

## **PTO COMMITTEES (very brief description of committees)**

### **Building & Grounds Committee Liaison**

Attend Building & Grounds Committee meetings and report goals/plans/needs to PTO. Generally meets about 5 times throughout the year.

### **Cake Booth**

Organize PTO sponsored cake booth at festival (boxes, workers, cakes).

### **Cookie Dough**

Fund raiser to sell cookie dough and popcorn in the fall for delivery in November before the holidays.

### **Catholic Schools Week**

Coordinate student breakfast and teacher luncheon during Catholic Schools Week (late Jan/early Feb)

### **Decorating Committee**

Plan and organize decorations through out the school as the calendar changes.

### **Directories**

Organize and publish directory of all school families with names, address, phone, emails. Sell directory (mostly in the fall).

### **Eighth Grade Graduation**

Organize and hold party for 8<sup>th</sup> graders after graduation at church.

### **Everybody Counts**

Choose a week during winter usually, to organize and educate students about different disabilities.

### **Fall Dance**

Organize PTO sponsored fall dance for students in junior high.

### **Family Movie Night**

Organize a family movie night in the convocation center.

### **Fine Arts Enrichment**

Organizes a fine arts enrichment program once a year for the students

### **Grandparents Day & Special Person Day**

Organize half day program for grandparents or special persons and students in grades K-4.

### **General Mills Box Tops**

Collects, cuts, counts and submits box tops to company for rebate for PTO. Collect year round in submit in the Fall and Spring.

### **Gift Wrap**

Fund raiser to sell wrapping paper and other items in fall of year.

### **Magazine Drive**

Fund raiser to sell magazines in fall.

### **Market Day**

Fund raiser to sell market day food products each month.

**Peelers**

Fund raiser to sell LaRosa's peelers and Panera Bread Strips in February.

**Playground Equipment**

Purchase and find playground equipment in addition to games and activities for in-class room days.

**Publicity**

Promote OLV School and community through calling upon press to attend events and submitting events to press. Organize means to identify publicity type events. Offer marketing suggestions and tactics to promote the school. Publish school news updates in parish weekly bulletin.

**Receptions/Refreshments**

Provide refreshments at PTO meetings and functions (speech contests, confirmation, etc.) and submit receipts to Treasurer for reimbursement.

**Recycling**

Collect used laser/ink jet cartridges and used cell phones and recycle them all year.

**Room Parents**

Organize 2-5 room parents for each classroom. Room parents will work with teachers and organize parties as needed, teacher gifts and calling parents for homeroom and PTO related matters.

**Scripts**

Fund raiser to sell gift cards to various local establishments and the PTO receives a percentage of the sale. Process orders at least weekly.

**School Newspaper**

Organize school newspaper staff and direct students in publishing the quarterly newspaper. Seek a student liaison from the newspaper staff to attend PTO meetings to facilitate communications between PTO and students.

**School Supplies**

Work with teachers in getting school supply lists and distribute order forms to families in April/May. Order supplies and distribute supplies before school starts.

**Spirit wear**

Coordinate and purchase and sell spirit wear for in school and outside of school.

**Student Council Liason**

Work with Student Council on ways PTO and students can work together and help each other.

**Surveys**

Set up and organize surveys with companies whereby the proceeds from the surveys are given to the PTO. Surveys are conducted all year long.

**Teachers Lunches**

Organize and provide lunch to teachers in fall and spring via donations of dishes/money from parents/flowers/gifts of appreciation.

**Technology Liaison**

Attend Technology Committee meetings and report on goals/plans/needs to PTO. Generally meets about 5 times a year, mostly in the fall.

**Used Uniform Sale**

Promote and hold used uniform sale in August before school starts. Coordinate with School supplies distribution.

**VOV Stapling**

Organize groups of people to staple the VOV every Thursday morning.

**Web Site Administrator**

Solicit information, update and maintain PTO Web Site page. Keep site updated for current activities.

**Welcoming Committee**

Provide mentors to new incoming families. Enlist volunteers to assist students the first week of school to find their classroom, buses, carpool, etc. Invite new families to PTO meeting and attend with them to introduce them to others and work with them their first day working lunch, answer any questions, give them tips.

**Yearbook**

Organize and publish school yearbook each year.