



VOLUNTEER OPPORTUNITIES



YES, WE MEAN YOU.

The PTO is just parents like you, and it's how the good stuff happens.

The CMS PTO is a parent-led, volunteer nonprofit dedicated to enriching students' educational and social experiences and strengthening our school community. Committee leadership is a meaningful way to help bring to life the programs, events, and traditions that make CMS special.

None of it happens by magic. It happens because parents raise their hands. And it's a whole lot more fun than it looks from the outside. Please have a read to find the role that is perfect for you.

Why say YES?

- ✓ Meet other parents.
- ✓ See your kid's school from the inside.
- ✓ Give an hour, a season, or the whole year. Your call.
- ✓ No experience required. Ever.
- ✓ Co-chair with a friend so you're never doing it alone.



[SIGN UP HERE](#)

Sign up: signup.com/go/jMYfQAAQ



Every role has a commitment level, so you can find something that fits your actual life:

LEVEL	MEANS	WHAT TO EXPECT
LIGHT	<i>Easy on-ramp</i>	A burst of help around one or two events, or flexible tasks you do on your own time.
MODERATE	<i>In the mix</i>	A handful of meetings or activities across the year, usually shared with a committee.
HIGHER	<i>All in</i>	Ongoing leadership of a major program or event.

A few things to know

- Most roles can be shared by co-chairs or a small committee.
- The “availability” line flags roles that require daytime, evening, or early-morning attendance.
- This nomination process is primarily for committee leaders and coordinators; additional event volunteers will be recruited separately.

EVERYTHING AT A GLANCE

Skim the whole menu, then jump to the details. There's a fit for every kind of parent.

PTO Leadership

- **Co-President** — Higher | Year-round; monthly daytime meetings
- **Co-Vice President** — Higher | Two-year track; monthly daytime meetings
- **Treasurer** — Higher | Year-round; monthly reporting
- **Assistant Treasurer** — Moderate–Higher | Two-year track; year-round
- **Secretary** — Moderate | Monthly meetings and ongoing records
- **Social Media / Website Communications** — Moderate | Year-round; largely flexible/remote

Ongoing Programs & Committees

- **After School Enrichment** — Moderate–Higher | Before and during each session
- **Assembly Committee** — Moderate | Planning concentrated early in the year
- **Beautification & Gardening** — Light–Moderate | Fall and spring
- **Board of Education Observer** — Moderate | Monthly evening meetings
- **Community Service** — Moderate | Approximately 4–5 activities annually
- **Cougar Crew Mentor Program** — Moderate | Four early-morning sessions plus planning
- **Hospitality** — Moderate | Approximately 4–5 major events annually
- **New Family Welcome** — Light–Moderate | August and as needed
- **Spirit Wear** — Moderate | Primarily summer and fall
- **Sunshine** — Light–Moderate | Recognition days throughout the year

Short-Term & Single-Event Roles

- **Library Volunteer Coordinator** — Light–Moderate | Concentrated around the fall Book Fair
- **Picture Day Coordinator** — Light | Two school-day events in September/October

Grade-Level & End-of-Year Events

- **5th Grade Challenge Quest & Fun in the Sun** — Higher | October
- **6th Grade Halloween Happenings & Fun in the Sun** — Higher | October
- **7th Grade Spring Fling & Fun in the Sun** — Higher | April
- **8th Grade Winter Fete & Farewell Ceremony** — Higher | January



1. PTO EXECUTIVE COMMITTEE

CMS Co-President

TIMING: Year-round | **COMMITMENT:** HIGHER |

AVAILABILITY: Monthly school-day meetings; periodic events | **TEAM:** Co-leadership role

What you'll do: Provide overall leadership for the PTO and support committee chairs, volunteers, and school leadership. Co-Presidents guide PTO priorities, meet monthly with the CMS Principal, participate in District Cabinet meetings, and serve as Trustees of the PTO of the Chathams, Inc.

