

Community Service Position Description  
WIS PTO  
May 2015

What is PTO Community Service Chair:

The Chairperson(s) shall be responsible for coordinating community service projects at WIS. The Community Service Chair coordinates the following activities: (1) Halloween Candy Collection, (2) Holiday Food and Gift Baskets, (3) Valentines for Veterans, and other related projects as directed by the PTO President.

**Halloween Candy Collection:** Locate an agency that is sending candy to the military (usually an area Dentist is participating in the program). Notify the Principal and PTO President of the dates for this event. Submit information to WhIStle the week before and the week of Halloween. Place plastic bin inside the main office on Halloween and leave for one week, it will need to be emptied a few times during the week as it fills up quickly. At end of collection, deliver candy to participating office. Submit a Thank You paragraph to WhIStle.

**Holiday Gift Basket:** Held in conjunction with Hurlbutt Elementary School. Early November contact Hurlbutt Elementary School Community Service Chair(s) and contact Weston Social Services and Weston Youth Services to discuss the project and establish a timeline, including a date for volunteer meeting. Reserve South House Cafetorium for volunteer meeting. Order red plastic bins, one for each class room in both schools, including ELC, and a couple of extras for overflow, have them delivered to the schools for storage until distribution date. Set up Sign Up Genius for each classroom and request 2 volunteers, request grade chairs to have class parents send to each class and submit to WhIStle. Prepare handouts: (1) teacher letter, (2) parent letter, (3) volunteer checklist, and have copy center make copies. Please one bin in each class and remind volunteers to send reminders to class during the project. Contact Peters Market to order turkeys and chickens as requested by Social/Youth Services. Coordinatate delivery of bins and poultry with Social/Youth Services. Submit Thank You to WhIStle. Refer to Volunteer Checklist for additional information.

**Valentines for Veterans:** Set a date for the event a few days before Valentines Day with WIS Principal. Buy colored paper, self adhesive stickers, markers; check with last years Chairperson, they might have materials left from last year (no glue sticks, they are a mess with so many kids). During lunch set up a few tables in the front of the Cafetorium for students to make valentines after they eat and/or during indoor recess. Deliver some to Weston Police and Fire, deliver some to Veterans organization in Bridgeport or any surrounding area.