

AFTER SCHOOL ENRICHMENT (ASE)

Purpose:

To provide extra educational and cultural opportunities after school to Ferson Creek students. Typically conducted during the month of February.

Staffing:

Committee Chairs -- recommend 2

- » Recruit Enrichment Teachers from parent, teacher and community volunteers
- » Publish class registration materials
- » Assign children to classes
- » Monitor program during the month of February

Time Commitment:

Enrichment Class Instructors -- parents, teachers and community volunteers willing to teach children their particular expertise

Time Commitment: Class preparation and Class time

After School Enrichment Volunteers -- Assist with taking attendance, passing out snack, assisting in enrichment classes

Time Commitment: 1 1/2 hours to 10 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Fees collected from participating students to cover PTO and instructor expenses

Storage Cabinet in Cafeteria

Use of school copier

Use of school facilities

Budget: \$0

There are no funds allocated for After School Enrichment, as it is intended to be a break-even activity. After School Enrichment class fees are to be collected from parents to cover ASE expenses (instructors, supplies and snacks). General PTO funds are available for any expenses incurred prior to receiving fees from parents.

Contacts:

Libby Sutherland and

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

ART VOLUNTEERS IN CLASSROOM (AVIC)

Purpose:

To introduce children to a wide range of recognizable artwork through a monthly art appreciation program in the classroom, staffed by PTO volunteers.

Staffing:

Committee Chair -- recommend 1 or 2

- » Recruit volunteers for monthly classroom presentations at Welcome Back Day
- » Receive new pictures and make sure all packets accounted for
- » Organize pictures, information packets and volunteer packets
- » Schedule pictures on a monthly rotating basis
- » Hang pictures
- » Organize preliminary volunteer meeting
- » Look for donations of new framed art – contact local art institutions for donations of new prints

Time Commitment: 10-15 hours for preparation and volunteer meeting

20-25 Classroom volunteers

- » Present a piece of art to assigned classroom once a month
- » Present a short biography of the artist
- » Discuss the particular piece of art
- » Do a project to reinforce the salient features of artist style or importance

Time Commitment: 2-3 hours/month

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Information packets

Accumulated AVIC materials/supplies stored in Work Room

Ferson Creek Art Collection, plus rotating Art Collection shared among schools

Budget: \$75.00

* Every other year PTO must pay the district \$ 400 for AVIC materials

Contacts:

Lisa Sommer

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

ASSEMBLIES

Purpose:

To provide additional educational opportunities for learning which specifically incorporate curriculum by arranging for 2-3 special assemblies to be held during the school year

Staffing:

Committee Chair -- recommend 1 or 2

- » Plan assemblies for new school year in May of prior year
- » Plan, contract, schedule and put deposit down for various performances which provide cultural enrichment
- » Notify teachers, distribute study guides which can be used to reinforce concepts through activities, textbooks , and bibliographies
- » A week prior to performance announce it with a poster outside the cafeteria
- » Set-up assemblies, help performers, introduce performers and arrange for payment through the Treasurer
- » Request teacher feedback through evaluation forms

Time Commitment: May-June - 8 hours/month, Rest of year - 2 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Networking with other PTOs to get ideas

Budget: Expenses of \$2,200

***funds can be generated through grants as well**

Contacts:

Katie Bischoff

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

AUDITING/TAXES

Purpose:

To check the Treasurer's work at the end of the school year to verify correctness (mainly for the protection of the Treasurer)

Staffing:

1 Committee Chair

- » Check to see if accounts balance
- » Spot check to see if receipts match disbursements
- » Look for any irregular disbursements
- » Make recommendations for future record-Keeping
- » Write a letter of review to be added to the Minutes of next PTO meeting
- » File old tax/treasurer forms in the metal PTO file cabinet

Time Commitment: 10 hours in June or July

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Bookkeeping or accounting background is helpful

Budget: \$0

Contacts:

2011-12: Joan VanDyck

2012-13: Donna Zocher and Dawn Andrey

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

ART ENRICHMENT

Purpose:

To showcase at least one work of art from each Ferson Creek student in an art display in the hallways of the school throughout the school year.

Typically in conjunction with the scheduled grade-level "sings".