Great fit for: Parents who enjoy big-picture thinking, collaboration, problem-solving, and helping other volunteers succeed.

PTO Co-Vice President

TIMING: Two-year leadership track | **COMMITMENT:** HIGHER |

AVAILABILITY: Monthly school-day meetings; periodic events | **TEAM:** Co-leadership role

2
Years

What you'll do: Serve as a leadership partner to the Co-Presidents while learning PTO operations. In year one, Co-Vice Presidents shadow key meetings, support initiatives, participate in Principal and District Cabinet meetings, and help with annual dues. In year two, they transition into the Co-President role.

Great fit for: Parents interested in deeper involvement, leadership development, and sustained impact over multiple years.

PTO Treasurer

TIMING: Year-round | **COMMITMENT:** HIGHER |

AVAILABILITY: Monthly school-day meetings; flexible financial work | **TEAM:** Works closely with Assistant Treasurer

What you'll do: Manage payments, reimbursements, and financial records; enter activity into QuickBooks; complete monthly bank reconciliations; and present financial statements at Executive and General PTO meetings. The Treasurer also supports dues collection, prepares the annual budget with incoming leadership, and coordinates with the district PTO Treasurer on audits and tax filings.

Great fit for: Highly organized, detail-oriented volunteers who are comfortable with financial management or basic accounting software (QuickBooks experience would be helpful).

Assistant Treasurer

TIMING: Two-year leadership track | **COMMITMENT:** MODERATE–HIGHER |

AVAILABILITY: Monthly school-day meetings; flexible financial work | **TEAM:** Partners with Treasurer

2
Years

What you'll do: Work alongside the Treasurer to learn the PTO's financial operations, assist with the books and annual budget, and support financial reporting and dues collection. The Assistant Treasurer is expected to transition into the Treasurer role the following year.

Great fit for: Parents seeking a multi-year leadership role who are comfortable with numbers and want to build familiarity before taking the lead. (QuickBooks experience would be helpful).

PTO Secretary

TIMING: Year-round | **COMMITMENT:** MODERATE | **AVAILABILITY:** Monthly school-day meetings; flexible follow-up | **TEAM:** Executive Committee

What you'll do: Attend Executive and General PTO meetings; record, finalize, and distribute minutes; maintain key PTO records; and manage the master email distribution list so families and staff receive accurate communications.

Great fit for: Organized volunteers who can synthesize information clearly and enjoy keeping a group connected and informed.

2. ONGOING PROGRAMS & COMMITTEES

Programs that operate at multiple points or continue throughout the school year



After School Enrichment Committee

TIMING: Before and during each program session | **COMMITMENT:** MODERATE–HIGHER |
AVAILABILITY: Flexible planning plus some after-school availability | **TEAM:** Shared committee

What you'll do: Organize enrichment programs that provide students with creative and educational opportunities. The committee identifies and schedules courses, sources instructors, coordinates registration through Community Pass, and manages a smooth rollout. Programming may include a winter session and/or shorter offerings during the year.

Great fit for: Organized volunteers who enjoy curriculum planning and introducing students to a broad range of extracurricular interests.

Assembly Committee

TIMING: Planning concentrated before and early in the school year | **COMMITMENT:** MODERATE |
AVAILABILITY: Mostly flexible; occasional school-day attendance | **TEAM:** Shared committee

What you'll do: Work with Dr. Dagounis to research and identify assembly programs that align with curriculum goals and broaden student horizons. Programs may include motivational speakers, the annual Holocaust remembrance speaker, and 5th- and 6th-grade Author's Day.

Great fit for: Parents who enjoy research, educational programming, and bringing engaging speakers and experiences to students.



Beautification & Gardening Committee

TIMING: Fall and spring, with occasional needs during the year | **COMMITMENT:** LIGHT–MODERATE |

AVAILABILITY: Flexible; outdoor workdays | **TEAM:** Shared committee plus cleanup-day volunteers

What you'll do: Help keep CMS welcoming and well-maintained by coordinating seasonal plantings, identifying priorities with school staff, and organizing community cleanup days.

