



All APT PTO Committee Chair People are responsible for the following:

- * Attending monthly PTO meetings and reporting on committee events
- * Contacting the Volunteer Coordinators with staffing needs for your event at least two weeks prior to event start date, if applicable
- * Sending info/flyer on your event/committee to PTO President for placement in the APT PTO Bi-Weekly email (deadline: by Tuesday for the Thursday email, by Friday for the Sunday email)
- * Getting date/event approval from the PTO President (who may need to get approval from PTO Council or the building Principal)
- * Sending all Committee emails or flyers to PTO President for approval. Do not send anything directly to the Corresponding Secretary or School Secretary.
- * Returning committee folder to the PTO Vice President within one month after your event/committee is over. Written information on contacts used for the event, current copies of invoices, and any additional notes or suggestions need to be included in this folder.

PTO Committee Descriptions

BOOK FAIR (2 – 3 Chair People)

Organize with Scholastic for student book fair during a multi-day period twice a year (Fall and late Winter/early Spring). Help children with purchases, set-up, break down, and organize student/teacher wish lists for book fair. The Chairs are also responsible for coordinating teacher classroom visits (wish list and purchase visits), making sure all shifts are covered with volunteers, handling book credit per student on behalf of the PTO, and all financials.

BOX TOPS FOR EDUCATION/STOP and SHOP A+ PROGRAM (2-3 Chair People)

Collect, trim, count, and mail box tops children send in to their classrooms. This is ongoing throughout the year. Advertise Stop and Shop A+ Program and encourage parents/guardians to register their Stop and Shop card. The Chairs will also be responsible for publicity to the student body on a periodic basis to remind them of deadlines, inform them of goals to meet and financial benefits to APT, maintain classroom leaderboard in APT hallway and announce rewards received from these efforts. **Good committee for someone to do from home.*

BUTTERFLIES (1 Chair Person needed)

Coordinate, order, and arrange for delivery of butterfly/caterpillar larvae for Kindergarten, First, and Second grades in conjunction with applicable science unit. The Chair is also responsible for coordinating with School Secretary for delivery when Kindergarten, First, and Second grade teachers prefer.

CLASS PARENT COORDINATOR (2 Chair People needed)

Along with PTO President and Vice President, choose all Class Parents for the school according to PTO Council Procedures and By-laws. Class Parent lists must be approved by building Principal before announcing. Coordinate class parent info with Nurse for notification of class allergies. Collect all class party monies and distribute to class parents. Run an orientation meeting to inform the class parents of their obligations and the rules they will need to adhere to. The Chairs are also responsible for notifying all class parents (and alternates) that that have been chosen (September), distributing class parent rules (end of September/beginning of October), and coordinating with Teacher Appreciation committee to compose and disseminate Teacher Appreciation week letter to class parents (April). In addition, they are responsible for notifying class parents that they are needed for field day (May) and organizing Class Parent Field Day list (including getting alternates if parents are not available) and distributing to Physical Education teacher, School Secretary, building Principal, and PTO President.

PTO Committee Descriptions Continued

CLUB COORDINATOR (AFTER SCHOOL CLUBS) (2 Chair People)

Work with PTO President, building Principal, and teachers to determine classes to be offered. Handle promotion of After APT clubs and registration of students. The chairs will also work with President (who will work with building Principal) on arranging and coordinating days/dates for clubs, handle all deposits and financial aspects of club registrations, as well as any stipends paid to APT staff. It may be prudent for Club Coordinator to be available after school for the first week of each new club session.

CULTURAL ARTS (1 – 2 Chair People)

Research and arrange programs and assemblies for APT students within the PTO budget allowed. This is ongoing throughout the year. Work with PTO President (who will get approval from the building Principal) regarding assembly offerings and dates for programs. The Chairs will also work with the Media Specialist to coordinate author visits.

DINE/SHOP AROUND (2 Chair People)

Plan and organize restaurant/shopping events offsite at local merchants (i.e., Wendy's, Chuck E Cheese, Panera's....). Chair persons are responsible for setting up dates with local merchants, advertising event to APT families and attending event (if applicable). Chair Persons will also work with local merchant to collect any funds raised to support the APT PTO.

