

BETTERMENT/BEAUTIFICATION:	
ENRICHMENT:	<ul style="list-style-type: none"> • Contact: Anne Moore, anne.carlson.moore@verizon.net • Description: PTO Enrichment Coordinator or Committee is responsible for planning the PTO sponsored in-school Curriculum based Assemblies and in-class programs for the school. There are approximately 5-6 Programs a year. Each program requires communication with the vendor as well as organizing with the Roosevelt front office all of the logistics including working with Mr. Sheridan the Custodian to make sure that everything is organized for the program. This year most of the programs have been scheduled but we will begin searching for programs for next year in early January. In addition to working directly with our Roosevelt community, the Enrichment Coordinator meets with a team of Enrichment volunteers from all over Melrose to try to share ideas and funds. • Important Dates: Time commitment varies depending on the program. Much of the scheduling and organizing can be done via email and therefore is very time flexible • Needs: <ul style="list-style-type: none"> ○ Meeting would be infrequent and most communication via email ○ 1 to 2 volunteers that are interested in researching new programs to enrich the Roosevelt children with and tying it back to State Curriculum standards
LIBRARY:	<ul style="list-style-type: none"> • Contact person and email address: Julie Bakey juliebakey@hotmail.com • Description: The Roosevelt School Library is staffed by volunteers, who are responsible for all aspects of the running and maintaining the library. During class library visits, volunteers read a book to students, assist students with selecting books, check books in and out, and shelve books. Library volunteers also can help out behind the scenes doing such things as cataloging and covering books, decorating, putting together seasonal displays of books, cleaning, and special projects. • Important date(s): The library needs volunteers from late August through mid-June. • Needs: Class library visit volunteers, Behind-the-scenes/special projects volunteers
MATH CIRCLE:	
PTO COMMUNICATIONS:	<ul style="list-style-type: none"> • Contact: Kristin Doucette, pkdoucette@comcast.net, and Mary Mackowski, marymackowski@comcast.net
PTO WEBSITE:	<ul style="list-style-type: none"> • Contact: Danielle Champoux Bohnke, dancha2@yahoo.com • Description: Room accessible via the Roosevelt School website and featuring PTO-related news and information for the school community • Important dates: updated every Wednesday, more frequently as requested
ROOM PARENTS:	<ul style="list-style-type: none"> • Contact: Lisa Lewis, lisahlewis@yahoo.com • Description: Coordinates and provides support and information for room parents. • Important Dates: TBD • Needs: TBD

SCHOOL DIRECTORY:	
SCHOOL SPIRIT:	
SPIRIT GEAR/SCHOOL STORE:	<ul style="list-style-type: none"> • Contact: Paula Weiner rpa3@comcast.net or Joanne Kimball Sherman at jkimballsherman@melrose.mec.edu • Description: The Spirit Gear committee will be promoting school spirit by offering students, faculty and families new and exciting clothing items including t-shirts, polos, jackets, sweatsuits, gym sets, jammy pants and cinch sacks. The first spirit gear offering along with samples and order forms are available now. Order forms sent via backpack and during our Great Start Night with a 10/1/2011 order deadline. We hope this to be one of several spirit gear offerings. Also this year, the PTO plans on opening an on-site school "store" to allow students to purchase Roosevelt pencils, notebooks, folders and fun, inexpensive seasonal items. What a great way to reward your star student and show your school spirit! Volunteers will be needed once a month to "man" the store, to purchase inventory items as they become depleted, collect spirit clothing order forms, display samples and promote school-wide participation with a "Grand Opening".
TRAFFIC TASK FORCE:	<ul style="list-style-type: none"> • Contact: Anne Moore, anne.carlson.moore@verizon.net • Description: Morning Traffic Safety: Both Vinton St and Brunswick St entrances need volunteers to open car doors in the morning to help ensure the safety of the children during morning rush hour. You will be briefed on the Traffic and Parking Guidelines before your volunteer session starts. • Important Dates: Time commitment is one "committed to" day a week from 8:00AM - 8:15AM • Needs: <ul style="list-style-type: none"> ○ Vinton Street: Wednesday - 1 Opening ○ Vinton Street: Thursday - 1 Opening ○ Vinton Street: Friday - 1 Opening ○ Brunswick Street: Monday - 2 Openings ○ Brunswick Street: Tuesday - 2 Openings ○ Brunswick Street: Wednesday - 2 Openings ○ Brunswick Street: Thursday - 2 Openings ○ Brunswick Street: Friday - 2 Openings
ANNUAL AUCTION:	
BOX TOPS FOR EDUCATION & CAMPBELLS SOUP LABELS FOR EDUCATION PROGRAMS:	<ul style="list-style-type: none"> • Contact: Angela Foti Angela@fotronic.com • Description: Periodically receive, sort and count Boxtops and Labels for submission. • Important Dates: N/A • Needs: No current needs - We have the 2011-2012 school year covered.
FROSTY FRIDAYS:	
MEADOW FARMS:	<ul style="list-style-type: none"> • Contact: Erin Donovan edonovan828@comcast.net, Joanne Perperian ejkperperian@verizon.net • Description: Meadow Farms Fundraiser • Important Dates: Begins Sept. 13th through Oct. 1st. • Needs: 5-6 Volunteers to assist with distributing boxes to families that participated in fundraiser 1-2 days in mid October from 2pm - 2:45pm. Date to be determined after Oct. 1st. • Location: 2nd Floor near Vinton Street Exit

