

2011 – 2012 PTO Committees

Battle of the Books –

1 person

Once the school's team has been determined, contact the parents to determine the shirt sizes. The shirts need to be ordered, picked up, and given to relay members. Currently work with Broken Arrow in Des Moines. Very short time frame – usually around 10 days, so speed is essential.

Time commitment per school year - 4 hours (April)

Book Fair –

1 coordinator

3 or 4 workers during the fair

Work with Scholastic Book Club on our annual VIP Day Book Fair and the Holiday Shop Book Fair. The coordinator must help set up, work during open hours, organize other workers, and clean up. Must also be in charge of all money, deposits, and paperwork needed (must follow all PTO rules for money handling).

Time Commitment per school year – 24 hours (2 book fairs during the year)

Box Tops –

1 coordinator

Coordinator organizes contest and prizes for the students, sends information to parents, organizes and mails shipments by the designated deadlines. Having internet access is extremely helpful.

Time commitment per school year - 40 hours (on-going commitment during year)

Campbell's Soup Labels –

1 Coordinator

The coordinator is in charge of organizing contests for the students, sending information to parents, organizing & mailing shipments, and making orders from catalog when needed.

Time commitment per school year - 20 hours (on-going commitment during year)

Class Photos – Kim Gobble-Sengstock

1 coordinator

1 worker

The coordinator and worker take class photos during the fall picture day. The coordinator then decides which pictures become the official class pictures and orders a copy for each of the classrooms for display during conferences. Other duties include making order forms and distributing to parents, collecting the orders, ordering pictures and distributing the orders.

Time commitment per school year – 20 hours (Oct/Nov only)

SHOULD BE 5TH GRADE PARENT – ALL PROFIT GOES TO 5th GRADE PARTY

Drake Relays Shirts –

1 person

Once the relay team has been decided, the shirt sizes must be determined. The shirts need to be ordered, picked up, and given to relay members. Currently work with Broken Arrow in Des Moines.

Time commitment per school year - 4 hours (April)

Fall Fundraiser –

1 coordinator

2 to 3 workers on delivery day

Since fundraising is determined by the PTO in the spring, the coordinator is the one that contacts the company to set up the sale dates and delivery. The coordinator, with the input of the principal and board, determines if a kick-off assembly is needed and when it will be held. The coordinator, with board member input, must determine a counting schedule for the orders when they are returned to the school. The coordinator must find 2 to 3 people to help unload the fundraiser on the delivery day and organize for pick-up. All communication on sale dates, delivery pick-up and prize events is the responsibility of the coordinator.

Time commitment per school year – 10 hours + any counting money time (Nov/Dec)

Family Nights –

1 person

Arrange nights for families to eat at area restaurants in exchange for a percentage of the sales. Duties include calling the restaurants to set dates, distributing flyers, making appropriate arrangements (if a box is needed for student's names, work crew, etc), and reporting results. Businesses used in the past are Wendy's & Pizza Ranch in Altoona and Quizno's in Pleasant Hill

Time commitment per school year – 20 hours (4 hours per night - usually held in Oct, Nov, Jan, March, & May)

Field Day –

1 coordinator

6 workers

Field day is planned by the school staff, so the coordinator needs to work with the staff to determine the theme, if any. Once there is a theme, the shirt design can be determined. Coordinator will work with the spirit wear company to get samples and

order forms. Once the sample and order forms have been sent to the school, display the shirt, hang the posters, and distribute the order forms. During the sale, the orders must be collected and money counted and deposited with the help of a board member. After the sale ends, make copies of the orders and mail to company. Distribute the orders when there are shipped.

The coordinator must also arrange for icee pops, water, and a popcorn snack throughout the actual Field Day.

Time commitment per school year - 20 hours (April/May)

Fifth Grade Awards/Graduation –

1 coordinator (should NOT be a 5th grade parent)

Coordinator is in charge of the food & drink served after 5th grade graduation. Using the information from the previous year, determine how much cake should be ordered and how much punch should be made. Also need to determine if there are tablecloths, plates, cups and silverware in the PTO closet or if these will also have to be bought. Siblings of graduating 5th graders are normally the servers, but the coordinator should be there or find someone to be there to supervise and clean-up.

