Advertisement Sales ..... 1 per \$12 in ads sold**

**Move Sets ..... per job**

**Rehearsal Snacks..... 2 per time**

**\*This event normally has a Bake Sale, see Ad Hoc List for Bake Sale info\***

<u>Ad Hoc &amp; Miscellaneous</u>	<u>Points</u>
PTC General Meeting Attendance.....	2 per parent
Journey to Discovery Attendance .....	2 per parent
Graphic Design (making posters, flyers, ads., etc.) by project	
Bake Sale Coordinator.....	10
Bake Sale Items Donated.....	1 per doz. Or Loaf
Work a Shift (2 hrs.) .....	4
Driving (one way) – In Lompoc .....	1/trip
Driving (one way) – to/from Santa Barbara.....	3/trip
Driving (one way) – Other.....	by location
Going-Out .....	by event
Sewing.....	by project
Library.....	1/trip
Pet food shopping.....	1/trip
Care of pets over break .....	3/wk.
Referral of a family that enrolls.....	10

<u>Long Term Projects to Develop</u>	<u>Points</u>
CMS Alumni Association Coordinator .....	25
Asst. coordinator.....	10

This is a desired position that does not yet exist. The idea would be for the coordinator to collect names of alumni from Jim to reach out to them by mail/email/etc. The coordinator would plan 1 or 2 events through the year for school alumni attendance.

\* **Note:** This list is meant to be representative of opportunities that parents have had in the past school years and does not include all that may be available. New suggestions are welcomed.