

Geneva Middle School North PTO Committee Descriptions 2019-2020 School Year

Baker Buyer Coordinator and Committee

The Coordinator position coordinates the committee members to bake and/or purchase goods for different events throughout the year. Events include Back to School Night, plays, musicals, dances, variety shows, art shows and other appreciation and hospitality venues. If you love to bake or shop for delicious treats, we need you on this committee!

Bake Sales

Bake sales are typically held for the 6th grade play, the Variety Show (all grade levels), and the 7th/8th grade Spring Musical. ***If your child participates in any of these events, you will be asked to assist in the sale of baked goods at that event.***

Box Tops for Education Coordinator and Committee

Coordinate the monthly collection and submission of Box Tops. At least 5 volunteers are needed to cut and count.

Coalition for Youth Advisor

This PTO representative acts as a liaison between the Geneva Coalition for Youth and the GMSN PTO, sharing information about programs and opportunities both in the community and at the school.

Copy Cats

Volunteers are needed to do copying for the faculty and/or PTO. A schedule will be made based on the number of volunteers. You would be needed approximately 1-2 hours weekly or bi-weekly.

Eighth Grade Dance, Pool Party & Picnic Committee

Assist in planning and coordinating the dance, pool party and picnic at the end of the school year. Volunteers are needed to bake, serve, and/or attend the events. The Dance is held at GMSS and the Pool Party/Picnic is located at Sunset Pool and adjacent parks. ***This is a co-sponsored event with GMSS.***

General Volunteer

Want to serve but not sure where? General Volunteers may be called upon by any committee when additional volunteers are needed. General volunteers will be called upon to assist with vision/hearing screening, picture day and 6th & 7th grade treat day at the end of the school year. In addition, volunteers may be asked for donations of snacks, water, and baked goods, and/or to assist at an event. Requests for general volunteers will occur throughout the year, however, it is not expected that a general volunteer serve/assist every time.

Geneva Academic Foundation Representative

Geneva Academic Foundation (GAF) is a not-for-profit organization that raises money to fund scholarships and grants that benefit students in the Geneva School District. The representative acts as a liaison between the GAF and the GMSN PTO. GAF meets in the evenings, once a month, at the high school.

Honors Recognition

This program recognizes students who achieved either Honor Roll or High Honor Roll. Volunteers are needed to coordinate the mailing of the certificates.

Jivin' Geneva Coordinators and Committee

Jivin' Geneva is a get-together for students with dancing in the cafeteria and open gym for basketball, volleyball, and dodgeball. It is held several times during the school year immediately after school for 6th, 7th, and 8th graders. This is also your opportunity to volunteer to chaperone at the event. Chaperones will help set up, serve food and clean up. Volunteers are also needed for supervision in both gyms and hallways. The coordinator will be responsible for coordinating the volunteers.

Library Book Fair Committee

Volunteers assist the GMSN Librarian with the annual Book Fair held at Barnes and Noble. The book fair is typically held in early December. A minimum of 10 parent volunteers are needed to work the book fair or be available to help in the library with occasional special projects.

Locker Helper Coordinator and Committee

Volunteers are needed the first few days of school in both the team centers and the locker rooms to assist the students with their lockers. The Coordinator organizes the volunteers for each grade level. A minimum of 20 volunteers per day is needed. This a great way to see your kids at start the school year! **NOTE: volunteer time is during school hours, not during locker set-up.**

Music Booster Representative

The Music Booster Representative represents our school at the monthly meetings of this district-wide organization and serves as a liaison to keep the PTO informed of its activities.

PE Uniform Coordinator and Committee

The PE Uniform Coordinator will schedule committee volunteers to package gym uniforms into orders, and schedule volunteers to distribute the orders during locker set-ups scheduled in August. The coordinator will be at the locker set-ups to oversee the uniform pick-up, and will update inventory counts in August, December, and March.

School Supply Kits Coordinator and Committee

The coordinator will be responsible for organizing the distribution of school supply kits ordered through our vendor (currently The Write Stuff). Cost and website information is confirmed with the vendor at the end of the school year by the GMSN office staff. Order forms are included in the Registration Packets sent out by GMS. Confirmation of orders and distribution of the kits occurs during Locker Set Up days at the beginning of the school year.

Spirit Wear Coordinator and Committee

The coordinator will organize the ordering of GMSN spirit wear and the sale of these items at events including locker set-up, 5th grade parent night and other events throughout the year.

Teacher Appreciation Coordinator and Committee

The coordinator will organize events that recognize our teachers. Events include Monthly Teacher Breakfasts and the catered meal in November during parent-teacher conferences. The committee will be responsible for food, decorations, set up, and clean up. The Baker Buyer Committee can be called upon to assist with food and beverage donations.

If you have any questions regarding the committee descriptions or duties, please feel free to contact:

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