



2024-2025 Hardy PTO Executive Board & Chairs

All Hardy parents and staff are automatically members of the PTO. Participation in PTO activities is a great way to enhance the educational experience of our children while meeting other parents and making new friends.

We welcome and encourage ALL to participate in PTO activities, meetings and groups/committees. Our PTO relies on the engagement and commitment of parents to enhance our school. Listed are various opportunities to get involved at Hardy. If you are interested in an open position or in helping more generally, please contact the Co-Presidents by filling out THIS FORM. Thank you!

Co-Presidents

Responsible for the oversight of all PTO efforts. Provide strategic oversight of all PTO programming and budgeting, liaison between Principal and PTO volunteers, collaborates closely with all chairs, facilitate PTO board meetings, and represent Hardy at town-wide meetings including Central Council and meetings with WPS Superintendent. Leads recruiting efforts for new parent volunteers: Welcome back parent coffee-recruitment, PTO cocktail parties

Estimated time per week: 3 hours

Benefits: Deep understanding of all things Hardy and WPS community, networking with other parents, teachers, and superintendent. Time in the classroom and on campus.

Vice Presidents

Support the PTO and Co-Presidents as needed. Main responsibilities include recruiting for board & chair positions, and helping to recruit volunteers for various events. Supports oversight of all PTO efforts and identifies areas to assist board members. Manages “All Hands on Deck” efforts. Collaborates closely with Presidents and all other Chairs.

Estimated time per week: 1 hour

Benefits: Deep understanding of all Hardy events. Networking with other parents. Time in the classroom and on campus. Ideally, this role prepares you for President in the following year (not required) but would allow you to easily transition to any other Board seat.



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Treasurer

Oversee all Hardy PTO finances, including vendor payments, volunteer reimbursements, tax preparation, updates to the PTO board, annual fund, and budget support. Collaborates closely with all other board seat members.

Estimated time per week: 1 hour

Benefits: Deep understanding of all Hardy events, networking with other parents. Time on campus. This role prepares you for any other Board seat, including Vice President and President.

Secretary

Maintain PTO board meeting minutes. Using the agenda sent by the President before the PTO meeting, type brief notes while the meeting is running. Highlight action items, assign the person responsible for acting on it, and email the notes to all meeting attendees within a day afterwards. Make note of all attendees at the top of the page. Approve previous meeting's minutes at the beginning of every new meeting. Update the Outdoor Sign (?) on a weekly basis to highlight what's important that week. Keep the message brief. For instance, you don't need to write everything happening that week, just the highlight of the week. This is a great entry-level position to become more involved in the PTO.

Estimated time per week: 1 hour to update sign weekly

Monthly Meetings: 1.5 hours PTO Meeting Attendance + 30 minutes note editing & distribution

Benefits: Deep understanding of all Hardy events, networking with other parents and keeping the community informed. A great lead-in role for VP and President.

Member At-Large

A voting member of the executive board that doesn't have a dedicated volunteer area, but that is invested in the PTO's success and part of the Hardy community. This is a great entry-level position to become more involved in the PTO & learn how the PTO works.

Estimated time per week: Minimal, attend PTO meetings

Benefits: Deep understanding of all Hardy events, networking with other parents and keeping the community informed.



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Communications Director

Works with all communication chairs to ensure content is up to date. Ensures that Hardy Headlines newsletter, Hardy PTO Website, Hardy PTO Instagram/Facebook, and the Directory are all up to date. Checks intake communications form/email regularly to ensure all communications are going out/being reported, makes decisions on what information goes into e-blasts, goes out through the school, or into Hardy Headlines. Keeps the Hardy PTO Google Calendar up to date & produces any e-blasts that need to go out.

Estimated time per week: 1-2 hours

Benefits: Deep understanding of all Hardy events, networking with other parents.