5TH GRADE CHAIR POSITIONS

You must be a 5th Grade Parent to hold one of the following Chair People positions. A parent may be Chair Person for only one 5th Grade Committee a year unless no other volunteers come forward.

- **5th Grade Coordinator** is responsible for overseeing the work of the subcommittees, coordinating and publicizing 5th grade meetings, and ensuring that all volunteers for 5th grade events are paid PTO members. They also need to order LEAD t-shirts. **Good committee for someone to do from home.*
- **5th Grade Advancement** chair people are responsible for coordinating decorations, refreshments, program, and the 5th grade advancement slide show. Chair is also responsible for purchasing gifts for teachers who helped with the program.
- **5th Grade Day** chair people are responsible for coordinating all aspects of Fifth Grade Day with the help of parent/guardian volunteers on the day of the event.
- **5th Grade Fun Nights** chair people are responsible for organizing fun nights for APT 5th graders. The chair would schedule dates with local merchants, organize the event, collect/deposit money, and distribute event tickets (if applicable).
- **5th Grade School Store** chair people are responsible for purchasing and maintaining stock as well as training and supervising fifth grade students to run the school store that is set-up in the APT lobby two mornings a week from 8:35am – 8:50am (2 people Sept – Jan & 2 people Feb – June). Days of school store will be decided upon by chair people, PTO President, and building Principal. One morning will be k-2 students and one morning will be 3-5 students. Chair people must also work with teacher representatives from each grade to get approval of proposed stock items before they are purchased.
- **5th Grade Yearbook** Chair People are responsible for completing all tasks necessary to comprise the 5th Grade Yearbook.

FALL FUNDRAISER (2 Chair People)

Responsible for organizing fall fundraiser. They will handle publicity, distribution of sale materials, all financials of the sale, as well as sending home/arranging for pick-up of ordered products once they arrive at the school.

PTO Committee Descriptions Continued

FALL FUN RUN (2-3 Chair People)

Schedule, organize, and work with vendor responsible for overseeing the color fun run (if applicable) for students and staff after school hours. The Chair Person is responsible for all details of arranging and advertising the event, distributing run supplies (e.g., t-shirt, color powder packet), working with applicable entertainment vendor (e.g., DJ), and handling all financials.

FAMILY CARNIVAL (2 Chair People)

Organize this particular family fun night for APT students/staff and their families. Chair People are responsible for working with the building Principal and PTO President to schedule this after school event. They also need to set-up for, and clean-up after, the carnival, secure vendors for individual components of this event (e.g., DJ, bounce houses, carnival games, refreshments, photo booth), oversee vendors on the night of the event, advertise event to APT families, distribute event tickets, as well as all financials.

FAMILY FUN EVENTS (2-3 Chair People)

Organize family fun nights for APT (Ice Skating Night, Family Bingo, Jackals Night, etc.). Chair People be responsible for setting up dates with local merchants, advertising event to APT families, finances, and distributing event tickets (if applicable).

FIELD DAY (2 Chair People)

Organize and distributing refreshments and lunch during the day to the entire student body and staff. Attain refreshments through donations and/or purchasing them. The Chairs are also responsible for ordering supplies for field day (e.g., medals). Oversee volunteers to work field day and assist with lunch. Physical Education Teacher and Principal will notify Field Day Chairs about the schedule. Field Day Chairs will disseminate information to the Class Parent Coordinators about the class parent needs and to the Volunteer Coordinators for parent volunteers.

HOLIDAY FAIR (2 Chair People)

Organize and run the holiday fair where APT students are invited to purchase holiday gifts for their family and friends in time for the winter holidays. Help children with purchases during the event. The Chair people are responsible for implementing above, working with chosen vendor to order/purchase all merchandise, coordinate volunteers and handle all financials.

KIDSTUFF (2 Chair People)

Responsible for organizing this fundraiser. They will handle publicity, distribution of sample KidStuff books, all financials of the sale, as well as sending home additional books ordered and collecting sample books which are returned. **Good committee for someone to do from home.*

MEDIA CENTER (2 Chair People)

Committee works with Media Specialist and building Principal to assist with the staffing of Media Center volunteers. Chair People work as a liaison to communicate between Media Specialist and parent volunteers (e.g., scheduling, finding substitutes)

MEDIA FUND (2 Chair People)

Committee organizes donations to the Media Center to purchase books in honor of a particular APT student, teacher, and/or staff member. The Chair People are responsible for distributing and collecting the order form and payments and placing dedication labels in books purchased by the Media Specialist. Chair people Work directly with the Media Specialist.