Great fit for: Parents who enjoy gardening, outdoor projects, and making a visible contribution to the school environment.

Board of Education Observer

TIMING: Monthly during the school year | **COMMITMENT:** MODERATE |

AVAILABILITY: Evening BOE meetings; monthly PTO update | **TEAM:** Individual role

What you'll do: Attend monthly Board of Education meetings and share concise summaries of relevant discussions, decisions, and district-wide priorities at General PTO meetings.

Great fit for: Parents interested in school policy, governance, and helping the CMS community stay informed about district developments.

Community Service Committee

TIMING: Approximately 4–5 initiatives annually | **COMMITMENT:** MODERATE |

AVAILABILITY: Flexible planning plus occasional on-site support | **TEAM:** Shared committee

What you'll do: Serve as the logistical partner to the CMS Student Council and help turn student-led service ideas into action. Committee members coordinate supplies, communications, collection logistics, and execution for initiatives such as food, clothing, and supply drives or letter-writing campaigns.

Great fit for: Parents who enjoy organizing projects and supporting student leadership and service.

Cougar Crew Mentor Program

TIMING: Four program sessions plus planning and mentor training | **COMMITMENT:** MODERATE |

AVAILABILITY: Early-morning school-day attendance required | **TEAM:** 1 lead + 6 members: 3 fifth-grade and 3 eighth-grade parents

What you'll do: Support the peer-mentoring program that pairs incoming 5th graders with 8th-grade mentors. The committee plans leadership activities, coordinates mentor training, and facilitates mentor/mentee gatherings held during extended homeroom from 7:55–8:45 AM.

Great fit for: Parents interested in student leadership and cross-grade community building who can attend early-morning sessions.

Hospitality Committee

TIMING: Approximately 4–5 major events annually | **COMMITMENT:** MODERATE |

AVAILABILITY: Flexible planning plus school-day setup | **TEAM:** Shared committee

What you'll do: Show teachers and staff how much they are valued by coordinating the August Welcome Lunch, Stock the Lounge days, Thanksgiving appreciation, Staff Appreciation Week, December gift-card distribution, and occasional creative surprises.

Great fit for: Parents who enjoy hospitality, event coordination, and finding thoughtful ways to recognize the people who support CMS students.



New Family Welcome Committee

TIMING: August and as needed during the year | **COMMITMENT:** LIGHT–MODERATE |
AVAILABILITY: Orientation attendance plus flexible outreach | **TEAM:** Shared committee

What you'll do: Welcome families who are new to CMS by attending August orientation, answering questions, sharing practical information, and serving as a friendly point of connection throughout the year.

Great fit for: Outgoing parents who enjoy building relationships and creating an inclusive, welcoming school culture.

Spirit Wear Committee

TIMING: Primarily summer and fall | **COMMITMENT:** MODERATE |
AVAILABILITY: Flexible planning; occasional event sales | **TEAM:** Shared committee

What you'll do: Build school pride by selecting a merchandise vendor and product assortment, managing online orders, coordinating distribution, and arranging sales at school events.

Great fit for: Parents interested in marketing, retail, design, or helping students and families show their CMS pride.

Sunshine Committee

TIMING: Recognition days throughout the year | **COMMITMENT:** LIGHT–MODERATE |
AVAILABILITY: Flexible planning and delivery | **TEAM:** Shared committee

What you'll do: Recognize CMS support staff across the year, including custodial workers, education support professionals, law enforcement, counselors, librarians, assistant principals, administrative professionals, the school nurse, principal, and lunch staff. The committee works closely with Margaret Nilson to ensure each group is celebrated.

Great fit for: Parents seeking a flexible role centered on gratitude, creativity, and celebrating staff.