Communications Committee Chairs

- Graphic Designer:** Creates graphics in Canva for PTO use for events, meetings, spirit days, etc.
 - Hardy Headlines Chair:** Produce PTO's weekly newsletter, Hardy Headlines.
 - PTO Website Chair:** Populates PTO website with news and event updates.
 - Social Media Chair:** Using secretary notes and Hardy Headlines updates, manages Hardy social media accounts on Facebook & Instagram to promote upcoming events and share photos from recent events. Closely collaborates with CAS and Social Co-Chairs for content generation, and shares content with Yearbook Coordinator.
 - Directory Chair:** Keep online directory, Membership Toolkit, up to date. Encourage families to update information & reset every September.
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Events Director- In School

Lead a committee responsible for organizing and hosting Hardy's various in-school events scheduled throughout the year that happen on school grounds, usually during school hours, or with staff/teachers attendance. Recruit volunteers from the community to assist in staffing these events. Coordinate with staff & teachers to execute events. (Events this committee is in charge of include: Back-to-School Night, Walk to School Days, Halloween Parade, Day of Imagineering, Mini Marathon & Field Day)

Estimated time per week: 1 hour per week (varies depending upon event schedule)

Benefits: This fun and "social" role plans some of Hardy's most memorable events.



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In-School-Event Committee Chairs

- Welcome Back Parent Coffee-** assists co-presidents in planning the Welcome Back Parent Coffee on the first day of school after drop, ensures PTO presence at a table, gear is being sold, recruitment is happening. In 2024 the “Ribbon Cutting Ceremony” for the new Hardy building will happen at 9am (hopefully coffee from 8:30-9a will be highly attended and it will be a good time to recruit!) host outside or in the cafeteria?
- Back-to-School Night Chair-** assists in planning Back-to-School Night with administration & co-presidents, ensures PTO presence at a table, gear is being sold, recruitment is happening. Works with 5th Grade committee to set up 5th grade babysitting in the library/gym
- Walk to School Days Chair-** assists Mr. Guzzi in organizing and implementing monthly walk-to-school days, Set up tables, sign-in forms, pens, etc, assist students with sign-ins, Count up the total number of students that participated, clean up
- Field Day Chair-** assists Mr. Guzzi in organizing and implementing Field day, recruit parent helpers, get necessary materials

Events Director- Out of School

Lead a committee responsible for organizing and hosting Hardy’s various out-of-school events scheduled throughout the year. Recruit volunteers from the community to assist in staffing these events. Coordinate with staff & teachers to execute events. (Events this committee is in charge of include: Back to School Bash/Picnic, Grade Level Parent Socials, PTO Party at the Playground, Trunk-or-Treat, Movie Night, International Night, Donuts with Grownups, Summer Sendoff)

Estimated time per week: 1 hour per week (varies depending upon event schedule)

Benefits: This fun and “social” role plans some of Hardy’s most memorable events.

Out-of-School-Event Committee Chairs

- Back to School Bash Chair-** plans a back-to-school picnic, party on the field/playground for all families in September
- PTO Party on the Playground Chair-** help celebrate Hardy’s new playground after almost 2 years without one! Plans a school social on the playground once it is complete
- Movie Night Chair-** Plan an outdoor movie event on the field (Fall if field is done)



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- Trunk-or-Treat Chair-** Plan and recruit parents to help create a “trunk or treat” event for Hardy students on a weekend/evening around Halloween
 - International Night Chair-** Plan International Night, one of Hardy’s most loved events! Recruit families to share their background & culture with our community (Winter?)
 - Skating Party -** At Babson
 - Donuts with Grownups-** Plan a before-school event that happen in the cafeteria that allow parents, caregivers, grandparents, etc to come into the school and mix/mingle with other parents with their children there
 - School Dance Chair-**
 - Summer Sendoff Chair-** Plan an all-school end-of-the-year picnic or ice cream social (June-last week of school)
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Events Director- Parent Socials

NEW! Lead a committee responsible for organizing and finding hosts for various Hardy Parent events throughout the year to connect parents in our community and provide fun social opportunities! Events can raise funds for the PTO or be pay-to-play to cover costs. (Events this committee is in charge of include: Grade Level Parent Socials, and any additional events your team comes up with!)

Estimated time per week: 1 hour per week (varies depending upon event schedule)

Benefits: This fun and “social” role is new this year- we want to get our parent community connected, bring your ideas to make this a fun year!