Staffing:

Committee Chairs -- recommend 2

- » Each month look through completed artwork provided by Art Teacher to get ideas and select pieces for display
- » Get class lists from office to start checklist to ensure each child is represented and names and grade levels are correctly recorded on matting
- » Recruit and organize volunteers to help mat chosen works
- » Continue reviewing, matting and maintaining checklist monthly
- » Work with Art Teacher to select pieces for permanent collection

Time Commitment: Monthly + extra days prior to grade-level sings

Volunteers -- Assist with matting and hanging as needed

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Matting materials from Art Teacher

Budget: \$25.00

Contacts:

Julie Norkus

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

BOXTOPS & LABELS COMMITTEE

Purpose:

To run the General Mills Box top revenue generating program and the Campbell's Labels program.

Staffing:

Committee Chair -- recommend 1 or 2

- » Send home periodic announcements of programs and run reminder notes in newsletter
- » Run 2-3 classroom contests during school year to encourage collection
- » Follow-up with classroom prize (popcorn/hot cocoa party, popsicle party) for grade-level contest winners
- » Collect, count and cut box tops
- » Mail them to General Mills by cut-off dates
- » Contact General Mills re: any outstanding checks

Time Commitment: 1 hour/week

2 or more volunteers to help with cutting, counting and bagging

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

School Copier

Student Advisory Board

- » to help count, cut and package Campbell's labels
- » to select items to buy for school with earned Campbell's points

Budget: Profit of \$1000+

**This fundraiser is budgeted to raise \$1100; this includes \$100 in expenses for classroom prize incentives.

Contacts:

Yadira Soter

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

COPY CATS and CLASSROOM CATS

Purpose:

To coordinate the copy needs of teachers and committees in the school. Scheduled shifts are assigned weekly or bi-weekly.

Staffing:

1 Committee Chair

- » Organize volunteers and develop copy schedule

Time Commitment: 1 hour's shifts (can split a shift if needed)

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

School Copier – assigned copy machine log-on ID must be used. School Office will provide this.

Budget: \$0

Contacts:

Anne Shanahan and Liz Chen

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

DISTRICT PTO

Purpose:

To inform school PTO's what is happening across the district. Bring questions or concerns to the meeting and report back to individual PTO.

Staffing:

1 Committee Chairs

- » Attend monthly meeting to represent school
- » Report about meeting at PTO meeting or submit a report

Time Commitment: 2 hours/month

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

None

Budget: \$0

Contacts:

Heather Stevenson

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

FAMILY FUN NIGHT COORDINATOR

Purpose:

To create additional activities for Ferson Creek families for social interaction outside of structured school events.

Staffing:

1 Committee Chair (need volunteers to help with each event)

- » Organize family events as needed
- » Get information to PTO website, newsletter and on PTO bulletin board

Time Commitment: 1 hour per month

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of school facilities

Use of website, newsletter, and bulletin board

Budget: \$150 Lit Night, \$500 Science Night

Contacts:

Donna Hamilton

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

FIELD DAY COMMITTEE

Purpose:

To organize and solicit volunteers to supervise Field Day activities (PE Teacher selects and runs Fun Day activities). Typically there are 2 Fun Days, one for kindergarten and one for Grades 1-5. Coordinate with Sodexo so that their Ferson Creek Picnic Day is on the same day as field day. Reserve the date at least one month in advance so that it doesn't conflict with any classroom "end of the year" parties to class field trips.

Staffing:

Committee Chair - 1 or 2

* Set the date for field day as soon as possible after the winter break confirm with PTO board and principal. Fill out facilities reservation form and turn in to school office for signature.

- » One month before Fun Day send out memo requesting volunteers
- » Purchase supplies needed for games
- » Help PE Teacher organize activities

Time Commitment: 2 days/ few hours to facilitate planning

40 + volunteers -- Supervised games decided on by PE Teacher

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources: Website & Newsletter

Budget: Expenses of \$125

**** used for popsicles**

Contacts:

Lisa Sommer

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

FIFTH GRADE BREAKFAST

Purpose:

To provide breakfast for 5th graders and set-up tables and decorations for "graduation" event

Staffing:

1-2 Committee Chairs

- » Plan and purchase breakfast items
- » Plan layout and work with custodian on set-up
- » Plan and purchase needed decorations
- » Decorate community room for 5th graders and their guests
- » Get as many food items, decorations etc... donated by local businesses as possible

Time Commitment: 5-10 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of school copier

Use of school facilities

Use of decorations from prior graduations

May solicit help from Hospitality committee with bakers and people to provide food/drink.

