

Minnewashta PTO Committee Roles

EVENT	Description	Date
Back-to-School Festival	Minnewashta's Annual Back-to-School Social is an opportunity for families to connect in a healthy celebration of the new school year. This is your fall fundraiser, and it includes both the Back-to-School 5k and Social! Volunteer committee members organize all aspects of the event, including logistics and sponsorships. Committee roles include: race, sponsorship/fundraising, volunteer, and social chair positions as well as general volunteers.	early September
Birthday Books	Celebrate your favorite kids by donating a book to the school library, in honor of their birthdays. Volunteers act as a liaison between the media center and families.	ongoing
Book Fair	Nurture the love of literature by coordinating Minnewashta's busy and successful book fair. Book fairs are held in conjunction with fall and spring conferences. Volunteers serve as a liaison between Scholastic and school leadership; communicate and set up the fair; and assist in recruiting volunteers.	Oct. & Feb. (with conferences)
Box Tops for Education	Box tops for Education provides an easy, helpful funding stream for our school. Box tops have raised around \$1,000 each year to support teachers and students. Volunteers provide a physical collection point for box tops, communicate the program to families, and submit the collected tops for reimbursement.	ongoing
Bus Help	Guide students riding the bus during the first weeks of school. The co-chair must be physically present during the morning bus arrival times (8:15 to 8:45 a.m.) and during afternoon pick-up (3:10 to 3:30 p.m.) on the first week of school. Co-chairs recruit and train volunteers.	Early September
CASE Liaison (District Rep)	Serve as a liaison between the Minnewashta PTO and the District legislative action committee. CASE is working on behalf of Minnetonka Public Schools to make an impact at the Legislature in areas related to E-12 education. No previous knowledge of the legislature needed. Email vcminnewashta@gmail.com if interested. http://www.minnetonka.k12.mn.us/getinvolved/case/Pages/default.aspx	ongoing
Directory	Support the Minnewashta office team and families in best utilizing the online directory, MySchoolAnywhere. The volunteer will answer questions, as needed, and ensure that new families are entered into the directory in a timely manner. Flexible volunteer opportunity!	ongoing
District Speaker Series (District Rep)	Serve as Minnewashta representative on Parenting with Purpose district speaker series. Volunteers attend monthly meetings and organize all aspects of speaker series including event logistics for three speaker events, childcare, sponsorship and communication.	ongoing, three events/year
Dream Makers (District Rep)	Represent Minnewashta on Dream Makers committee, which organizes the district's largest fundraiser. Volunteers attend monthly meetings and coordinate the fundraising event.	ongoing
Family Service Night	Engage students and families in various volunteer opportunities on-site at Minnewashta. Previously held in conjunction with family movie night, this event offers the opportunity to craft service learning opportunities for our youngest changemakers. Volunteers identify service projects and organize event logistics.	TBD
Friday Folders	Build relationships and keep Minnewashta families connected by helping the Minnewashta office team and teachers share news and important information in Friday folders. Gather friends and meet for this weekly, hands-on volunteer opportunity. Friday folders volunteers generally meet on Thursdays (morning or late afternoon) or Friday mornings and can rotate so they're volunteering once every other week, monthly, etc.	ongoing
Imagination Fair	This is not your mama's science fair! Ignite a passion for science, technology, engineering and math (STEM) in your curious learner at the Imagination Fair. Volunteers coordinate event logistics, communicate the event to families and encourage participation.	January
Kids Vote	Engage our youngest citizens! Help Minnewashta students learn about the election process and organize a mock election.	November

Lunch Help	Help children navigate the lunchroom during the first weeks of school. FUN and EASY, beginning of year volunteer opportunity! Enjoy a hot lunch, compliments of the Minnewashta PTO.	Early September
Make & Take Teacher Help	Be a bright spot for teachers! Make & Take volunteers assist with preparation and projects to help teachers prepare their classrooms and curriculum for the new school year. Daytime volunteer opportunity - shifts available. At least one committee volunteer should be present during school hours.	September, week before school
Monster Mash	Plan this favorite, spook-tacular event. Previously a spaghetti dinner, the I"scream" Social provides a fun environment for families to connect and kids to dance out their giggles.	October
Movie Night	Warm up your winter with Minnewashta Movie Night. Volunteers coordinate event logistics, including selecting and sourcing family friendly movies.	January
Newsletter	Keep Minnewashta families in the know by writing and editing weekly newsletter submissions and creating monthly PTO newsletter. Volunteers coordinate and edit submissions from PTO members and contributors to share with the office team.	ongoing
School Supply Kits	School supply kits provide an easy and cost-effective option for Minnewashta families to pre-order school supplies. Volunteers communicate the program in the spring and distribute the shipment of supplies in late August.	late August
Secret Shop & Holiday Market	Students choose secret presents for special people in their lives at this holiday event. Volunteers organize event logistics, source presents and sponsor tables, and provide assistance to shopping assistance.	Early December
Outdoor Sign	Update the Minnewashta events sign (front of school) with upcoming events.	ongoing
Spring Carnival	Create a family carnival experience to be remembered with a fun group of parent volunteers. This family-friendly spring fundraiser takes the place of Parents Night Out. Volunteers will plan and organize event logistics, including entertainment, food, activities--the sky is the limit! This is the spring fundraiser.	April
Staff Appreciation	Thank Minnewashta teachers and staff by organizing appreciation meals four times per year. Volunteers communicate the opportunity to families and ensure that teachers/staff are well fed.	4x / year (Oct, Dec, Feb, May)
STEM Fair	Science, Technology, Engineering and Math (STEM) opportunities are endless. Help highlight the vast array of STEM careers, and excite families about participating in the Imagination Fair. Volunteers will help organize this new event and invite STEM professionals to participate.	November
Student Picture Days	Facilitate smooth picture days by coordinating adult volunteers to assist the photographer with line control and building-related questions. Pictures take place during conferences, followed by a retake day later in the fall.	October
Tonka CARES (District Rep)	Tonka CARES mission is to reduce underage substance use in the Minnetonka School District community. Serve as the Minnewashta representative. Meetings occur every six weeks.	ongoing
Tonka Pride Sportswear (District Rep)	Support Tonka Pride by connecting families to Minnetonka School District apparel. Volunteers communicate and coordinate apparel sales.	ongoing
Tonka Green	Create and promote Minnewashta's sustainability and environmental stewardship efforts. (District committee is no longer active.)	ongoing
Vision/Hearing Screening	Coordinate volunteers to assist with vision/hearing screenings in October.	October
World Culture Week	Celebrate and help kids explore world cultures! Each elementary school in the district participates immersive cultural learning week. Volunteers create exhibits and "guide" students through various experiences.	May/June
Yearbook	Memory keepers wanted! Capture lasting memories by creating this year's Minnewashta Elementary yearbook. Volunteers will communicate with class photographers and work with the TreeRing online yearbook service to create yearbooks.	ongoing / spring layout

Contact Carrie or Rachel at vcminnewashta@gmail.com for more information, or to volunteer! THANK YOU!