

Roslyn Road PTO Committee Descriptions

Art Fair/Ice Cream Social:

- Organize with ice cream vendor for ice cream and materials, coordinate pickup and delivery.
- Plan with art teacher artwork to be used. Label and hang all artwork.
- Decorate MPR for social.
- Organize with teachers to do the scooping.
- Time commitment: 8-10 hours over the week of the event

Building and Grounds:

- Clean up front entrance at beginning of the school year.
- Supervise fall, winter, and spring planters at the front entrance.
- Plan Roslyn Scarecrow Festival entry, collect supplies for and make display with students after school hours, clean up after event.
- Coordinate spring planting with scouts.
- Time commitment: 2-3 hours/week Aug-Nov, April-June

Cultural Arts:

- Coordinate 2-3 events for the students over the entire school year.

Directory:

- Create annual directory for PTO.
- Timing: Late summer through distribution in October.
- Skills: Word processing, editing electronic documents and digital photography files.

Field Day:

- Teachers plan the events for the day. Committee plans entertainment and coordinates volunteers to staff the events.
- Timing: Event occurs last week of school. Contracts for entertainment occur 1-2 months prior.

Fifth Grade Celebration:

- Lead committee of parents involved in the planning of fundraising, photography, invitations, decorations, entertainment, and dinner plans for the celebration event held in late May for graduating 5th graders and parents.
- Fundraising events (lock-ins, concession sales, other item sales) occur throughout the year.
- Organize class gift to Roslyn at the end of the year with proceeds from fundraising.

Fitness Coordinator:

- Promote general health and fitness to students.
- Organize walking neighborhoods for "Walk to School Day." (early October)
- Organize and facilitate "Roslyn on the Run" (2-3 times per week April/May before school) along with a 5K late spring/early summer for participating students.

Gift Wrap/Innisbrook:

- Coordinate fundraiser with Innisbrook representative.
- Oversee creation of school display (Aug), assembly and distribution of catalogue and sale packets (September), promotions of fundraiser, collection of payments (Oct), and distribution of merchandise (November).

Grant Writer:

- Be available to assist Roslyn staff and PTO if applying for a grant.

Helping Hands:

- Promote and organize the collection and delivery of coats, hats, gloves, toys and toiletry items requested by Barrington Giving Day. (Nov/Dec)
- Promote and organize gift card collection for Roslyn Families in need. (Dec)
- Spring service project if desired.

Holiday Bake Sale:

- Promotion and collection of recipes and baked goods for bake sale. (begins 6-8 weeks ahead)
- If cookbook planned, typesetting of recipes, collection of kids' artwork and coordination with BHS printers.
- Packaging and sale of baked goods at Holiday Boutique. (full day late Nov/early Dec)

Holiday Boutique:

- Solicit and organize vendors for sale of boutique items.
- Coordinate with scout groups for entertainment the night of event.
- Organize and decorate the MPR for the event. Coordinate the tables for the vendors. Collect fees from vendors. Be present to facilitate the event.

Holiday Made by Me Workshop:

- Work with vendor to choose craft items to be offered. Coordinate any contracts with PTO.
- Promote event and craft items to be completed at event.
- Organize orders and coordinate payments for items prior to event.
- Solicit volunteers from BHS and parents to assist children the night of the event. (late Nov/early Dec)
- Decorate and organize gym and facilitate the event. (full day, late Nov/early Dec)

Hospitality:

- Plan and coordinate staff meals for fall (Oct) and spring (April) conferences, teacher appreciation week (first week of May) and support staff luncheons (early spring).
- Decorate and meal plan or cook for events.

Kid's Artwork/Artsonia:

- Photograph and edit artwork supplied by art teachers.
- Coordinate advertising with Artsonia and promote at Roslyn events.

Kindergarten Liaisons:

- Be available as support/mentors to new kindergarten families.
- Host Kindergarten Coffee the first week of school.

Lead Room Parents:

- Recruit and direct Room Parents.
- Provide direction for classroom parties. (Halloween and Winter)
- Plan and organize Teacher Appreciation Week (first week of May).
- Arrange for lunch and organize volunteers to serve lunch during Field Day.

