



FRIENDS OF CUTLER

Friends of Cutler Board Member and Volunteer Descriptions

Mission Statement - "The purpose of the Friends of Cutler is to support and enhance the educational experience of the students of Cutler Elementary School in Hamilton, Massachusetts. All activities of the organization are intended to encourage and facilitate school spirit and meaningful communication between home and school, as well as provide additional financial support as needed."

Executive Board

Co-Presidents	<p>The President will oversee all activities of the Board and will call and preside over regularly scheduled Board, general, and special meetings as needed. They are responsible for:</p> <ul style="list-style-type: none"> ● Friends' Liaison to the School Principal ● Keeping the school committee, principal, parents and community informed of Friends' business, activities, and fundraisers. ● Welcoming new families, kindergarten families, and returning families by sending a welcome packet of information and attending summer playdates. ● Appointing chairpersons as needed for fundraisers and other services. ● Working with Treasures to prepare a year-end accounting statement for presentation to all members of the FoC (parents, legal guardians, teachers, and administrators of the current Students of the Cutler Elementary School). ● Organizing and planning school wide Icebreaker (ice cream social) Night ● Sending out updates to office of the Principal for school wide updates and distribution
Co-Treasurers	<p>The Treasurers will attend all Friends' meetings and are responsible for:</p> <ul style="list-style-type: none"> ● Creating the Friends of Cutler Annual Budget in conjunction with the Board in June. ● Maintaining an accounting system for revenue and expenses of the Friends' treasury; collection and recording of deposits ● Disbursing annual gifts to Cutler staff (\$100 to each teacher) ● Disbursing payments and recording funds ● Providing a monthly report to the Friends for approval. ● Working with the Presidents, to prepare a year-end accounting statement for presentation at the Annual Meeting at the end of the school year ● Overseeing pertinent tax documentation. ● Being available during the weekend of the Ski, Skate, and Board sale to help assist with money management and check disbursement. This event is the 3rd weekend in November on Saturday and Sunday.
Co-Secretaries	<p>The Secretary will attend all Friends' meetings and record the minutes. They are responsible for:</p> <ul style="list-style-type: none"> ● Preparing newsletter (2-4 times a year) that will be cascaded to the Cutler community, sharing upcoming FoC events ● Writing any correspondence and thank you notes as needed, especially to accompany any payments, including annual gift letter to Cutler staff. ● Collecting teacher wish lists (at beginning of year) and maintaining updates as needed. (lists will be posted on the Friends' website: www.friendsofcutler.com) ● Collecting and coordinate volunteers across committees and events and room parents roles; connect committee chairs with volunteers ● Email out information to classroom liaisons that is sent from committee members. ● Maintaining the Cutler Apparel website; designing/ordering annual Cutler t-shirts (via email) to Shirts Illustrated ● Partnering with a Cutler staff liaison to gather classroom wishlists from each teacher to publish to the FoC website

Communications Team

Website Administrator	The Website Administrator will update, design, and maintain the Friends of Cutler website: www.friendsofcutler.com . All information for the website is provided to the website administrator by the FoC board, such as annual teacher wishlists.
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School Volunteers

Classroom Liaisons (Room Parents)	<p>Each classroom needs two room parents/liaisons for a yearlong commitment. Responsibilities include:</p> <ul style="list-style-type: none"> • emailing communication to parents from the Friends of Cutler • soliciting volunteers when requested • supporting the needs of the class for special projects and regular activities. • supporting the classroom during staff appreciation week through email requests and one after school commitment (30 min) to decorate the staff doors. If the liaison is unable to attend, they are able to ask another classroom parent to help decorate.
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School Wide Enrichment