MEMBERSHIP (1-2 Chair People)

Collect all membership forms and payments from PTO box and organize into a detailed spreadsheet. Put a copy of the detailed spreadsheet in a binder in the office so the Volunteer Coordinator(s) and 5th grade Chair People can confirm that all volunteers at PTO events are paid members. Computer knowledge is essential. Chair is also responsible for distributing membership reminder note in October to those who have not handed in their membership dues. Also

PTO Committee Descriptions Continued

responsible for working with 5th Grade Coordinator to distribute (November) a reminder note of unpaid membership dues to 5th grade parents in order to allow them to participate at 5th grade year end events. **Good committee for someone to do from home.*

MOTHER'S DAY PLANT SALE (2 - 3 Chair People)

The Mother's Day plant sale traditionally takes place on the Friday before Mother's Day. Chair People run and organize school day plant sale where students are invited to purchase flowers for loved ones, distribute flyers, collect monies, arrange teacher schedule, and set-up/clean-up from sale. The Chairs are also responsible for contacting the grower to arrange for delivery of flowers as well as handling financials, including collecting IOU monies for plants not paid for on the day of sale. The Chair People also have the option of adding a presale component where parents/guardians can order flowers (e.g., flats, hanging baskets, planters) ahead of time and pick them up on the day of the Mother's Day Plant Sale.

PARENTS NIGHT OUT EVENTS (2 Chair People)

Schedule, organize, and run fun night out events for parents (& students if they so choose) (i.e., Purse Bingo, Parent Paint Night, Parent and Student Paint Night, Mom's Night Out...). The Chair Person is responsible for all details of arranging and advertising the events, distributing tickets, and handling all financials.

PAVERS (1 - 2 Chair People)

Distribute and collect order forms and payment for APT walkway pavers (April/May). Work with vendor to order respective pavers.

PLANT SALES (FALL AND WINTER) (2 Chair People)

Advertise and run plant sale(s), including delivery and distribution of plants and money handling. Sales take place in the Fall and/or Winter. The Chair People are responsible for organizing and implementing the sale(s) as well as handling all financials from this event.

PHOTOS (2 Chair People)

Assist with student picture day in the fall, photo re-take day, and Spring Photos. Must be available to attend photo days. The Chair people are also responsible for coordinating teacher/class photo schedule, distributing flyers, handling financials, and organizing volunteers. The Chair People may also schedule evening Sibling/Family photo days. Should Chair People decide to do this, they need to distribute flyers, schedule appointments, handle financials, and be available on the night of the event.

PUBLICITY (2 Chair People)

Take pictures at various APT events for the school as requested by the PTO President and building Principal. Chair People will be asked to attend respective events. The Chair People are also responsible for uploading/saving pictures for other school functions (e.g. Yearbook).

READING INCENTIVE (2 Chair People)

Chairperson will work directly with Media Specialist. They will collect and organize student summer reading logs as well as order and assist in the distribution of incentives (if applicable). Another reading incentive event will take place in the Spring. Depending on the incentive, the Chair People will again work with the Media Specialist as needed.

RECESS EQUIPMENT (1-2 Chair People)

Work with the building Principal and lunch aides throughout the school year to purchase and replenish safe and appropriate APT recess supplies and consumables (e.g., various balls, jump ropes, chalk).

SCHOOL BEAUTIFICATION (2 Chair People)

Help enhance and maintain the outside grounds of the school during the year which includes special school-wide activities for Earth Day (April). The Chair People will also maintain and decorate APT hallway bulletin boards (large one across from Main Office and two smaller ones in front hallway) throughout the school year. The Chairs will work with

PTO Committee Descriptions Continued

APT teachers to arrange Earth Day events and coordinate/schedule bulletin board rotation with Committee Chair People (according to upcoming events).

