



# Parent Round Table

## We Need You!

The Parent Leadership Groups have open positions that **must be filled** for the 2021-22 school year. These events have documented processes and/or current coordinators in place to allow for an easy transition to a new coordinator.

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](mailto:ckcsprt@gmail.com).

Thank you for your time and consideration!

The 2021-22 Parent Leadership Groups

### **OPEN BOARD POSITIONS**

**Treasurer** - This is a PRT Board position which has voting rights. Responsibilities include attending monthly board meetings, tracking income and expenses for PRT events and managing the annual budget. Manage PRT business administration including filing yearly taxes, renewing various licences, sending donation letters for tax purposes and other duties as needed.

### **FUNDRAISING EVENTS**

**Restaurant Night Coordinator(s)**- This coordinator reaches out to local restaurants in Verona and Fitchburg to coordinate a date and time frame when CKCS families can patronize the restaurant and a percentage of the proceeds would benefit the school. As well as communicating event information to families. *5 hours annually.*

**School Supply Kits** - Coordinate with 1st Day Supplies and staff on getting the supply list verified. Communicate supply kits to current and incoming families. Coordinate supply drop off and deliver to classrooms. 10 hours annually.

## **COMMUNITY BUILDING EVENTS**

**New Student Coordinator(s)** - 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/new students prior to the start of the school year. *10 hours annually/would need to attend the playdate event.*

**Adult Social Coordinator(s)**- Coordinate an activity for CKCS parents to come together as a community. Prior events include bingo nights and with plans to do a Bunco night but other options available. Typically this event has been held in the Fall but additional Spring event could also be coordinated. *4 hours annually per 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 (previously run events have Movie night or Family game night), recruiting volunteers to run the event/serve food, working with PRT to market the event. *4 hours per event/need to be present at the event.*

**Dance Coordinator(s)** – This person would organize our 1-2 Sock Hops scheduled each year. Coordinator would schedule DJ, create and distribute flyers, recruit volunteers, order and serve food. *4 hours annually/need to be present at the event.*

**Book Fair Coordinator(s)**- Coordinate Fall and Spring book fair for K-5 with Scholastic Books. Setup, run and pack up books and accessories. Be available during school hours to allow classrooms to view products and make purchases. Book fair is held with after school events such as the dance and learner fair for 2021-22 school year, and be present during the evening events. *20+ hours annually.*

**Book Swap Coordinator(s)** – This person would organize our yearly K-5 Book Swap. Create and distribute flyers, recruit volunteers, collect and sort books based on grade level. *8 hours annually/need to be present at the event.*

**Trivia Night Coordinator(s)** – This person would organize our yearly adult Trivia Night. Coordinator would reserve a room and food for Trivia Night, distribute flyers, collect registrations, recruit volunteers and plan prizes prior to the event. At the event, the Coordinator with help from the board or volunteers would set-up the room, run the registration booth and hold various raffles throughout the night. *10 hours annually/need to be present at the event.*

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

**Join Teacher Support Committee** - Group of parents who help where needed, coordinate Teacher and Staff Appreciation Events, assist in Classroom Parties (where permitted), and support teachers and staff members. Reach out to [CKCSRoomParents@gmail.com](mailto:CKCSRoomParents@gmail.com) for more information or to sign up.