



Parent Round Table

Event Coordinators Needed!

The Parent Round Table (PRT) would like to thank everyone who volunteered during the 2018-19 school year to enhance the educational experience of the CKCS students!

The PRT has open positions that **must be filled** for the 2019-20 school year. These events have documented processes and/or current coordinators in place to allow for an easy transition to a new coordinator.

If we are unable to find volunteers to fill these positions, events may be canceled and revenue typically raised from these activities may be lost resulting in less money for technology purchases and reduced support for other classroom needs.

If you are unable to commit to a board or coordinator position, there are many other ways that you can help. You can volunteer in the classroom, help during classroom parties, chaperone on field trips, help during an event, etc... ***Being a parent-led school, we rely on our parents to coordinate and volunteer at our many events and activities throughout the year. We can not do this without you!!***

For more information about any of these positions, please contact PRT at ckcsprt@gmail.com or President Chris Kiefert at cfuerste1977@gmail.com; Vice President of Fundraising Liz Slager at e.slager@gmail.com; Vice President of Community Building Sara Hereley at sborchar@uwalumni.com.

Thank you for your time and consideration!

The 2018-19 PRT Board

FUNDRAISING EVENTS

Color Run Coordinator(s) – The Color Run Coordinator(s) will assist our Vice President of Fundraising to coordinate the all-school run to be held in the Fall 2019. Duties include: assisting with a school-wide kick-off of the event, securing sponsors/prizes, creating promotional materials, recruiting volunteers and helping on race day. *20+ hours annually depending upon number of coordinators/may need to be present at the event.*

Spring Fundraiser Coordinator(s) – The spring fundraiser coordinator(s) will assist our Vice President of Fundraising to select and coordinate a fundraiser to be held in Spring 2020. Duties include: assisting with a school-wide kick-off of the event, possibly securing sponsors/prizes, creating promotional materials, recruiting volunteers and other duties as needed to ensure the fundraiser's success. *20+ hours annually depending upon number of coordinators.*

Merchandise Coordinator – The Merchandise Coordinator manages a fall (prior to homecoming) and spring (prior to Charter School Week) sale of CKCS Merchandise. We currently use Branded Image (local, CKCS alumni family business) for our merchandise needs. They create and manage our online store and deliver orders to the school, so the merchandise coordinator duties include: working with Branded Image to get the online store live (determine what merchandise we want to offer and when the store will be available), communicating the sale, delivering individual orders to students. *10+ hours annually.*

COMMUNITY BUILDING EVENTS

Staff Support Coordinator(s) – The Staff Support Coordinator(s) is a new position for the 2019-20 school year. This position will replace the individual classroom Room Parents and will assist our Vice President of Community Building to establish and facilitate processes that will best support the CKCS staff. Current duties include: helping create online sign ups for the upcoming school year, recruiting classroom party coordinators, recruiting classroom volunteers as needed, assisting with Teacher Appreciation Week events. *20+ hours annually.*

New Student Coordinator - The New Student Coordinator is a new position for the 2019-20 school year. This position will assist our Vice President of Community Building to establish and facilitate events aimed at welcoming new students/families into the CKCS community. Planned duties include: finding current families that would be willing to serve as a “mentor” family for an incoming family; matching up “mentor” families with incoming students' families; setting up, communicating and facilitating a playdate for incoming Kindergarten students prior to the start of the school year. *10 hours annually/would need to attend the playdate event.*

Family Night Coordinator(s) – The Family Night Coordinator(s) will coordinate/facilitate the Family Night event to be held in January, 2020 and/or April, 2020. Duties include: determining the type of event (currently being run as Movie Nights, but we are not limited to that), recruiting volunteers to run the event/serve food, working with PRT to market the event. *8 hours per event/need to be present at the event.*

Field Day Coordinator(s) – The Field Day Coordinator(s) would attend and help organize our yearly Field Day held in May. Activity stations have already been selected. Coordinator(s) will work with PRT to recruit volunteers to run stations and to help out with each class and to plan marketing/communication for the event. Volunteer and teacher handouts have already been created, but need to be distributed. Responsible for set-up, clean-up and running the event. *8 hours annually/need to be present at event.*