Budget: Expenses of \$350

Contacts:

Linda Bambach

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

GREATER EDUCATION FOUNDATION REPRESENTATIVE

Purpose:

To represent Ferson Creek on the Greater Education Foundation and report back to PTO meetings with information on grant submission information and fundraising information. In addition, purchase/solicit items for a basket to donate to their annual fundraiser.

Staffing:

Committee Chair

- » Attend periodic Greater Education Foundation meetings
- » Coordinate Ferson Creek's participation in annual fundraising event
- » Provide direction to Ferson Creek's Grants Committee on timing for Grant Proposals

Time Commitment: 10 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources: Get ideas from previous year and events

Budget: \$75

Contacts:

Fonda DeMarr

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

HALLOWEEN EVENT (BOO BASH)

Purpose:

A family fun night for Ferson families and friends to play games, wear costumes for contest, and enjoy the haunted hallway. A pumpkin decorating contest during the week by grade. You can get someone else to handle the contest.

Staffing:

2 Chairs and 60 plus volunteers to set up/decorate, work the event and tear down

Time Commitment:

20 hours/ 1 day event

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Advertise on website, in newsletter and on PTO bulletin board
Copies for preorders, school copier
Previous event chairs

BUDGET: \$3,500 (food, games, prizes etc.)

****All of the decorations and games are in the school storage unit, very little will need to be purchased.**

Contacts:

Shannon Sullivan and Carina Massani

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

HOLIDAY MARKET

Purpose:

To offer students small ticket items to purchase as holiday gifts in a market setting

Staffing:**2 Committee Chairs**

- Decide on potential vendor for holiday market and present this information to PTO exec board for approval.
- Order market items
- Set Sales Price
- All sales must be recorded via spreadsheet or with order forms from students.
- Coordinate volunteers to man market booths
- Work with school staff for schedule student shopping time
- All monies collected must be counted daily by 2 people deposits for treasurer must be accompanied by appropriate paperwork and turned over to an executive board member.

Time Commitment: 15-30 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of school copier
Use of school facilities
Website & Newsletter

Budget: Expenses of \$350**Contacts:**

Paula Schmid?

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

HOSPITALITY COMMITTEE

Purpose:

To provide refreshments and desserts upon request of the principal or the PTO President at various school events

Staffing:

Committee Chairs: 2-4 recommended

- » Start at Welcome Back Day with sign-up sheet for bakers
- » Send home sign-up sheet via backpack to all students during the first month of school obtain volunteers in addition to those who signed up at welcome back day.
- » Call volunteers before events to arrange for baking
 - » Curriculum Nights
 - » Faculty Appreciation Luncheon (Fall & Spring)
 - » Faculty Welcome Back Breakfast (1st day students at school)
 - » Teacher Appreciation Breakfast during Teacher Appreciation Week if requested by the teacher appreciation committee
 - » Any Faculty Retirement Parties
 - » Supply snacks for Kindergarten Registration (March) in conjunction with Newcomers committee
 - » Other events as requested by Principal through PTO President
 - » provide snacks/drinks for the fifth grade breakfast in May if requested by their committee

- » Set up for event, make coffee, lay out refreshments and clean up

Time Commitment: 6 hours/event

50+ Bakers -- bake refreshments for events

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

- » School copy machine
- » Storage cabinet in kitchen (to the left as you enter the school kitchen – marked PTO hospitality) to store trays and equipment DO NOT STORE any food here.

Budget: Expenses of \$200

Contacts:

Linda Bambach

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

MARKET DAY COMMITTEE

Purpose:

To raise funds for PTO use and to provide a community service by selling pre-packaged foods.

Staffing:

Committee Chair: recommend 2

- Reserve room in the community room for market day pick-up
- » Distribute Market Day order forms
- » Collect order forms and call regulars if they haven't ordered
- » Process order forms
- » Call volunteers, set up and run pick-up
- » Clear up problems after pick-up
- » Work with teachers (pre-pack teacher orders)
- » Run classroom contests

Time Commitment: 15-20 hours/month for Chair
5 hours/month for co-chairs

15+ volunteers to distribute orders at pick-up
2-3 hours/month

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of School Copier
Use of community room

Budget: Profit goal of \$1000+

Contacts:

Cindee Rizzi and Wendy Parks

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

MUSIC COMMITTEE

Purpose:

To work with the school music teacher to determine needs for the music department.