Parent-Event Committee Chairs

- Grade Level Parent Socials Chair-** responsible for ensuring grade-level parties happen for each grade level in the fall by recruiting party hosts, provide guidance on how to organize and structure grade level parties

Other Chairs Could Include:

- Hardy Darty Chair: Plan a daytime party for Hardy parents without kids!*
 - Hardi Gras Chair*
 - Hardy Hoops Chair: March Madness Party*
 - Parent-Pay Sociables Chair*
 - Summer Sendoff Chair: End of year cocktail party for parents, in someone’s backyard*
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Fundraising Director

Lead a committee to plan and execute fundraising events and programs throughout the year to meet PTO fundraising goals. Work with various committee chairs to ensure necessary events are on track for planning.

Estimated time per week: 1 hour per week (varies depending upon event schedule)

Fundraising Committee Chairs

- Annual Appeal-** work with the Treasurer and VPs to run the annual appeal. Create incentives for donations, make information about what the money is used very clear, create class competitions for participation.
- Auction Chair-** Plan, fundraise & recruit for a school auction. If this doesn't work for our community- maybe we scale it back and make it easier on volunteers while still having a fun spring gala.
- Book Fair Chair-** Organize a week-long school Book Fair aimed at promoting literacy and providing the opportunity to explore and purchase books across a wide range of genres and authors. The book fair is also a great fundraiser for Hardy. (Last year this event was in March around Read Across America Day)
- Teacher & Staff Raffle Chair-** Lead and execute the annual raffle event, where teachers and staff generously contribute their personal time and resources to benefit Hardy by raising funds.
- Bubble/Color or Fun Run Chair-** Plan and organize a fun run- some ideas are a bubble run or a color run- at Hardy in the Spring to raise money.
- School Rewards Programs Chair-** Source & setup accounts with various national brands that have school rewards programs to raise money for Hardy, examples might include Minted, Shutterfly, Mabel's Labels, Amazon & Box Tops for Education
- Community Partnerships Chair-** Source & setup fundraising opportunities for Hardy with local companies that families can participate in on their own time/during a time period. Examples might include carwashes with Scrub-a-Dub, pizza night with Fiorella's, a new "Hardy" ice cream flavor with Truly's (they did this for Hunnewell when they opened their new school)
- School Supply Chair-** Work with teachers & admin to get class supply lists- decide if ordering "supply boxes" through a company makes sense (other schools in the district do this), could be a fundraiser. Ensure that the Hardy supply closet is stocked with what is needed. Create sign-ups for items needed.



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- Additional Fundraising Ideas:** Original Works- Works with Art teacher & parents, submits artwork that are then created into usable items, Used Book Fair, Penny Wars
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Creative Arts and Sciences Director

Lead a committee to plan school-wide and grade-level programming such as assemblies, workshops and in-house residencies that support the curriculum including performers, scientists, authors, and artists. Holds budget for all CAS events & works closely with the treasurer. Recruits and manages teacher and parent grade reps, who book presenters. Work collaboratively with other CAS directors across the district.

Estimated time per week: 1 hour - but weekly duties are slightly heavier in the fall, and taper off throughout the year.

Benefits: Join any CAS event, regardless of your child's grade. Get to know other parents and teachers. Great lead-in role for Treasurer, VP, President.

Room Parent Director

Recruit, oversee & provide guidance and consistency for the Room Parent Program. Work on streamlining practices across classes & grade levels while still giving teachers autonomy. Create & provide templates & forms for room parents to use for various classroom communications. Coordinate with CAS reps.

Estimated time per week: 1/2 hour.

Benefits: Get to know parents across many grades, help provide an amazing support system for our teachers!

New Families Director

Oversee chairs responsible for welcoming new families to Hardy, incoming kinder (Husky Pups) or new families to Hardy that joined at the beginning or throughout the year.



