



# Parent Round Table

## We Need You!

The Parent Leadership Groups have open positions that **must be filled** for the 2022-23 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 2022-23 Parent Round Table Board

### **OPEN BOARD POSITIONS**

**VP of Fundraising** - Coordinates with Fundraising Event coordinators (includes inviting coordinators to attend monthly meetings, getting updates on event planning, help coordinators with advertising/flyers, etc if needed)

### **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. 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.*

**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.*

**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.*

### **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 February 2023. 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 one dance scheduled this year. Coordinator would schedule DJ, create and distribute flyers, recruit volunteers, order and serve food. *2 hours annually/need to be present at the event.*

**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. Event is scheduled for April 2023. *8 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. *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.