Staffing:

Committee Chair: recommend 1

- » Contact the music teacher at the beginning of the school year
- » Work with the music teacher to determine how budgeted money could best be spent to benefit students. I.e. music supplies, instruments etc...musical programs
- » Present ideas to the PTO Board and help in purchasing and selection of items requested by the music teacher

Time Commitment: 10 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of School Copiers

Budget: \$ to be determined

(Each year approximately \$300 is earmarked for the fourth-grade recorder concert) Please see the PTO board for more information about how much money is left in the budget.

Contacts:

Christi Kennedy

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

PHONE DIRECTORY COMMITTEE

Purpose:

To provide a directory of telephone numbers, addresses and emails of Ferson Creek families for the benefit of parents, staff and students, including an advertising section for Ferson Creek parents with businesses.

Staffing:

Committee Chair -- recommend 2

- » Send out a flyer with school registration packet requesting release of address and phone numbers and updated information for each family
- » Work with treasurer to set price and collect directory \$'s at Welcome Back Day
- » Collect order forms and family information forms at Welcome Back Day
- » Solicit advertising and format ads
- » Compile and proof directory contents
- » Solicit bids from printers and work with selected printer to complete
- » Distribute directories per orders

Time Commitment: 2 months of 10-15 hours/week

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of copier

Budget: Expenses \$1200 printing/Profit of \$0

This is intended to break even. We receive funds as part of PTO dues to cover the cost of printing. We occasionally make a profit from sales of advertisements.

Contacts:

Erin Thiesse (cost of printing directories was \$1200)

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

PICTURE DAY

Purpose:

To recruit parents to assist the school photography company with taking pictures of the students twice a year.

Staffing:

1 committee Chair

Get number of parents required from secretaries a week prior to each picture day

Recruit parents

Assign them to AM and PM shifts as set forth by the secretaries

Time commitment: 1-2 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Budget: Expenses of \$0

Contacts:

Debbie Sorrentino

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

PTO MANAGER

Purpose:

To input volunteers from the 2 hour challenge sheets at Welcome Back Day into a data base to then be used for getting volunteers throughout the year for PTO sponsored events.

Staffing:

1 Committee Chair

Enter forms to be used

Resources:

Done at home on computer

Time commitment:

50+ hours to enter in 2 Hour Challenge forms

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

BUDGET: \$0

Contact:

Mary Ann Maki

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

RECYCLING and EARTH CLUB

Purpose:

To encourage Ferson families and students to recycle pop tabs, Capri Sun pouches, and other items for redemption, Earth Day Celebration

Staffing:

1-2 chairs (other volunteers needed at certain events)

Resources:

Containers in lobby
Advertise events on Website & Newsletter

Time commitment:

Ongoing throughout the year/2 hours a month

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

BUDGET: goal is to make money at redemption

Contact:

Yadira Soter

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

ROOM MOTHERS COMMITTEE

Purpose:

To oversee the program for room parents: Room parents put on classroom parties, assist as needed with other classroom PTO efforts (i.e. coordinated classroom baskets for Spring Spirit Event) and assist as needed per Teacher request.

Staffing:

Committee Chairs - 2 recommended

- » Room parents sign-up at Welcome Back Day
- » Co-Chairs hold organizational meeting where folders are passed out for each classroom including guidelines and ideas for 3 parties per year staffed by 3 room parents for each
- » Co-Chair is responsible to fill in if there are not enough room parents
- » **MUST follow school policy on room parties**

Time Commitment: 5-6 hours

230+ Volunteers -- 10-12 Room Parents/Class who rotate job of putting on class party

5 hours of planning (may only attend one party a year)

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Talk to Teachers for input and ideas
Use of School facilities

Budget: Profit/Expense of \$0

Contacts:

Dena Ferguson

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

SCHOOL BEAUTIFICATION - INSIDE

Purpose:

To seasonally change to foyer decorations or as needed for a fun atmosphere.

Staffing:

Committee Chair: recommend 1 or 2

Time Commitment: Before or after school to decorate
10 hours a year

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

School decorations

Budget: Expenses of \$50

Contacts:

Denise Smith

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

SCHOOL BEAUTIFICATION - OUTSIDE

Purpose:

To weed and keep landscaped areas in front of the school tidy. Enhance landscaping on periodic basis.