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- Husky Pups Chair-** Help welcome the incoming kindergarten class at the parent orientation and student screening in the spring, provide welcome bags with Hardy swag. Organize a park popsicle party over the summer, another one right before the school year, and parent coffee in the fall. Plan and organize (with Kinder room parents) a Kindergarten family dance and/or Kindergarten graduation. Encourage K parents to get involved to meet people and be part of the Hardy community!
 - New-to-Hardy Families Chair-** Help welcome new families by matching them with a host family mentor and organizing back-to-school new family activities. Provide welcome bags with Hardy swag for students & information about Hardy for families.
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METCO Director

Matches and communicates with Boston and Wellesley families involved in monthly “stay days” (Wednesdays). Supports monthly school late days (Tuesdays). Participates in Wellesley Metco meetings with other school liaisons. (Estimated Time: 1 hour/month, heavier during play dates and events once a month)

Community Service Director

Helps chairs plan and lead community service programs at Hardy and in our broader community throughout the school year.

Community Service Chairs

- Hardy Cares Chair-** Responsible for overseeing Hardy Cares Program, which helps build community through families helping families. In addition to liaising with our school's social worker, this individual will also coordinate with other WPS Cares Chairs to ensure consistency across the district to provide support to families in need. Assistance might include meal trains, playdates, rides, or financial support with gift cards.
- Cradles to Crayons Chair-** (Fall)
- Food/Toy Drive Chair-** (Winter)
- Elizabeth Seton Winter Concert Chair-** (Winter)
- Wellesley Wonderful Weekend Parade Chair-** (Mid May)



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5th Grade Team Directors

Create a committee to help plan and execute the various 5th grade fundraisers and events. Plan and coordinate a class gift to the school, organize graduation celebrations, and work with yearbook committee, etc. Provide opportunities for fifth graders to fundraise, work with the treasurer on budget for 5th grade activities. Help create and run a student council or student news/newspaper? Etc.

School Spirit Director:

Oversee/serve as Spirit Chairs. Recruit volunteers.

Spirit Chairs

- Spiritwear Apparel Chair**- Manages in-school Hardy Merchandise inventory and our relationship with 1st Place Spiritwear. Coordinates volunteers for the sales table at PTO events including Walk to School days. Procuring & selling Hardy gear to promote school spirit & to raise funds for the school. Share online sales the site is having. Works with event chairs to have a booth at events and also the Welcome Committee Director.
 - Lawn Signs Chair**- Design & sell Hardy lawn signs for families. Can also work with the 5th Grade Committee on 5th grade lawn signs?
 - First/Last Day of School Decor Chair**- Decorate the entrance to Hardy for the first and last days of school, create opportunities for parents to take photos of students, use Hardy step & repeat
 - Hero the Husky Chair**- dress up as Hero the Husky for events/assemblies when needed, or recruit others to (shh! Don't tell the kids who it is!)
 - Spirit Day Chair**- Organize spirit days with school/5th grade
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Staff Appreciation Director

Plan and provide food for Hardy teachers and staff at various times during the year including back to school lunch/dinner, last day of school lunch, and teacher appreciation snacks. Organize grade level appreciation lunches, and things for teacher appreciation week



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Staff Appreciation Chairs

- Welcome Back Teachers Chair
 - First Day Lunch Chair
 - Grade Level Teacher Lunch Chair
 - Teacher Coffees/Breakfast Chair
 - Snack Cart Chair
 - Teacher Appreciation Week Chair
 - Last Day Lunch Chair
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PTO Advisors

Past PTO presidents that can act as a resource for current positions.

Subgroups Director

NEW, if needed! Oversees various parent & part-student groups that exist or may exist to support community building, social & academic enrichment. (None of these groups currently exist at Hardy, but if we have members that want to start them, they are welcome to!)

Subgroups

- Garden Group-** *Coordinate with Hardy staff and outside vendor to help maintain gardens and planters around the school. Solicit volunteers and lead Hardy Beautification Day in the fall, and provide ongoing support and maintenance throughout the year. Plant gardens or vegetable gardens?*
- Green Team-** *The Green Team is a group of people who work with students, teachers, administration as well as other schools via Wellesley Green Schools (WGS) to reduce Hardy's ecological footprint and inspire students to become ecologically-minded citizens. (e.g. litter-less lunches, green certified classrooms, recycling)*
- STEAM Team-**