

# CGS PTO Committee Chairperson Positions

**Membership** ~ This person is responsible for working with the CGS PTO President to update the Membership Form over the summer. It is helpful if this person can be present at the Freshman/New Student Orientation (typically late July/early August). He/she is responsible for making sure all of the sites have Membership Forms to distribute the first week of school. Once forms have been received this person is responsible for maintaining a database (currently Excel is used) of current year members. Make sure the CGS PTO Secretary has the most updated list before sending the monthly meeting reminders. Send committee chairs lists of members that have volunteered to help with their committees. The Membership drive is basically our only fundraiser; the CGS PTSO does not “sell” stuff or do other fundraisers.

**Merchandise** ~ This person is responsible for selecting a vendor for supplying the following year’s merchandise. Works with the PTO President to put together a Merchandise Form. This person orders merchandise to have on-hand for Freshman/New Student Orientation (typically late July/early August). It is helpful if this person can be present at the Freshman/New Student Orientation to manage sales. If applicable, places a second order with vendor to fill orders. Once merchandise is received, fill orders and make sure they get distributed to the sites in a timely manner.

**Teacher Appreciation** ~ Every site sponsors different events to show support for our wonderful CGS teachers throughout the year (the Riverbend chairperson also includes the office staff). The chairperson is given \$40/teacher to help defray costs spent throughout the year. Each site supports their teachers in different ways and it’s up to the Teacher Appreciation chair at each site to put together a plan for the year. The Membership person will forward names of PTO members that are willing to help with Teacher Appreciation events. A suggestion to get to know the teachers is to give them a questionnaire at the beginning of the year to find out their “favorites”. Ideas to support the teachers include: “welcome” to school basket, treats for the fall, a holiday luncheon, gift cards for teachers, treats for Valentine’s Day, spring treat, luncheon for Teacher Appreciation week (typically first week in May). Additionally, the Teacher Appreciation chairperson will be responsible for (or finding someone else to) picking up tickets/money before major events such as Fall Social and Snow Ball and delivering them to the event coordinator.

**Fall Social** ~ This event is held in the fall on either a Saturday or Sunday afternoon/evening. A variety of locations have been used in the past including: a “carnival type” event held at one of the schools, an evening at Belvedere, an afternoon in an Escape Room, and an afternoon at FunLand. The chairperson needs to coordinate with all of the school districts to try and not schedule on the evening of a Homecoming dance. It’s hard to find a weekend where nothing conflicts since several high schools from several counties are involved in the CGS program. The chairperson is responsible for securing a location, working out the details, advertising, putting together ticket packets for all of the sites, coordinating money/ticket pickup from the sites, sending out a Sign Up Genius for donations (if needed) and volunteers, coordinating onsite ticket sales the day of the event, and managing the event.

**Teacher Grant** ~ The PTO awards grants to CGS teachers based on submitted requests. This process typically takes place in the fall. The chairperson prepares an email to be distributed to all teachers announcing the Teacher Grant application process (the admin person at the CGS office will take care of sending the email to all CGS teachers). Once the applications have been received, work with a committee of volunteers to prepare a funding recommendation to be presented at a PTO meeting. Once grant winners have been chosen, work with the Treasurer to have checks written, then make sure they're distributed to the winning teachers.

**Snow Ball** ~ This is the largest event the PTO sponsors that is for ALL CGS students (and one guest). The semi-formal dance usually takes place in February/March. There have typically been co-chairs for this event; one person responsible for decorations, and the other for all other event details. The most important thing is to choose a date as early in the year as possible and secure a venue for the event. The chairperson(s) then are responsible for coming up with a theme (the current chairpersons have been working on making/saving decorations that can be reused so that themes can be rotated every 4 years: Snow Ball, Masquerade Ball, Gum Ball, and Starry Night), securing a DJ and photographer, making a flyer to advertise the event, ensuring Sign-Up Genius' are sent out asking for donations (decorations, food, volunteers), making/printing tickets, putting together ticket packets for all of the sites, coordinating money/ticket pickup from the sites, coordinating decorating of the venue, coordinating onsite ticket sales the evening of the event, and overseeing cleanup of the event at the end of the evening.

**Senior Scholarship** ~ The PTO awards scholarships to CGS Seniors based on submitted essays. In December the chairperson presents several essay topics at a PTO meeting, which are voted on by the membership (parents of seniors are requested to abstain from looking at the topics). Once the essay prompt has been selected, the chairperson is responsible for submitting the Scholarship application to the CGS office so that it can be distributed to all seniors. After receiving applications, the chairperson will work with a committee of volunteers (he/she will need to contact people in advance to make sure volunteers are in place) to review and rank the applications and select the winners. Work with the PTO Treasurer to make sure checks are written and ready to be presented at the Senior Banquet.

**College Forum** ~ This event takes place in the spring. It is sponsored by CGS but is open to all area students. Mary Washington University (MWU) personnel invite the colleges and set everything up. The chairperson is responsible for working with the MWU representative to coordinate a good date and provide help that night wherever needed. This annual event brings together parents, students, and chosen admissions professionals from selective colleges. The panel discussion and question & answer period focus on the process of choosing colleges, applying to colleges, getting acceptances, rejections and offers, working with financial aid, selecting the college you will actually attend, and finally going to college. All this is discussed in a forum appropriate for motivated students applying to selective colleges. It is NOT a college information night discussing any specific school. It is NOT a college recruitment night. The volunteers help distribute programs and assist attendees with seating and answering general administrative questions.

**Senior Recognition Ceremony** ~ This event takes place in mid-May to celebrate the accomplishments of graduating Seniors. In the past, the event was a sit-down dinner including all Seniors and teachers. In more recent years there has been a ceremony at UMW Dodd Hall, or the Fredericksburg Expo Center, where each student is individually recognized by his/her teachers, and receives his/her CGS medal. The ceremony was then followed by a reception of light snacks and cake. A modest gift with the CGS logo (including blankets, phone chargers, and picture frames) is presented to all graduating Seniors. The chairperson is responsible for booking a venue, making sure there is food for the reception, ordering a “gift” for the Seniors, designing and mailing invitations, tracking RSVP’s, and making sure the event runs smoothly.

**Family Picnic** ~ This year-end celebration is for CGS students and their families, and welcomes aboard the incoming freshman. The first responsibility of the chairperson is to book a venue for the event as early as possible. In the past, the pavilion at Pratt Park has been used (this can be booked in January). Work with the CGS President and Director to come up with “events” at the picnic, put together an email announcing the event and asking for donations, and ensure that set-up and clean-up are all taken care of.