Staffing:

Committee Chair: recommend 1 or 2

- » Thin and trim perennials
- » Weed
- » Buy and plant annuals or perennials with budget
- » Spread mulch (school will deliver mulch and they do trim trees)
- » Contact Boy and Girl Scouts to coordinate efforts if they have landscaping projects planned

Time Commitment: Before first day of school 15-20 hours to week
2-3 hours/week during Fall & Spring

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Mulch from school
Scout Troops may provide additional manpower

Budget: Expenses of \$50 (may need to be adjusted in future)

Contacts:

Tammy Davis

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

SCHOOL BOARD REPRESENTATIVE

Purpose:

To attend school board meetings and/or review minutes from school board meetings and report on significant topics at PTO meetings

Staffing:

1 Committee Chair – a sub for meeting attendance

- » Attend school board meetings or review minutes from school board meetings
- » Report on significant topics at PTO meetings

Time Commitment: 1-2 hours/month

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Report meetings to PTO board through attendance or provide meeting minutes
On-line School Board Meeting Minutes

Budget: Expenses of \$0

Contacts:

Libby Sotherland

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

SERVICE LEARNING

Purpose:

To help Ferson Creek students be aware of charity organizations that they can be involved with and make a difference.

Staffing:

1-2 Chairs and a committee of 6-8 people to run events throughout the year

Time Commitment:

16 hours at events and planning for the year

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Website & Newsletter
PTO Bulletin board

BUDGET: Ask PTO if there is money for this

Contact:

Deb Anderson

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

SPIRIT WEAR COMMITTEE

Purpose:

To sell T-shirts, sweats and other items with the school logo on them to generate school spirit throughout the school year.

Committee Guidelines:

- All spirit wear will be purchased from **authorized vendors** approved by the board. Committee may pursue other vendors but must seek approval from the board before ordering.
- All spirit wear **pricing** will be presented to the executive board for approval
- All **artwork (i.e. logo) and clothing style** will be approved by the executive board
- **Inventory** of spirit wear stock is to be taken twice during the school year and sent to board in September and January and following any large sale.
- All sales must be accompanied by an order form. Order forms should be retained by the chairperson and submitted when inventory form is submitted
- All monies accepting during sales at school events must be counted by 2 people and turned over with appropriate paperwork to executive board member.

Staffing:

2 Committee Chairs

- Distribute flyers and collect orders from students
- Distribute spirit wear
- Take spirit wear orders at Welcome Back Day, Welcome Back School Picnic, Curriculum Nights and other school events as appropriate. If items are in stock set up table to sell them at events.

Time Commitment: 1-2 hours/week throughout the year plus time spent at each event.

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of Copier

Budget: Profit of \$300

This committee is not budgeted to be a fundraiser. Items should be offered at the lowest possible price to students/families with minimal mark-up to cover costs i.e. screen printing and shipping allowing for approximately \$300 profit.

Contacts:

Cindee Rizzi

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

SPRING EVENT/BINGO NIGHT

Purpose:

This is the second fundraiser of the year. This event has been a Family Bingo Night, accompanied by a silent auction fund-raiser and is open to family, friends and relatives.

Staffing:

Committee Chairs: Recommend 2-4

- » In January meet with Co-Chairs to decide event and split up work
- » Catering dinner, Decorations, Silent Auction, Volunteers, Games, Bake Sale, Classroom Baskets, Run Event
- » Inventory of left over items from event must be taken and presented to PTO executive board
- » All money accepted at the event must be counted by 2 people to verify the amount and then given to PTO board member.
- » All money collected from the event should be accompanied by an order form or documented for the PTO executive board.

Time Commitment: Jan-Feb 2 hours/week, then 10 hours/week for last 3 weeks

20+ Volunteers -- to help run games, serve dinner, work silent auction, and sell tickets

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of Copier
Use of School Facilities
Website, Newsletter, and PTO bulletin board

Budget: Profit of \$8000

\$8000 is needed to balance the PTO budget. Prior to event, the committee and the PTO Board should decide how to allocate any additional money that is raised during this event i.e. LRC books (2008) and laptop computers for computer lab (2007).

Contacts:

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

TEACHER APPRECIATION WEEK And HOLIDAY WEEK

Purpose:

To plan a week of activities to show appreciation for teachers

Staffing:

1-2 Committee Chairs

- » Plan daily activities, *for example*:
 - » Monday - Teacher appreciation breakfast
 - » Tuesday - Students bring in flowers (provide vases for each teacher)
 - » Wednesday - Students write letters of appreciation
 - » Thursday - Students donate book for classroom library
 - » Friday - Teacher appreciation luncheon and gifts
- » Publicize planned activities
- » Coordinate as needed with hospitality committee
- » Coordinate other activities, as needed

Time Commitment: 10-20 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Website & Newsletter
Use of school facilities

Budget: Expenses of \$550

Contacts:

Melissa Laskey and Karen Kurbyun

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

WEB AND MARKETING COMMUNICATION

Purpose:

The goal is for paperless communication to save money and be green. The Ferson Creek website has all of the PTO and other events that are going on posted online.

