

Maple Avenue PFT

16 Maple Avenue
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Volunteer and Chairpersons Job Descriptions

All Chairpersons are required to appear at the two PFT Board Meetings prior to their event, and the meeting after the event to give a breakdown. They will also be required to fill out and submit a post-event wrap up document within a month from the event.

All 2023-2024 PFT Board Meetings take place on TBD of each month via Zoom: [TBD](#)

Popcorn – Volunteers will be placed on a team of five others that will pop popcorn one Friday morning a month. Volunteers will be asked to arrive on their designated Friday mornings between 7 am and 8 am to set up the popcorn machine, open paper bags and begin popping popcorn for students that have pre-purchased and purchased popcorn for snack that morning. Volunteers will fill roughly 400 to 500 bags of popcorn and deliver to classrooms for those that ordered prior to snack time in the school. Once done, volunteers will count the collected money and return to the front office, clean up and wash out the machine and return it to the PFT closet.

This is NOT a Designated Volunteer activity; and a younger sibling friendly activity. This is a year-round position, averaging one Friday per month.

Fun Run/Walk Chairperson(s) & Committee –One of the PFT's biggest fundraisers of the year! A Fun Run/Walk is held in early November at the Goffstown Parks and Rec building and takes place along the Goffstown Rail Trail. Students fundraise for pledges to run on the specific day or virtually. Chairpersons and Committee will begin to meet in late August/early September and will contact Parks and Rec to reserve the day and time and fill out any paperwork that is needed. They will secure sponsorships from local businesses, develop a fun theme, purchase prizes, set up 99 pledges website for the students to send to their family and friends. **Planning starts in Late August.**

Movie Nights Chairperson & Committee – Movie Night chairperson & Committee will organize two non-school nights at Chunky's Cinema & Pub in Manchester for Maple Avenue Families to view a family friendly movie. Organizers will coordinate with Chunky's on the date and time and select the movie and secure or purchase it. Registration can be done through the Maple Avenue PFT website. **Planning begins in Early September.**

Holiday Breakfast Chairperson & Committee – Takes place the first or second Saturday of December, families are invited to the Maple Avenue Cafeteria for a pancake Breakfast, photos with Santa, and a craft. Registration takes place on the Maple Avenue PFT website. This is a very popular event. **Planning starts in September.**

Holiday Basket Raffle & Committee – Committee members will reach out to local businesses for prize donations, and create classroom wish lists to build baskets. Participants can purchase tickets to bid on

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prizes and baskets. This event is held online starting the week after thanksgiving and lasting two weeks. **Planning for this event begins in early October.**

Spelling Bee Chairperson(s) – The chairpersons for the annual spelling bee log into the national spelling bee website and register the school for the competition. They compile the practice word lists for the grades and coordinate with administration to gauge interest and distribute lists to the teachers. They also schedule the class spelling bees and grade-wide competitions, and secure volunteers to pronounce, log and record the results. They report the results to the national spelling bee and secure awards for the winners before the deadline. **Planning for this begins in October.**

Paint Night Chairperson – The chairperson works with the Maple Avenue Art teacher, Mrs. Gray on the event. They work together to gather supplies, put together what registrants need, and the painting that will be done. The chairperson reserves the Maple Avenue cafeteria for the event and registers participants on the Maple Avenue PFT website. Planning for this begins in September and takes place in November. **Planning starts in September.**

Kids Vote Chairperson – Organizes a student vote on something of interest to the elementary school students of the town (Spirit Day, Movie for Movie night, naming a town landmark, etc.) on Town Meeting Voting Day for students to go to the polls with their parents. Chairperson will work with the town to set up a table at the polls, and work with Administration and the PFT board of all SAU schools on what the voting will be. The Chairperson will organize volunteers to be at the table from the polls opening to closing and tabulate and post the results in a timely manner. **Planning starts in November.**

Little Miss Dance Chairperson(s) & Committee – The Chair persons and Committee work together to put together one of the most anticipated events of the year. They will reserve the space for the dance, come up with a theme, decorations, secure sponsors, snacks, beverages, favors, and pictures. The Committee will be responsible for invitations to the event and set up and take down on the day of the event. The Chairs and Committee will work closely with Administration to ensure that everything runs smoothly. **Planning starts in November or December.**

Boys Day Out Chairperson – The chairperson will secure an event for Maple Avenue students and parents for a fun day/evening out. Past events have included, arcades, mini-golf, sporting events, trampoline park, etc. **Planning starts in January.**

Spring Family Event Chairperson – Sets up a fun family outing for Maple Avenue Families. This could be arcades, mini-golf, bingo night, sporting events, trampoline park, etc. **Planning starts in March.**

Staff Appreciation Week Chairperson & Committee – Taking place the first FULL week in May, the Chair and Committee will work to show our MAES Staff our appreciation for all of their hard work for our students. The Committee will work to have a daily event or surprise for our staff throughout the week. They will secure, food and beverages, gifts, events and prizes and sponsors. **Planning starts in January.**

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Maple Madness Chairperson – Taking place the last week of the school year, Maple Avenue's "Field Day" without the Field. The chairperson will work with the Unified Arts team to develop grade-appropriate games and activities for the students, secure the items needed for the events, and register volunteers for the events. **Planning begins in March.**

4th Grade Celebration Chairperson(s) & Committee – The Chairperson and Committee will be fourth grade parents that plan the breakfast and clap-out tradition for outgoing Fourth graders on the last day of school. Members will secure food, drinks, a theme and develop a slideshow of the fourth graders sent in from their adults that will be viewed during the breakfast. **Planning starts in February or March.**