

William Penn Elementary School PTO Committee Chair Description

Each committee comes with a folder that had important and useful information to help run your event: your budget, a list of volunteers, previous event notes and ideas, copying information, PTO resources and supplies. Be aware that you need to have your ideas approved by the PTO Board. We encourage creativity and please do not feel bound by what was done the previous year.

Assemblies – Investigates possibility for assemblies for presentation at the school/will work closely with the principal to select this year's assemblies. Many of the assemblies book a year in advance so it is essential to start this position early.

Spring Book Fair – Organize and run the Scholastic Book Fair in the spring. The librarian can assist, but the planning and advertising will be your responsibility. The librarian coordinates the fall Book Fair. You may be required to assist in coordinating parent volunteers for this event.

Book-It – Coordinate the program for the year with information provided by Pizza Hut. Assigns a parent representative for each room and distributes to them packets provided by Pizza Hut. This information should be ordered at the end of the previous school year.

Breakfast With Santa – Organize a Saturday morning event including breakfast, visit with Santa, and other activities (crafts) as appropriate for the occasion.

Campbell's Labels - Promotes parent participation in bringing in Campbell's labels. Provides an update on educational resources earned.

Chinese Auction – Coordinate and collect donations for gift baskets to be auctioned at the Breakfast with Santa.

Directory – Coordinates the annual school directory and its printing through the district's duplicating department. This needs to be done and ready for print by the end of September. Information for gathering data is sent home in the envelopes in August.

Fall Festival – Organize a "Welcome-Back-to-School" event with activities and games.

Family Book Club – Organize a book club night for each grade level. Activities include discussion, crafts and refreshments.

4th Grade Activities – Coordinates special activities to be enjoyed only by the 4th graders. Ideas include bowling, skating, picnics, etc. You are assigned a budget but may want to arrange some sort of fundraiser to keep costs down for the children. This committee is generally composed of current 4th grade parents.

Giant Eagle Receipts – Promote enrollment of parents in the Apples for the Students program. Provide an update on the computers, software and learning tools earned through this program.

GM Box Tops – Promote parent participation in bringing in GM box tops. Provide an update on the money earned through the program.

Ice Cream Social – Coordinate a sundae bar to be held immediately after the Talent Show at IMS.

Movie Night – Coordinate periodic movie showings for the families of William Penn. Provide popcorn to event attendees.

Olympics – Held in June during school hours for the entire student-body. Organize and implement fun and competitive activities and provide water and/or popsicles for student participants.

Picture Day – Aid the photographer with getting the students pictures taken.

Party Coordinators – Solicits and assigns volunteers for each of the three holiday parties for each grade level. Preferably, there is one parent representative from each grade level.

Rosemary Gainar Memorial Scholarship – Advertise for applicants and fundraise for scholarship amount. Teachers review entries and choose the recipient of \$1000 scholarship, created in memory of Rosemary Gainar, a long time Penn Computer Paraprofessional. Eligible to any BP Senior who attended William Penn elementary and is planning to further their education.

Science Fair – Organize, promote and run a Science fair in February or March.

Service Projects – Coordinate and implement at least one school-wide service project, such as Make-A-Wish.

Staff Appreciation – Create a special luncheon for the teachers in May, coordinating food donations to show them our appreciation.

Talent Show – Organize and coordinate the school talent show, including soliciting parent volunteers to help supervise students during the run-throughs, run auditions, organize the programming, take care of sound and music details, supervise the stage crew, take care of the details at the venue, etc.

Thursday Packets/Volunteers – Coordinate and schedule volunteers to put together information packets (for those families who do not have email) on Thursday mornings at 9:30/10am and place them in the teacher mailboxes for distribution.

William Penn Days – Select fun activities for the children to do on Wednesdays in May.
(Example: Inside out and backwards day, Hat day, etc.)

Yearbook – Responsible for choosing a printer (or using a company such as Lifetouch) to create the design and layout, and ensuring the taking and receiving of pictures for the school's annual yearbook.