

### PTO Committee Descriptions

**AFTER SCHOOL ENRICHMENT:** Provide students with the opportunity to learn many different activities through the teaching/supervision of adult volunteers during the month of February.

**ART VOLUNTEERS IN THE CLASSROOM (AVIC):** Volunteers needed to go into the classroom to educate students about a piece of art and its creator. **1 volunteer needed per MONTH**

**ASSEMBLIES: TEACHER COMMITTEE ONLY:** Provide additional opportunities for learning which incorporate curriculum by arranging special assemblies to be held throughout the school year. **4 TIMES A YEAR**

**AUDITING:** Provide a “checks and balances” system for the PTO Treasure, ensuring accuracy and efficiency of funds. **ALL YEAR**

**BLOOD DRIVE:** Organize and run the Corron Blood Drive. **2 TIMES A YEAR**

**BREAKFAST WITH BOOKS:** To organize a before school literature program and organize volunteers to lead a group of students to share a book they have read. Snack provided by the chair with PTO budget. **ONCE A MONTH**

**BUSINESS PARTNERSHIPS:** Plan and run fund-raising programs with our local businesses and be available to other Corron Committees if businesses are needed for donation or fundraising needs (family nights at Culver’s, McDonald’s, etc). **EVERY OTHER MONTH**

**CLIP AND COLLECT: (THESE RUN THROUGHTOUT THE YEAR AND ARE COLLECTED 4-8 TIMES A YEAR).**

**Campbell’s Labels:** Publicize and collect labels and send them into the company for product points.

**Recycled Cartridges:** Publicize and collect cartridges and send them into the company for a kick back.

**Box Tops:** Publicize and collect Box Tops labels and send them into the company for a kick back.

**Pop Tabs:** Collect pop tabs and exchange for money. All income earned is donated to the Ronald McDonald House.

**Tyson Labels:** Publicize and collect Tyson Labels and send them in to Tyson for a kick back.

### **COMMUNICATIONS:**

**Newsletter:** Collect and coordinate communications to be distributed through weekly E-News. They work closely with Principal to manage communications with families.

**Proofreader:** Proofread the Coyote Tales Newsletter before being published.

**COMMUNITY REWARDS:** Run revenue generating programs like Jewel, Target and Meijer. **ALL YEAR**

**CORRON CARDS FOR CASH:** Publicize and collect orders for gift cards from retailers list as well as sell inventory of gift cards.

**COYOTE COPIERS:** Organize volunteers to come in on a regular basis to make copies for the staff. **ALL YEAR**

**DECORATIONS/ENHANCEMENTS:** Help create and maintain the bulletin boards, hallway decoration and help decorate for school events. **MONTHLY**

**DIRECTORY:** Provide a directory of addresses and phone numbers of Corron Families. **BEGINNING OF THE YEAR**

**DISTRICT PTO:** Attend and report on District 303 PTO meetings. **MONTHLY**

**FAMILY NIGHT:** Will coordinate, oversee and plan family nights. The person can plan all the events, up to 3, work with a co-chair for each event, or oversee it run by other people. The events done in the past have been **Movie Night, Game Night, Reading Night or a Dance, etc.**

**FALL FEST:** Coordinate, oversee and plan our Fall Festival (one of our largest fundraisers). It will consist of finding a Games Coordinator, Raffle Baskets Coordinator and the Big Event Coordinator. This person will also be required to attend PTO meetings in the months prior to gain the help, support and approvals from the PTO for this event. **ONCE A YEAR**

**5<sup>th</sup> GRADE PICNIC:** Coordinate and organize a picnic/party for the Corron 5<sup>th</sup> grade graduating class at the end of the school year.

**GREATER EDUCATION FOUNDATION:** To represent Corron and assemble a basket. **ONCE A YEAR**

**GROUNDS/LANDSCAPING:** Help plant, weed and keep landscaping areas tidy. **SEASONALLY**

**HELPING HANDS:** Provide meals to families in a time of crisis or disability. **ALL YEAR**

**HOLIDAY GIFT SHOP:** Organize, choose vendor and run the gift shop for children to purchase gifts for family and friends in December.

**HOSPITALITY/STAFF APPRECIATION:** Provide refreshments at Parent/Teacher Conference in **November**. Organize and plan Staff Appreciation Week in **May**.

**PUBLIC RELATIONS:** To inform the district and public-at-large of important Corron news and activities through local newspapers and district mailing.

**MARKET DAY:** Will establish relationship with Market Day Representative along with advertising monthly in school newsletter, obtaining orders, set-up for distributing orders and take down. **MONTHLY**

**ROOM PARENTS:** Will coordinate and oversee the organization of all room parents who organize room parties for our students.

**SCHOOL SUPPLY PACKS:** Obtain school supply lists from teachers, choose from multiple school supply companies to get quotes, run program, and sell.

**SPIRIT WEAR:** Choose vendor, order clothing with school name/logo and sell items to generate school spirit. **ALL YEAR**

**TALENT SHOW:** Will coordinate, organize and find a venue to hold our Spring Talent Show. Students will be allowed to perform a talent, lip sync, dance, etc. This will be one of our fundraisers for the year.

**TECHNOLOGY:** Assist with creating flyers and posters for the various PTO events. **(As Needed)**

**TRACK & FIELD DAY:** Coordinate volunteers and help to supervise activities under the direction of the PE teacher for this day in May/June.

**WELCOME BACK DAY:** Coordinate, oversee and plan for Welcome Back Day. Supervise set-up. **(AUGUST)**

**VOLUNTEER CHAIR:** Solicit volunteers for varies functions throughout the school year.

**YEARBOOK:** Will start taking pictures at Welcome Back Day and all throughout the year as well as coordinating and arranging yearbook pages, advertising the sale of the yearbook in school newsletter, obtain orders and distribute at the end of the year. Volunteers will be assigned certain task.