

ASK Chair(S) Needed

Single chair or find a friend....lead a committee....however the job gets done! The board secretary takes care of the online registration & payment collection. Below is a pretty thorough list of the chairing responsibilities.

ASK (After School @Kerr) is an after school enrichment program where a variety of classes are offered 1 day per week for 5 weeks--typically from the end of January into February.
KerrPTO.org/ASK

- Recruiting instructors (*names and contact information of previous instructors are available*)
- Finalizing class schedule
 - Classes for each grade range spread out through the week
 - Class descriptions
 - Class size limits
- Scheduling rooms for each class
- Submitting all information to the board secretary to be put on the website and online registration form
- Creating the registration packet to be sent home with students--includes prices, descriptions, schedule, and

registration website information (make copies and distribute)

- Be the contact person for parents and ASK instructors with questions—including scholarship need verification.
- Organize the registration information
 - Make class lists for instructors
 - Make sign-in/out lists for volunteers (including food allergies, dismissal instructions, bus number, bus dismissal locations, etc)
 - make copies and sheets for each week of each class
 - make table top signs for each class to organize check in
- Assist with the recruiting of volunteers to assist with ASK
 - Information of volunteers needed to the board secretary to create the sign up form
- Create instructions for volunteers on how to sign students in and out of ASK
 - checking in students (catching students who forget, snack procedures, clean up, checking out students, paperwork organization)
- Work with Maureen Lynch (Math Pentathlon) on snack schedule--purchasing, organizing (label/list each week's snack clearly in volunteer instructions and/or in PTO closet), and check throughout ASK that snacks are not running out.
- Be the contact person for volunteers who have questions
- Fill out an event summary at the end of the program--for the PTO's record.

