

Steffen Engage Volunteer Descriptions

We need you, ENGAGED! Recruit a friend, many of these positions are teams and you can share in the fun!
If you are interested please contact us at ptosteffen@gmail.com.

Board Positions	Description	Time Commitment
PTO Co-Presidents	Leads the PTO executive team in deciding, planning, and coordinating the PTO activities and events that support the partnerships among the Steffen community to enrich and maintain the education of students.	5-7 hours / week at the start of the year (Aug and Sep) and a 1-2 hour executive team meeting every 4-6 weeks throughout the year
PTO Co-Vice Presidents	Members of the PTO executive team supporting the planning and coordination of the events and volunteers of the PTO. Maintain volunteer and event chair/lead lists.	
PTO Secretary	Member of the executive team. Record meetings, maintain PTO membership lists and bylaws.	
PTO Treasurer	Member of the executive team. Has custody of the PTO funds, keep accurate account of receipts and expenditures; make deposits and disbursements as approved by the Board in accordance with the budget.	

Event Chair/Lead and Volunteers	Description	Timeframe	Approx # of hours
Book Fair Leads & Volunteers	Coordinate volunteers to set-up and staff the book fair- run the book fair (volunteers assist chair/s with set up, tear down and sales)	2x per year – 1 day sale in the fall, 3 day sale in early Feb	8-10hrs
Box Tops Lead & Volunteers	Collect box tops, coordinate with Homestead contact to prep for reimbursement	2x per year – main collection in February, smaller collection at end of school year	Varies
Community Service Day Co-Chairs 2-3 people needed	Organize, plan and coordinate Community Service Day (CSD) at Camp Minikani in April, 2017. Involves the planning of a large-scale event that encompasses all students and staff from Steffen along with a group of parent volunteers.	Planning will begin in late fall and will ramp up as event draws near – a number of meetings will be required, spreadsheet planning, attention to detail.	15-20 hours the 2-3 weeks prior to the event –
Community Service Day Permission	Update permission slip form, work with office	February (when permission	10 hours Feb & Apr

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Slip Lead	on collection of permission slips for all students – may involve some phone calling for those that don't turn in, create binder of permission slips in alpha order for day of event	slips go out) – April (when event is held) Work can be done on own time	
Community Service Day Volunteer Team Lead	Coordinate parent volunteers for CSD – confirm participation, arrangements; work with CSD chairs to create parent information packet, check in parents at Steffen the day of the event	March & April – would need to be available to be at Steffen from 8-9:30 the day of the event otherwise work can be done on your time	25 hours
Community Service Day Bus Lead	Coordinate with office and bus company on ordering buses to transport students, staff and volunteers to CSD; coordinate loading of buses the morning of event	March – April minimal time needed to meet with Riteway and coordinate bus arrival, etc. Need to be available the day of the event to oversee loading of buses there and back	3 hours pre-coordination + day of event
Community Service Day Tool Loan Team Lead	Set up tool donation spot at Steffen, coordinate donations of tools, work with Minikani on staging of tools for task groups, collect tools at end of event	Late March & April (3-4 weeks leading up to event) Be available 1 or 2 half days prior to event to stage at Minikani and be available day of event	20hr
Community Service Day Popsicle Team lead and 1-2 volunteers	Contact Piggly-Wiggly store for donation of popsicles; coordinate with Steffen kitchen about storage of popsicles; pick up popsicles the day before and bring to Steffen; pass out popsicles the day of event (volunteer would assist with passing out of popsicles)	April – minimal time week or two before event – plus be available 2pm on day of event to pass out popsicles at Steffen	3-4 hours
Food Providers/Set-up Volunteers Need 10-15 volunteers	Donate food (beverages, desserts, fruit...) for PTO conferences and 8th grade promotion, drop off and/or set-up food, drinks. Chairs of the events will email you with dates, times and what is needed.	Over the school year, 3-4 times or less depending on how many volunteer.	Varies - 1-2 hrs per event
JA (Junior Achievement) Coordinators	Find volunteers to teach 6th, 7th and 8th grade JA classes (about 15). Work with the JA employee Barbara Klocko who will also recruit; usually she finds at least half of them from past	January & February	10 hours total

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	volunteers. Coordinate with teachers on times & days they want classes taught; relay that to Barbara at JA.		
JA (Junior Achievement) 8th Grade Career Day Lead and 5-6 volunteers	Coordinate volunteers to help for a 2-hour event. Work with Barbara Klocko at JA, to assign and communicate with the volunteers	Mid-May, one day event	5 hours including the 2 hour event
Office Volunteer Coordinator and Volunteers (5-6 volunteers)	Coordinate volunteers to help Steffen office with mailings and as needed	Occasional; varies with work load	Varies
Open House Volleyball Tournament	Get the word out to students about the tournament via daily announcements and coordinate teams and set-up of the gym.	Tournament takes place in early Feb during Open House night	4-6 hours
P/T Conference Food Team (Need two people)	Coordinate food for teachers during fall and spring conferences. Contact and coordinate with the caterer to order and deliver the meals. Contact the families who have volunteered to donate beverages and drinks.	Fall (Nov) and Spring (Mar)	4-6 hours total
Spartan Fund	Promote the Spartan Fundraiser to families speak at the Kick-off at the Open House. Revise 2 letters, pick-up the donations from the office, maintain a spreadsheet of donations and coordinate with the treasurer, send out thank you letter/receipt to donors.	Late August through early November	20 hours over 5 months
Spirit Wear Sales Team Lead & Volunteers	Work with Spirit Wear Lead on selling spirit wear, taking orders, filling orders once product is delivered.	Registration Day in Aug & additional sales as timing allows	10 hours
Staff Appreciation Week Team - need 2-3 people	Coordinate food for Steffen staff, contact food provider volunteers for what is needed.	May 2-6th 2017	
VOICES Reps	Attend monthly VOICES meetings (2nd Monday of the month at noon) and provide an update to Steffen Newsletter. . Website for more information: http://www.mtsd.k12.wi.us/community/voices.cfm	Throughout the school year	2hrs/month
Starting Point Reps	Attend monthly meetings and provide an	Throughout the school year	

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	update to Steffen Newsletter. Website for more information: http://www.startingpointwi.org/Parent/MonthlyMeetings/tabid/932/Default.aspx		
8th Grade Promotion Chair	Coordinate with the committee to plan and execute the promotion ceremony, breakfast and post-party.	Planning starts in Jan and ramps up toward event.	10-12 hrs Jan-Jun: Ideally paired with a 7th or 6th grade parent to oversee details during Promotion Ceremony
8 th Gr. Promotion Volunteers	Help out with planning and/or working at Post Party	Plan on 2-3 meetings to coordinate the promotion day events and time in between to line up vendors.	10-12 hrs Jan-Jun
8th Gr. Promotion Breakfast Team lead	Plan a breakfast for the 8th grade class the morning of promotion		
8th Gr. Promotion Reception Team lead	Plan a reception after the promotion ceremony. Send out requests for food and drinks donated by Steffen families of 6th & 7th graders.		
8th Gr. Promotion Post Party Team leads (2)	Plan post-party for the students		