

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 Co-President, Kimberly Yen, at kimberly.yen@gmail.com, for more information.

FUNDRAISING/FINANCE

GB PTO Program Name	Work @ Home or School	Time Commitment *Estimated	Time of Year	Volunteer Responsibilities
Book Fair	School	8-10 Hours	2 events/Year (Fall/Spring)	Coordinate, set-up and help staff 2 school-wide book fairs with outside vendor.
Dairy Queen Blizzards	School	2 hours/once a month.	Year Round	Coordinate and/or serve blizzard treats from Dairy Queen.
Gift Card Plus	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.
Pizza Day	School	2 hours/2X a month.	Year Round	Coordinate and/or serve pizza lunch from New York Slice.
Spirit Wear	Home &/or School	4 - 6 Hours	Year Round	Collect, submit and distribute orders for Greenbriar spirit wear.
Teacher Raffle	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 *Estimated	Time of Year	Volunteer Responsibilities
Bakers	Home	Flexible based upon availability	4X/Year	Bake cookies and treats for various staff and teacher luncheons and PTO-sponsored events.
Birthday Grab Bag	Home	Flexible based upon availability	Year Round	Replenish inventory of "Paw" or "Greenbriar" themed items in the office.
Birthday Signs	Home	Flexible based upon availability	Year Round	Help distribute and set up lawn signs for a child on their birthday.
Cookie Walk	School	4 Hours	DEC	Obtain bakers, distribute boxes and run cookie walk sales during Winter Sing (1 st – 4 th Grade).
Social Committee	Home &/or School	Flexible based upon availability	Year Round	Organize various events such as "Mom's/Dad's Night Out"
Staff Appreciation Week	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.
Teacher Luncheons	School	10 Hours	4X/Year (AUG, OCT, FEB, MAY)	Coordinate caterers/vendors and bakers for 4 PTO-Sponsored luncheons.

COMMUNITY AFFAIRS

GB PTO Program Name	Work @ Home or School	Time Commitment *Estimated	Time of Year	Volunteer Responsibilities
Family Service Night	School	8-10 Hours	FEB	Plan and coordinate an evening event that encourages volunteerism and community service.
Field Trip Coordinator	Home	10 Hours	Year Round	Receive requests from each grade level for a PTO-sponsored field trip. Coordinate tickets and/or logistics if necessary.
HOH 5K	Home &/or School	Flexible based upon availability	MAY	Assist with HOH 5K planning and preparation and collaborate with other District 28 representatives.
Kenyan Sister School	Home &/or School	Flexible based upon availability	Year Round	Coordinate with other District 28 representatives in working with the Fred Outa Foundation to raise funds for our sister school.
PAWS Liaison	School	5 Hours/once a month	Year Round	Assist with and help manage the monthly PAWS reward system.
Photo Historian Chair	Home	Flexible based upon availability	Year Round	Oversees and supports grade level reps to ensure photos are uploaded to database.
Photo Historians (K-5th Reps)	Home &/or School	4 - 6 Hours	Aug-Sept	Collect photos from your grade and ensure photos are uploaded to the database. Rolling commitment--follow your grade level through 5th grade.
Planters	School	Flexible based upon availability	3X/Year	Maintain and fill the school planters in front of the building.
School Supplies	Home &/or School	Flexible based upon availability	APR/MAY and AUG	Obtain supply requests from teachers and distribute orders before the start of school.
Story Reader Coordinator	Home	Flexible based upon availability	AUG	Coordinate dates/times with K-3rd teachers and create a sign-up genius for each classroom.

ENRICHMENT AND EVENT

GB PTO Program Name	Work @ Home or School	Time Commitment *Estimated	Time of Year	Volunteer Responsibilities
Art Adventure	School	15-20 Hours	Year Round	Coordinate and manage volunteers for both Classroom Lessons (3X Per Year) and Cultural Events (3X Per Year). Each Grade Level Representative must familiarize themselves with their grade's Classroom Lessons and maintain and replenish the kit boxes for each lesson. Members must help with Set-up and Clean-Up at each of the Cultural Events.
Art Show	School	15-20 Hours	MAY	Work with Mr. Blair to display student artwork for viewing at the Open House.
County Fair	School	15-20 Hours	MAY	Plan and Coordinate games, food and activities for this End of the Year fun fair. Secure volunteers to help set-up, manage and clean-up various stations.
Cultural Fair	School	10 Hours	NOV	Coordinate participants and help plan an evening for the Greenbriar community to share their heritage and family traditions.
Greyhound Gathering	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.
Science Night	School	10 Hours	MAR	Coordinate participants and manage set-up for this popular evening.
5th Grade Year End (Celebration, Yearbook, Video)	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.