

The Greenbriar Parent Teacher Organization offers numerous volunteer opportunities for you to work with both the Staff and Students at the school. Below is an overview of the various committees and events supported through the PTO. If you are interested in volunteering, please go to our SignUpGenius Page to sign up now or contact Presidents, Kim Yen and Marie Junkman at [greenbriarptonorthbrook@gmail.com](mailto:greenbriarptonorthbrook@gmail.com), for more information.

## **FUNDRAISING/FINANCE**

<b>GB PTO Program Name</b>	<b>Work @ Home or School</b>	<b>Time Commitment</b>	<b>Time of Year</b>	<b>Volunteer Responsibilities</b>
<b>Book Fair</b>	School	8-10 Hours	2 events/Year (Fall/Spring)	Coordinate, set-up and help staff 2 school-wide book fairs with outside vendor.
<b>Dairy Queen Blizzards/ Nothing Bundt Cakes</b>	School	2 hours/once a month.	Year Round	Coordinate and/or serve blizzard treats from Dairy Queen and Nothing Bundt Cakes.
<b>Gift Card Plus</b>	Home &/or School	Flexible based upon availability	3X/Year (Fall, Holiday, End of Year)	Distribute order forms, collect and organize orders then deliver gift cards to participants.
<b>Pizza Day</b>	School	2 hours/2X a month.	Year Round	Coordinate and/or serve pizza lunch from New York Slice.
<b>Spirit Wear</b>	Home &/or School	4 - 6 Hours	Year Round	Collect, submit and distribute orders for Greenbriar spirit wear.
<b>Teacher Raffle</b>	Home & School	10-15 Hours	SEPT (Greyhound Gathering)	Coordinate and organize teacher and staff experiences for students to bid on during the Greyhound Gathering.

## HOSPITALITY

GB PTO Program Name	Work @ Home or School	Time Commitment	Time of Year	Volunteer Responsibilities
<b>Hospitality Snacks and Beverages</b>	Home	Flexible based upon availability	4X/Year	Provide snacks, treats and beverages for various staff and teacher luncheons and PTO-sponsored events.
<b>Birthday Signs</b>	Home	Flexible based upon availability	Year Round	Help distribute and set up lawn signs for a child on their birthday.
<b>Cookie Walk</b>	School	4 Hours	DEC	Obtain bakers, distribute boxes and run cookie walk sales during Winter Sing (1 <sup>st</sup> – 4 <sup>th</sup> Grade).
<b>Staff Appreciation Week</b>	School	15-20 Hours (Must have daytime availability)	MAY	Plan, coordinate and execute week-long events and activities for Greenbriar teachers and staff during Staff Appreciation Week in May.
<b>Back to School and Parent Teacher Luncheons</b>	School	10 Hours	4X/Year (AUG, OCT, FEB, MAY)	Coordinate caterers/vendors and snacks for 4 PTO-Sponsored luncheons.

## COMMUNITY AFFAIRS

GB PTO Program Name	Work @ Home or School	Time Commitment	Time of Year	Volunteer Responsibilities
<b>Family Service Night</b>	School	8-10 Hours	FEB	Plan and coordinate an evening event that encourages volunteerism and community service.
<b>HOH 5K</b>	Home &/or School	Flexible based upon availability	MAY	Assist with HOH 5K planning and preparation and collaborate with other District 28 representatives.
<b>Photo Historian Chair</b>	Home	Flexible based upon availability	Year Round	Oversees and supports grade level reps to ensure photos are uploaded to database.
<b>Photo Historians (K-5<sup>th</sup> Reps)</b>	Home &/or School	4 - 6 Hours	Year Round	Collect photos from your grade and ensure photos are uploaded to the database. Rolling commitment--follow your grade level through 5th grade.
<b>Planters</b>	School	Flexible based upon availability	3X/Year	Maintain and fill the school planters in front of the building.
<b>School Supplies</b>	Home &/or School	Flexible based upon availability	APR/MAY and AUG	Obtain supply requests from teachers and distribute orders before the start of school.

## ENRICHMENT AND EVENT

GB PTO Program Name	Work @ Home or School	Time Commitment	Time of Year	Volunteer Responsibilities
<b>Art Adventure</b>	School	15-20 Hours	2 events/Year (Fall/Spring)	Coordinate volunteers for both classroom lessons and cultural events, check inventory for kit boxes, set-up cultural events.
<b>Artist in Residence Selection Committee</b>	Home &/or School	10 Hours	Year Round	Collaborate with Mr. Blair and Mr. Bartunek to select candidates for an immersive Artist in Residence experience.
<b>Art Show</b>	School	15-20 Hours	MAY	Work with Mr. Blair to display student artwork for viewing at the Open House.
<b>Cheers to 28 Social Event</b>	Home &/or School	15-20 Hours	SEPT - JAN	Assist with planning and preparation for the District-wide Cheers to 28 event and collaborate with other school representatives.
<b>County Fair</b>	School	15-20 Hours	MAY	Plan and Coordinate games, food and activities for this End of the Year celebration. Secure volunteers to help set-up, manage and clean-up various stations.
<b>Cultural Fair</b>	School	10 Hours	NOV	Coordinate participants and help plan an evening celebrating diversity in our Greenbriar community. The evening is an opportunity for families to share their heritage, traditions and culture.
<b>Greyhound Gathering</b>	School	15-20 Hours	SEPT	Plan and Coordinate games, food and activities for this Fall Festival. Secure volunteers to help set-up, manage and clean-up various stations.
<b>Science Night</b>	School	10 Hours	MAR	Coordinate participants for this popular evening featuring projects and ideas based in STEM.
<b>5<sup>th</sup> Grade Year End (Celebration, Yearbook, Video)</b>	Home &/or School	Flexible based on availability	JAN-MAY	Plan/run graduation events (celebration, t-shirts, décor and handprint banner). Work with photo historian to prepare files for yearbook and video montage.