Staffing:

1-2 people

Time commitment:

5 hours a month

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Do at home on computer
Work closely with PTO Board

BUDGET: \$0

Contact:

Shannon Sullivan

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

WELCOME BACK DAY

Purpose:

To organize and run Welcome Back Day, where PTO dues are collected and PTO committees solicit volunteers. Typically held in early August

Staffing:

Committee Chair -- Recommend 1 or 2

- » Contact PTO committee chairs for upcoming year to determine if they want table(s) and chairs at Welcome Back
- » Work with school office staff to order needed tables through the District
- » Plan layout
- » Work with custodial staff to set-up
- » Make and hang needed signage
- » Make include an ice cream social (own chair)

Time Commitment: 5-6 hours/month in July and August

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

School and district owned tables and chairs
Work with PTO Board to plan

Budget: Expense of \$0

Contacts:

Liz Chen and Donna Hamilton?

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

WELCOME WAGON

Purpose:

To welcome new families and tell them about the school

Staffing:

Committee Chair: recommend 1 or 2

- » Put together a "Welcome New Families Packet" in a large manila envelope. It should contain materials provided by the PTO exec. Board. i.e. welcome letter, pto manager registration form (electronic communication), PTO meeting schedule – make sure that the front office is constantly stocked with these envelopes and is passing them out to all new families throughout the year.

At the beginning of the school year, get a list (from the school office) of all new families who have moved in since the end of the previous school year:

- » Call these families
 - » Encourage them to go to PTO meetings and other school events
 - » Answer questions
- » Check with school secretaries (monthly) on new arrivals and contact the families as you did with families that arrived over the summer.
- » Set up PTO information table at Kindergarten registration (March) in the front lobby with fliers and snacks. Hospitality committee can be contacted to supply snacks/water.

Time Commitment: 10 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of School Copiers for Welcome Packets

Budget: Expenses of \$0

Contacts:

Anne Shanahan and Liz Chen

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

WRAP PAC COMMITTEE

Purpose:

To order and deliver Wrap-pac supplies at Fee Day

Staffing:

2 Committee Chairs

- » Work with school to finalize grade-level supply lists in Spring
- » Develop order form and flyer
- » Take orders from parents for Wrap Pacs
- » Place order with company (early orders get better discounts)
- » Hand out Wrap Pacs at Welcome Back

Time Commitment: 10-12 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of school copier

*Order online

Budget: Profit of \$0

This is done as a convenience to Ferson Creek Families and not meant as a fundraiser. However, it usually makes between \$300-\$500.

Contacts:

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

WRITE A CHECK CAMPAIGN

Purpose:

To plan and oversee our annual fall fundraiser, either catalog or write a check campaign, as determined by the executive board.

Staffing:

2 Committee chairs

- Help chose fundraiser

- Develop marketing/information materials to be distributed to families

- Find volunteers

- Advertise the fundraiser via newsletter, fliers, mass emailing etc...

Time Commitment: 10-20 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

School copier

School facilities

Budget: Profit of \$13,000

***Goal for campaign can be set higher**

Contacts:

Kathy Duffy

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.

YEARBOOK COMMITTEE

Purpose:

To create and sell a yearbook with student and faculty pictures showing highlights of the year

Staffing:

3 Committee Chairs

- » Collect yearbook orders and \$'s at Welcome Back Day
- » Take pictures during the year
- » Assemble yearbook usually between Jan-Mar (62 pages take 1 hour per page)
- » Sell yearbook
- » Distribute to students

Time Commitment:

Sept-Nov -- 5 hours/month
Dec -- 10 hours
Jan-Mar -- 35 hours/month
May -- 5 hours

Attend PTO meetings to give updates on committee happenings or submit report to board member prior to meetings.

Resources:

Use of Copier

Budget: Expenses/Profit of \$0

A fee is charged to parents to cover the costs of producing the yearbook. Cost should include shipping and all additional fees so that PTO does not need to cover any costs.

Contacts:

Denise Gorlich

*Please keep all contact/vendor information to turn into the PTO Board at the last PTO meeting of the year for the next chair.