<p>SCHOLASTIC BOOK FAIR:</p>	<ul style="list-style-type: none"> • Contact person and email address: Sara Brandon sgbrandon@verizon.net • Description: The Scholastic Book Fair provides students, their families, and staff the opportunity to shop for books at a book fair set up in the Roosevelt School library. All proceeds from the book fair support the school and classroom libraries. • Important date(s): <ul style="list-style-type: none"> Mon, Oct. 31 8:00 am-3:00 pm Tues, Nov. 1 8:00 am-3:00 pm Wed, Nov. 2 8:00 am-3:00 pm Wed, Nov 2 6:00 pm-7:00 pm (prior to PTO meeting) Thur, Nov. 3 8:00 am-1:30 pm (1/2 day) Fri, Nov. 4 8:00 am-2:15 pm • Needs: <ul style="list-style-type: none"> ○ 9-12 people to work the book fair (run the cash register, assist students and families with book selection, re-stock books) each day during the week ○ Several people to work during an evening event— details to be announced
<p>TREX PLASTIC BAG RECYCLING CONTEST:</p>	<ul style="list-style-type: none"> • Contact: Karen Bburnett, kburnett@mac.com, • Description: The school that collects and recycles the most plastic bags and related plastic materials has a chance to win a TREX birdhouse at the close of the 2011-12 school year. • Important Dates: Runs from the start of school year thru Earth Day, April 22nd. • Needs: Volunteer to deliver large bag of plastic bags to Shaw's approximately every other week.
<p>5th GRADE RECOGNITION: (includes two fundraisers & a recognition event)</p>	<ul style="list-style-type: none"> • Contact: Christy Merullo, cmminwdw@verizon.net, 781-665-8431/Renee Figueira, figgie103@msn.com, 781-665-1315 • Description: By tradition, there is an end of the year celebration for the 5th graders, their parents, our principal, 5th grade teachers and other Roosevelt staff who have supported our children over the years. • Important Dates: This year's event will be held on June 7th, 2012. Comedy Night Fundraiser - Friday, December 2nd, Giggles, Prince Pizza, Rte 1 Saugus • Needs: We are looking for volunteers to help in any aspect of putting together a big event like this ...i.e., food & beverage, decorations, invitations, dvd, photographs, dj, yearbook, t-shirts etc. In addition to the main event, we need to raise funds to do so. We will need help with the holiday wreath sale and a Comedy night fundraiser.
<p>FIELD DAY:</p>	<ul style="list-style-type: none"> • Contact: Jim Wadsworth 781-258-5035 jwadsworth@post.harvard.edu • Description: Field Day is an all morning outdoor event for the whole school. Classes compete in a series of fun racing events. • Important Dates: A date in June to be announced in May • Needs: There are usually about 18 events and each of them needs at least one, preferably two volunteers. Volunteers will usually stay with one event as the whole school cycles through, one class at a time. No expertise, athletic or otherwise required.

HALLOWEEN PARTY:	<ul style="list-style-type: none"> • Contact: Elke McAree, elkemcaree@verizon.net, Erin Donovan, edonovan828@comcast.net, Joanne Perperian, ejkcperperian@verizon.net • Description: an annual event that's fun for the whole family. There will be arts & crafts, dancing, games, a costume contest, and food and beverages • Important Dates: Saturday, October 29th, 6-8pm • Needs: <ul style="list-style-type: none"> ○ Setup and cleanup the day of the party ○ Work the admissions table ○ Help with the arts & crafts tables and help put together the crafts ○ Work the food and beverages tables (sell pizza and water bottles), and pass out desserts
MELROSE CENTENNIAL CELEBRATION:	<ul style="list-style-type: none"> • Contact :Paula Weiner at rpa3@comcast.net or Joanne Kimball Sherman at jkimballsherman@melrose.mec.edu • Description: This year's Centennial Parade will require lots of early planning. This is great event that allows Roosevelt families and friends to join together to celebrate our community, school and country! • Important Dates: Memorial Day weekend • Needs: Volunteers will be needed Memorial Day weekend to communicate with the city's parade planning committee, enlist a committee for an old-fashion float, enlist help and participation from students and faculty during the year for float decorating ideas, items, and school cheer.
ROLLER WORLD:	
SCHOOL PLAY:	
TEACHER APPRECIATION LUNCH:	<ul style="list-style-type: none"> • Contact: Honey Rossi rossi_honey@yahoo.com or Sara Martin sarawmartin@hotmail.com • Description: Teacher appreciation luncheon that takes place in the cafeteria for all teachers and paraprofessionals. • Date: The week of May 14th • Time: TBD • Needs: Volunteers needed for set up, serving and clean up; as well as, volunteer to buy the paper products/ drinks (will be reimbursed)
WINTER WONDERLAND:	