

The Union PTSO needs you!

The Union PTSO raises money and delivers programs and events for the benefit and enjoyment of our Union students, and we need your help! Below are the PTSO roles that are empty for the 2019-20 school year. Lots of information is available for all roles, and we will provide you with all the training you want! If you are interested in any of these roles or would like more information, please contact Alexandra Ince (513-913-6241, unionptso@gmail.com) or return this form to the office or your student's homeroom teacher.

Leadership Team

Co-Treasurer*

For a term of 2 years, serving jointly with the existing Co-Treasurer. The Co-Treasurers keep accurate records and financial statements for the PTSO. They also receive and pay out funds for Union's various events and activities.

A-Team

Prizes

Arrange prizes for FF and any other events that require raffle baskets and such.

Volunteer Co-ordinator (most can be done at home)

Collect Contact information for Volunteers, give to corresponding information to chairs and to PTSO Website chair. If willing to can also do Sign up genius role.

Photocopying

Help with photocopying flyers, 2-3 people are able to do this be in touch with volunteer in charge of flyers

Counting (tickets/money collection)

Help with counting money or tickets prior to events such as Fall Festival or Walk-a-Thon

Media Center Coordinator

Helps out in the Media/Information Hub

I can help! NAME: _____

Email: _____ Phone: _____

Role(s) I am interested in:

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Communications Team

Twitter (can be done from Home)

Correspond with Principal as well as Facebook Chair to tweet events and activities at Union

Community Outreach (3-4 people)

A Team of 3-4 or more that assists with WAT and other fundraising that involves contacting members/businesses in the community for fundraising assistance. works with WAT and FF teams to receive Raffle basket items for those events as well as for raffle baskets throughout the year.

Sign-up Genius (can be done from Home)

In charge of sending our Sign up Genius emails prior to events to arrange for volunteers and/or donations

Creative Team

Flyers Design (can be done from home)

a Team of 3 individuals (one for enrichment, 1 for Service and 1 for Fundraising team that update flyers as events/activities come up and sends them to the Photocopy team to make copies at the school. can be done from Home.

Photography Team Lead

Help notify photography team of upcoming events where they are needed. Share photos with FB Chair to post on Social media.

Photographers (team of 3-4)

Be available for events and activities to take pictures of the students during those times. Will be assisted by a Student team. These photos will be used in the Yearbook and posted on Shutterfly through the Union PTSO website.

Digital Presentations (Can be done from Home)

Create powerpoint slides of upcoming events flyers and pics of events that have occurred to share with Kyle Lichey (principal) for being looped on the TV in the Foyer.

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Hospitality Team

Staff Meals

Arranges for Staff meals 5 times a year. 3 Staff meals are prior to conference nights.

Food Orders for events (can be done from Home)

Arranges food orders for events that are planned such as FF, COTA, purchases Food for events such as PIE, Family Fun Nights.

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EVENTS TEAMS

SERVICE TEAM LEAD*

Our Service Team Leader is a PTSO Board position that oversees the Chairs in charge of all of our service functions, like Honor Roll celebrations, PIE Awards, and Birthday Celebrations. Our experienced PTSO Board is here to train and support whomever takes on this important service role for Union!

Birthdays

BE part of the birthday celebration once a month as Union celebrates their students. Set up of Happy Birthday signs, send corresponding Birthday notifications for students to take home.

PIE Awards Assistant

Assist Cathy Sieber (staff) purchase of PIE Awards food and drinks. Help with set up the evening before, and setting up food the morning of.

ENRICHMENT TEAM

Spirit Fridays Co-Chair

Helps organize various spirit days and collection of Goods for Reach out Lakota and Union Food Pantry

6th Grade Social Co-Chair

Helps plan 6th grade social

FUNDRAISING TEAM

Book Fairs Co-Chair(s)

Communicate with Scholastic to schedule dates for Bookfairs. Help organize a team for set up and running of the 2 annual bookfairs (Fall and Spring)

Fall Festival Team Lead

Helps keep the Fall Festival Team on track to make sure everything is ready.

Fall Festival Team

A team of many individuals that help plan and organize various aspects of Fall Festival

Restaurant Nights

Plan various restaurant nights throughout the year as fundraisers for the school.

Walk-a-Thon Team(4 to 5 individuals) one to be lead.

With the Team plan and organize Annual Walk-a-thon

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