Cultural Enrichment Chairs & Volunteers	<p>Cultural Enrichment focuses on supporting the curriculum with a yearlong theme touching on the core subjects: Science, Math, Social Studies, and Language Arts and specials: Literature, Music, Art and Physical Education, as well as exposing students to new cultures, ideas, and places. This is one of the most important ways Friends of Cutler contributes back to our school. The cultural enrichment chairs are responsible for:</p> <ul style="list-style-type: none"> • Coordinating with the principal, teachers and committee for Cultural Enrichment requirements, identifying meaningful experiences to bring to Cutler • Volunteering throughout the year by attending organized events occurring during the school day and at Cultural Festival. <p>The Chairs and committee together will:</p> <ul style="list-style-type: none"> • identify programs that enhance the curriculum along the path laid out by the current year's theme • Support planning and volunteering for the Cultural Festival, a yearly event held at Cutler in June where the Cutler community celebrates cultural diversity with games, entertainment, food, and activities • Identify resources and write grants for funding
Book Fair Chairs & Volunteers	<p>The Book Fair is held in January and runs through a local bookstore. The Book Fair Chairs are responsible for:</p> <ul style="list-style-type: none"> • scheduling the annual event • creating a sign up for volunteers • being available during the week of the book fair for set up/clean up and sale shifts. <p>The Chairs and Volunteers together will:</p> <ul style="list-style-type: none"> • sign up for one or more shifts during the annual event in January • support setup and/or cleanup

Fundraisers - Events

Ski, Skate, & Board Chairs & Volunteers	<p>The Ski, Skate & Board Sale is FoC's biggest fundraiser event; it's a great "all hands on deck" adventure and a wonderful way to get to know all the Friends' members better. This consignment event is held on the third Saturday & Sunday in November.</p> <p>The Chairs and Volunteers together will:</p> <ul style="list-style-type: none"> • attend 1-2 planning meetings to discuss different needs for the event. • during the week leading up to the event, sign up for shifts to help price and sort items • on the weekend of the event, sign up for shifts for check out, floor help, and clean up
Adult Social Chairs & Volunteers	<p>The Adult Social is held at an off-site location, typically in the spring. This fundraiser will be a fun, casual social event with small-scale fundraising. The Chairs are responsible for coordinating all committee members.</p> <p>The Chairs and Volunteers together will:</p> <ul style="list-style-type: none"> • Plan the event (invites, decor, beverages/food, entertainment), and any fundraising opportunity (Auction/Raffles); the majority of the planning will be done via email/zoom • Provide support during the day and evening of the event

Community Building Services and Events

<p>Movie Night Chairs & Volunteers</p>	<p>Movie Night is an event held on the playground on a Friday evening in the fall. It is always highly anticipated by the students, and a great time for the whole family! Chairs are responsible for:</p> <ul style="list-style-type: none"> ● organizing movie equipment rentals (vendor information available for chairs) ● creating and sending out invitations ● arranging concessions ● coordinating volunteers for day of needs (setup, concessions, cleanup) <p>The Chairs and Volunteers together will:</p> <ul style="list-style-type: none"> ● assist with setup, concessions, and cleanup on the day/evening of event
<p>Directory Chairs</p>	<p>The Directory Coordinator obtains all contact information for the entire school district and publishes the directory via PDF copy to be distributed from the School Secretary.</p>
<p>Hospitality Chairs & Committee</p>	<p>Hospitality Chairs organize staff-appreciation events that occur throughout the year to support the Cutler staff. They are responsible for:</p> <ul style="list-style-type: none"> ● organizing a Staff Luncheon for the teachers' first week (Aug) ● creating a 'stock the staff room' sign up (Aug/Sept) to share with school community ● organizing a Staff Breakfast ahead of Open House (Sept) ● organizing a cookie swap (Dec) <p>The Chairs and Volunteers together will:</p> <ul style="list-style-type: none"> ● help organize luncheons/breakfasts (order food, setup, etc.) ● offer time (30 min) to setup lunch/breakfast
<p>Kindergarten & New Family Liaisons</p>	<p>The Liaisons welcome kindergarten & new families into the Cutler Community and will host two playdates before school begins (~1 hour each). They help to answer any questions kindergarten and new families may have throughout the year. They also may connect incoming families with Cutler "Ambassador Families."</p>
<p>School Store Committee - Chairs & Volunteers</p>	<p>The school store sells school supplies, trinkets, and healthy snack options one week each month from September through June. The School Store Committee Chairs oversee the operation of the school store, organizing volunteers, maintaining the inventory and volunteering during the week of the store. The store is available to each grade during a week of every month.</p> <p>Volunteers are needed to assist with store setup, managing and assisting transactions with students, and closing up the store (packing up). The commitment for one shift would be from 8-8:30am. The school store schedule will be available on the FoC calendar at the beginning of the year.</p>