Time commitment per school year - 4 hours (May)

Fifth Grade Party –

(ALL VOLUNTEERS ARE 5th GRADE PARENTS)

1 coordinator

3 to 4 committee people

10 to 12 parents on the day to help with transportation

Coordinator should determine time and agendas of planning meetings, oversee information gathering, and help determine activities for the day. The committee members need to gather information on different activities and help determine a schedule for the day. The coordinator is also the person that will make, distribute and verify that all permission slips have been signed for the 5th grade students and that there are enough parents to transport. The coordinator must also make arrangements with the treasurer that payments are available for the businesses being used.

Time commitment per school year - 20 hours (April/May)

Fun Night – Stacy Bowman and Amanda Horstman

1-2 coordinator

3 to 4 committee people

30 to 50 workers

Fun night is a free event for the Pleasant Hill Elementary families. It is usually held outside on the blacktop playground sometime in early September. The coordinator must determine theme of fun night and work with school staff to determine date of event. The coordinator will also lead the committee on determining what games, prizes, activities, and food will be at the event. It is the coordinator's job to ensure the event takes place within the budget set by the board.

Time commitment per school year - 30 hours (May, August, Sept)

Holiday Shop –

1 coordinator
4 to 5 workers

Open House –

1 coordinator

Playground –

Time commitment per school year – variable as needed

Picture Day –

1 to 2 people

Help provide crowd control for the students while they are waiting in line for their picture to be taken. Other duties include making sure all students have an ID slip, helping with clothing adjustments, combing hair for the students. If necessary, help adjust the schedule by calling other classes or grades to keep things moving.

Time commitment per school year - 6 hours (3 hrs in Oct, 3 hrs in April)

Spirit Wear –

1 person

Work with the spirit wear company on sale dates, as well as the design, colors, and type of clothing being sold. Once the sample and order forms have been sent to school, display the shirt, hang the posters, and distribute the order forms. During the sale, the orders must be collected and money counted & deposited with the help of a board member. After the sale ends, make copies of the orders and mail to company. Distribute the orders when there are shipped.

Time commitment per school year - 12 hours (Oct/Nov)

Student Directory -

1 person

Directory information sheets are given to parents during registration. The person doing the directory needs to get class list from the school office and determine which students do not have a sheet turned in. A 2nd info sheet should be sent home with the student in an effort to get the information. A computer file from the previous year should be available as a starting point for the next year's directory. Once all updates have been made, the directory is printed by a local printer and distributed to students. Directories to be printed and distributed by October 1st.

Time commitment per school year – 20 hours (Aug/Sept)

Teacher Appreciation Week –

1 coordinator

The coordinator determines a special gift or activity for the teachers each day of the appreciation week. Thursday is usually dessert day, with the board helping that day,

and Friday is usually when a lunch is catered in. The monthly planners, which the coordinator has ordered, are given during this week.

Time commitment per school year - 16 hours (April/May)

Treasure Dig –

1 coordinator

3 to 4 workers

The coordinator works with Pleasant Hill Park & Recreation Department to host the treasure dig at the Summerfest/Labor Day Festival. Park & Rec takes care of getting the sand and putting up a temporary fence. The coordinator must order items to bury, buy the cups to fill and order/buy the prizes. The coordinator is also in charge of flyers and posters advertising the event. Money is charged, so a till must be coordinated with the treasurer.

Time commitment per school year - 16 hours (July)

VIP Day –

1 Coordinator

6 to 8 workers

The VIP date and schedule is determined by the staff. The coordinator needs to contact the police to tell them about the extra traffic and parking during the event, send out volunteer forms for greeters, golf cart drivers, and cookie donations, contact the golf cart company for use of the carts for the day, buy coffee & punch supplies, determine a schedule for the volunteers, and on VIP day, make the library a greeting/waiting area.

Time commitment per school year - 8 hours (May)

Walkathon –1 to 2 coordinators

5 to 6 committee heads

Time commitment per school year - hours (May through Sept)

Website – Kim Gobble-Sengstock

1 web master

The web master is to use all means possible to keep the PTO website updated and accurate. Sources of information can be emails, newsletters and flyers.

Time commitment per school year – 100 hours (on-going throughout entire year)

Yearbook- Kim Gobble-Sengstock

1 or 2 people

Time commitment per school year - 40 hours (Sept - Dec)