

JJIS PTO Needs Your Help!

Let us know you're interested by emailing jjispto@gmail.com or sign up on the sign-up genius Volunteer List!

JJIS Slate Positions- Descriptions

Book Fair> runs 2 times/yr (spring and fall), requires a committee of 2-4 ppl, 1 week active time in the school, work with Goes Out chair for family events (breakfast, grand tea, Family Night), attend meetings at JJIS, learn to use registers along with tax exempt codes, bring any checks and cash to treasurer daily at end of fair, must work directly with Scholastic rep for details on running fair, put out signage and create sign up lists for parent volunteers and teachers to bring students during school day [4ppl needed as of 3/15/22]

Grade 5 Send-Off> with a committee plan and execute an end of year event for 5th grade, busy in June, work with 5th grade teacher liaison to plan and schedule, will require volunteers for day of event, create sign up list for volunteers, order supplies, attend event [3ppl needed as of 3/30/22 for 2023 send off]

Holiday Store> must be in the school to run holiday store for 1 week in December, create sign up list for volunteers, create sign up list for teachers to take students to shop, requires a committee to run (2-4ppl), must order supplies for sale from vendor, must coordinate donations, must set up the helping hands box and create coupons for students without funds to shop, create flyers to be sent home and posted in DB, responsible for accepting payment at store, coordinate room and table/chair set up [4ppl needed as of 3/15/22]

Spring/ Fall Fundraisers> Can be run by 2 different committees, must work to meet fundraising budget for each event, will be busy for approx. 1-2wks during event, create flyers to advertise, work with JJIS front office to check PTO mailbox for order forms, must work with treasurer to get money into bank, work with rep for event if needed> Fall will be Read A Thon (need committee members to support chair) Spring will be Square One Art. If interested, ask to run another event!

Meet & Greet> busy for 1 day in late August/ Early September, set up tables to sell spiritwear merchandise, accept membership forms, request petty cash from treasurer, put in table request to JJIS staff, find or order supplies for event such as candy to give away

Open House> busy for 1 night of open house at JJIS, coordinate table reservation, accept money for membership, sell spiritwear, answer questions

Valentine Grams> committee of 3-4people to organize and bag items sold (3,000 in 2022 sold), busy in January/early Feb and need to be able to drop off at JJIS before Valentine's day, need to pick up order forms from PTO mailbox during fundraiser, send flyer to communications chair for FB, DB and email blast to promote event [2 ppl needed as of 3/15/22]