3. SHORT-TERM & SINGLE-EVENT ROLES

High-impact opportunities with a concentrated planning window

Library Volunteer Coordinator

TIMING: Concentrated around the fall Book Fair | **COMMITMENT:** LIGHT–MODERATE |
AVAILABILITY: Some school-day coordination | **TEAM:** Coordinator plus event volunteers

What you'll do: Serve as the liaison between the PTO and school librarian, recruit volunteers for the Book Fair, and support additional library initiatives as needed during the year.

Great fit for: Parents who value literacy and prefer a role with a concentrated planning period early in the school year.

Picture Day Coordinator

TIMING: September Picture Day and October Re-take Day | **COMMITMENT:** LIGHT |
AVAILABILITY: On-site during two school days | **TEAM:** 1–2 coordinators

What you'll do: Assist the professional photographers and school staff, help manage student flow, and ensure the annual photo sessions run efficiently with minimal disruption to the school day.

Great fit for: Parents looking for a high-impact, short-term role with two clearly defined event days.

4. GRADE-LEVEL & END-OF-YEAR EVENTS

Signature social experiences and milestone celebrations for CMS students



5th Grade Challenge Quest & Fun in the Sun

TIMING: Concentrated in the weeks before the event | **COMMITMENT:** HIGHER |

AVAILABILITY: Planning is flexible; day-of attendance required | **TEAM:** Co-chairs + event volunteers

What you'll do: Lead the planning and execution of the signature 5th-grade experience, coordinating closely with school staff and the PTO to create a welcoming and memorable event for students entering middle school. Also coordinate the end-of-year outdoor celebrations for grades 5–7, including activities, vendors, refreshments, supplies, volunteer coverage, and day-of logistics.

Great fit for: Organized, energetic 5th-grade parents who enjoy creating community and seeing a project through from planning to cleanup.

6th Grade Halloween Happenings & Fun in the Sun

TIMING: September–October | **COMMITMENT:** HIGHER |

AVAILABILITY: Flexible planning; evening/day-of attendance required | **TEAM:** Co-chairs + event volunteers

What you'll do: Plan and produce the 6th-grade Halloween celebration, including activities, food, vendors, decorations, volunteers, and event-day logistics.

Great fit for: Creative, high-energy 6th-grade parents who enjoy themed events and hands-on coordination.



7th Grade Spring Fling & Fun in the Sun

TIMING: Winter–spring planning | **COMMITMENT:** HIGHER |

AVAILABILITY: Flexible planning; evening/day-of attendance required | **TEAM:** Co-chairs + event volunteers

What you'll do: Lead the planning and execution of the 7th-grade spring social, coordinating the venue, entertainment, food, budget, communications, and volunteer team.

Great fit for: 7th-grade parents who enjoy event planning and want to create a memorable social experience for students.

8th Grade Winter Fete & Farewell Ceremony

TIMING: Fall–winter planning | **COMMITMENT:** HIGHER |

AVAILABILITY: Flexible planning; evening/day-of attendance required | **TEAM:** Co-chairs + event volunteers

What you'll do: Plan the 8th-grade winter celebration, managing the full event experience from vendors and refreshments to decorations, volunteers, and day-of execution. Also partner with school administration to coordinate the PTO-supported elements of the 8th-grade Farewell Celebration, including family hospitality, refreshments, student keepsakes, and event logistics.

Great fit for: 8th-grade parents who want to help mark students' final year at CMS with a special shared experience, enjoy milestone events, and help create a meaningful send-off for the graduating class.



READY TO SAY YES?

Every role helps build a stronger, more connected CMS community

The CMS PTO is fortunate to have dedicated parents who contribute their time, ideas, and energy in many ways. Whether you take on a leadership role, co-chair an event, or volunteer for a single shift later in the year, your involvement makes a real difference for CMS students and staff.

Committee nominations are still open.

Please review the opportunities in this guide and sign up for a role that works for you.

Questions are always welcome.

<https://signup.com/go/jMYfQAAQ>