SCHOOL SIGN (1 - 2 Chair People)

Update school sign as needed. (Usually monthly)

SCHOOL SPIRIT WEAR (2 Chair People)

Work with vendor for APT apparel and other Spirit Wear items to be sold, for the most part, twice a year. Handle distribution and collection of order forms as well as distribution of Spirit Wear to classrooms upon arrival. Spirit Wear may also be sold at the Ice Cream Social, Back to School Night, and/or Kindergarten Orientation in the Spring. For these sales, the Chair person must place an order with the vendor ahead of time to have stock available for immediate purchase.

SPRING FUNDRAISER (2 Chair People)

Responsible for organizing spring fundraiser. Chair People will handle publicity, distribution of sale materials, all financials of the sale, as well as sending home/arranging for pick-up of ordered products once they arrive at the school.

SUNSHINE (1 – 2 Chair People)

Purchase and send cards and/or gifts for recognition of their hard work and dedication to APT (e.g., Administrative Assistant's Day, Nurse's Day) and to PTO families and staff when family events occur (e.g., birth of a child, marriage, loss of family member)

TALENT SHOW (2-3 Chair People)

Schedule, organize, and run an evening show whereby students can display their special talents. The Chair Person is responsible for all details of securing and scheduling performers, arranging and advertising the events, distributing tickets, and handling all financials.

TEACHER APPRECIATION (2 Chair People)

Work with Class Parent Coordinators to organize a variety of appreciation activities for APT teachers and staff in various creative ways each day during Teacher Appreciation Week (May) and possibly monthly or on special days throughout the year. The Chair People are responsible for working within budget, planning different foods for the lunch room, and organizing volunteers throughout the week to assist.

TERHUNE CARES (part of the School Safety & Climate Team) (2 Chair People)

Assist APT Counselor on events that give back to Wayne Community and charities (e.g., adult/childhood cancer, Giving Tree, Red Nose Day, Food Bank collections) throughout the school year. The Chairs will also assist APT Counselor on events that coincide with the APT/District curriculum. The Chair People will also support efforts organized by Terhune Students Care.

TO GO BAGS (1 Chair Person)

In September, work with the building Principal and Teachers to replenish APT Teacher To-Go Bags with necessary items (e.g., water, first aid supplies). Additional items may be requested during the school year

TRUNK OR TREAT (2 – 3 Chair People)

Trunk-or-Treat traditionally takes place the Friday before Halloween each year and consists of a basic outside event with trunks, treats, and a bake sale. The Chair People organize this October event at APT for students to trick-or-treat from selected APT Parent trunks on the APT Black Top. Chair People are also responsible for recruiting APT Parent cars for participation, distributing student tickets, advertising the event, and arranging event bake sale. Chair People must be available night of event. The Chair People are also responsible overseeing volunteers, securing APT grounds, setting layout of parking lot and handling financials.

VALENTINE'S DAY SNACK (1-2 Chair People)

PTO Committee Descriptions Continued

Organize Valentine's Day snack for APT students on or near Valentine's Day. The Chair People are responsible for set-up, clean-up, overseeing volunteers, purchasing of all items, providing allergy alternative treats, and finances.

VOLUNTEER COORDINATOR *(1 - 2 Chair People)*

Responsible for maintaining a list of all committee chairs and volunteers as well as cross checking potential volunteers with Membership Committee Chair to ensure that all parent/guardian volunteers have PTO dues paid in full for the current school year. Coordinate event volunteer needs with committee chairs and solicit volunteers for each PTO event (and some school-run events such as Math Madness, Jump Rope for Heart, etc...). The Chair people are also responsible to send out a final confirmation schedule/instructional email to volunteers, committee chairs, PTO President, School Secretary and building Principal before the event.

WAYNE ALLIANCE LIAISON *(1 - 2 Chair People)*

Represent APT at Wayne Alliance monthly meetings, report topics discussed in such meetings to the APT population at monthly PTO meetings, notify Wayne Alliance and APT if there are any elementary programs or grants to benefit APT during the school year, coordinate making a raffle basket and selling tickets in school for the Wayne Alliance basketball game (Spring). Monthly Wayne Alliance meeting, held in the Wayne Health Center at 12noon on the third Wednesday of every month. Chair may also be responsible for making a basket with APT Spirit Wear for Wayne Day at the request of the Wayne Alliance.