CHERRY HILL ELEMENTARY SCHOOL

PARENT TEACHER ORGANIZATION

 **Grade Captain Responsibilities**

* Need to communicate all PTO initiatives to contact parents (i.e., via email preferred/via phone if not email accessible)
* Communicate any special needs for your individual grade to contact parents (i.e., volunteers needed for special events, etc.)
* Coordinate Field Day ( 5th and 6th only)
* For 6th Grade – Oversee 6th Grade Graduation Committees

(The 6th Grade Captain cannot solely make decisions for the Graduation Committee, a vote must be called upon for all graduation related activities/purchases, etc.)

**Contact Parent Responsibilities**

* Primary teacher interface and need to communicate pertinent class issues/events to other class parents; work with teacher to keep student roster and phone numbers updated
* Need to keep other class parents apprised of all PTO initiatives which are sent via the Grade Captain (i.e., via email preferred/phone if not email accessible)
* Communicate often with Grade Captain in regards to special needs for your respective grade (i.e., volunteers needed for special events)