Mini Courses:

- Organize and support a program of after school classes over one month in Feb/March.
- Recruit course instructors and organize courses for each day. (Nov/Dec)
- Prepare information/registration booklet and forms. (Dec)
- Organize student registrations and class placement. (Jan/Feb)
- Facilitate program itself. (3 afternoons/week in Feb/March)

Parent Party:

- Plan and execute bi-annual capital fundraiser.
- Coordinate team of volunteers to facilitate silent auction, class creation auction, teacher treasure auction, and live auction items; as well as volunteers for publicity and decorations.
- Coordinate all entertainment, facility and dining contracts with PTO executive committee for approval.
- Maintain records of all cash donations and donation of auction items. Provide receipts to all donors as required by tax laws.

Passive Fundraising:

- Promote and raise funds for PTO via activities that parents may already be participating in: Box Tops, Campbell's Labels for Education, dine outs, gift card sales, escripts.
- Organize and submit Box Tops and Labels for Education for reimbursement or item redemption.
- Organize and promote dine outs with local merchants/restaurants.
- Promote, organize and collect funds for gift card sales. (Dec and spring)

Publicity:

- Promote Roslyn activities through the local press.
- Coordinate with other committee chairs for photos and stories to submit.
- Communicate with local media as events of interest occur.

Reading Committee:

- Coordinate and promote Reading Incentive program in early Spring. Prepare and distribute reading logs. Coordinate volunteers for weekly tallying of minutes.
- Coordinate with local merchants the prizes for redemption.
- Coordinate volunteers for Book Fairs and assist with set up and clean up.

School Board Representative:

- Attend biweekly school board meetings and present important information to the PTO.

School Pictures:

- Coordinate distribution of picture order forms and assist photographer with picture day and retake day. (Full day in September, plus partial day for retakes)
- Coordinate with vendor for next year's photography and provide contracts to PTO for approval. (Feb)

School Supplies:

- Coordinate with vendor the school supply lists provided by teachers for next school year.
- Provide contracts for school supply kits and assist with setting prices.
- Promote school supply kits for purchase. (late spring for next year)
- Coordinate delivery of school supply kits to school before first day of school.

Spirit Wear:

- Work with vendor to design and create spirit wear.
- Promote sale and distribution of spirit wear items.

Variety Show:

- Organize, promote, and execute annual Variety Show. (Jan/Feb)
- Secure space for show. (Feb the year prior)
- Communicate show parameters with parents, collect registrations and fees. (Nov/Dec)
- Arrange videographer and CD burner for show.
- Facilitate practices for all groups in show. (Jan) Observe, time, and approve all acts for appropriateness.
- Solicit and coordinate volunteers. Create program.
- Execute dress rehearsal and show.

Website:

- Post and maintain content of PTO-related events on the website as needed throughout school year.
- Interact with PTO secretary, Wednesday Weekly PTO representative, and Roslyn staff.
- Assist the Variety Show committee with the show's online registration.
- Work with PTO secretary in maintaining PTO calendar located on the website.
- Send electronic "request to post in Roslyn's calendar" notices to Roslyn's secretaries.
- Post approved (by District 220, school principal or PTO president) community event information on website.
- Although is not required to attend monthly PTO meetings, it is recommended.
- This job can be done from home. Basic computer skills, a PC and access to the Internet are required.
- No special software is required since the website is maintained by District 220.
- This is a year round position.
- This committee is made up of 1 to 2 volunteers.

Wednesday Weekly:

- Coordinate with school librarian, Mrs. Lang, in creating the Wednesday Weekly.
- Responsible for receiving and posting (not creating) all PTO related submissions in the Wednesday Weekly.
- Ensure all PTO submissions follow the Wednesday Weekly Communications Protocol and Guidelines set by the Principal.
- Work closely with PTO president and secretary to ensure important and current PTO events are posted.
- Interact with VPs of Fundraising and Service. Post related information to the Wednesday Weekly.
- Coordinate events information with PTO website master.
- Communicate with District 220 webmaster when needed.
- Although it is not required to attend monthly PTO meetings, it is **highly** recommended.
- This job can be done from home. Basic computer skills, a PC and access to the Internet are required. No special software is required.
- This is a weekly position throughout the school year.
- This committee is made up of 1 to 2 volunteers.

Welcoming:

- Welcome and provide mentors to new families to Roslyn.
- Organize list of experienced mentor families and match with new families. (Aug/Sept)
- Promote and facilitate Boo Hoo Breakfast the first day of school.
- Promote and facilitate Welcome Breakfast prior to first PTO meeting in September.

Yearbook:

- Promote and collect photos of school activities throughout the year for inclusion in the yearbook.
- Organize photos for inclusion in the yearbook.
- Facilitate creation and editing of yearbook with printer.
- Coordinate distribution of yearbook at end of year.