

PTO Committees Descriptions

Committee	Description	Time Commitment	Time Frame
Bake Sale	Coordinates bakers and volunteers, collects baked goods, supervises set-up and sale. Held during Open Houses and Holiday House or other fundraisers as necessary.	<u>Chair</u> : Contacts can be made from home, supervise event at school. <u>Volunteers</u> : Bakers, sales, and set-up, clean-up in shifts during event.	September, possibly November & March
Basket Auction/ Silent Auction Fundraiser	Plans and organizes Basket & Silent Auctions. Runs in conjunction with Holiday House. This is a fundraiser.	<u>Chair</u> : Coordinates Basket & Silent Auctions. Collects donations, prepares baskets, advertises, manages ticket sales, provides oversight during event. <u>Volunteers</u> : Prepare baskets, shifts during event, set-up, clean-up, sell tickets during event.	December
Book Fair	Works with vendor to provide book fairs for the students and parents. Plans and organizes event with Library Staff.	<u>Chair</u> : Plans and coordinates 2 sales per year. Set-up, sell books, and account for money earned. <u>Volunteers</u> : Needed during school hours or some evening if preferred.	September & May
Box Tops	Organizes Box Top promos for students. Collects and submits for payment.	<u>Chair only</u> : Can be done from home. Each event requires occasional visits to school to collect/deposit materials. Usually 3 events per year.	YEAR-ROUND ACTIVITY
Cafeteria Scheduler	Scheduler plans, schedules and prepares list for volunteers to come to the school and supervise and assist children eating lunch in the cafeteria.	<u>Coordinator</u> : Scheduling can be done from home during year. <u>Volunteers</u> : Supervise in cafeteria during lunch periods.	YEAR-ROUND ACTIVITY
Central Council Representative	Attends Central Council meetings and relay information to PTO meetings	<u>Chair only</u> : Attends Central Council and PTO meetings monthly.	YEAR-ROUND ACTIVITY
Charity Drives	Coordinates charity drives with school official. Supervises events	<u>Chair</u> : Plans events with school official, attends events at school. <u>Volunteers</u> : Needed for a day shift for event – usually 1 hour in the mornings.	Fall/Winter and possibly Spring
BW'S Chicken Barbeque	Plans date, advertises, distributes tickets, processes orders, distributes and sells day of event.	<u>Chair</u> : Sends flyers/tickets to homes, neighborhood and middle school, process all orders. <u>Volunteers</u> : Approximately 6 to sell and distribute dinners	Spring
Display Cases	Designs window display with monthly themes.	<u>Chair only</u> : At school once per month.	YEAR-ROUND ACTIVITY
Ellison Machine	Prepares and cuts out shapes with Ellison machine as requested by teachers and other groups.	<u>Volunteers</u> : Cuts pieces out at school, some folding can be done at home.	YEAR-ROUND ACTIVITY
Family Fun Night	Plans and organizes a family-friendly evening (not a fundraiser).	<u>Chair</u> : Coordinates event <u>Volunteers</u> : Shifts during event, set-up, clean-up, supervision and assistance during evening.	March

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Holiday House	Plans and organizes a family-friendly evening (not a fundraiser) with holiday-centered events. Runs in conjunction with Basket Auction.	<u>Chair</u> : Coordinates Holiday House event. <u>Volunteers</u> : Shifts during event, set-up, clean-up, supervision and assistance during evening.	December
Ice Cream Social	Plans and organizes event, orders supplies. Coincides with Art Show.	<u>Chair</u> : Coordinates event. Several hours, can be done from home. <u>Volunteers</u> : Shifts during event, set-up, clean-up, supervision and assistance during evening.	May
Library Scheduler	Organizes parent volunteers to do various library related tasks	<u>Coordinator</u> : Can be done from home. <u>Volunteers</u> : Work in the library during school hours.	YEAR-ROUND ACTIVITY
Membership Coordinator	Enters membership data, receives membership fees. Maintains membership data.	<u>Chair only</u> : Works from home, manages database. Provides data for directory.	YEAR-ROUND ACTIVITY
Mother's Day Plant Sale	Plans and advertises the sale, orders flowers/plants, processes orders, distributes and sell day of event.	<u>Chair</u> Several hours to place orders with vendor, distribute and sell flowers the day of event. <u>Volunteers</u> : Sell and distribute flowers the day of event during lunches.	May, before Mother's Day
Family Movie Night	Organizes Movie Night, secure approvals, advertises, and obtains volunteers. Orders refreshments, supplies.	<u>Chair</u> : Several hours 1-2 times during year. <u>Volunteers</u> : Shifts during event, set-up, clean-up, supervision and assistance during evening.	Winter
Movin' & Groovin'	Coordinates event. Advertises, assigns volunteers, plans course, organizes times with teachers, and collects money. This is a fundraiser.	<u>Chair</u> : Coordinates Movin' & Groovin' <u>Volunteers</u> : Shifts during event, set-up, clean-up, assist with activities on course, and distribute water, snacks.	October
Outdoor Sign	Updates outdoor sign to reflect upcoming events.	<u>Chair only</u> : At school, outside, as necessary during year.	YEAR-ROUND ACTIVITY
Parent Volunteer Coordinator	Trains new volunteers, maintain records. Facilitate volunteer sign-up with Sign Up Genius.	<u>Chair only</u> : At beginning of school year, as necessary during year for new registrants.	YEAR-ROUND ACTIVITY
Reading Events Coordinator	Coordinates author visit	<u>Chair only</u> : work with Library Staff to coordinate visit and related activities	Spring
Room Parent Coordinator	Assign room parents to classrooms based on lottery, prepare report on final results, assist throughout year.	<u>Chair only</u> : Can work from home using phone and email.	YEAR-ROUND ACTIVITY
Fall/Spring Fundraiser	Distributes fliers, collects orders and oversees order distribution	<u>Chair only</u> : Distributes fliers, collects and distributes orders. <u>Volunteers</u> : Needed to help distribute	Fall & Spring
School Board Liaison(s)	Attends School Board Meetings at District Office Monthly and reports to PTO at meetings.	<u>Chair(s) only</u> : Attends School Board Meetings at District Office Monthly	YEAR-ROUND ACTIVITY



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School Directory	Receives membership info and prepares it with ads for print. Works with printer.	<u>Chair only</u> : Several hours done from home at beginning of school year.	September/ October
School Pictures	Organizes and coordinates school picture day and make up day.	<u>Chair</u> : Obtains and assigns volunteers and supervises at event and makeup day, <u>Volunteers</u> : Supervise children during daytime shifts.	October/ November
School Spirit Merchandise	Works with vendor, advertises, processes orders and delivery.	<u>Chair</u> : Several hours, can be done from home. <u>Volunteers</u> : Sort orders on delivery day.	September
Science Night	Plans and organizes a family-friendly Science Night	<u>Chair</u> : Coordinates event including obtaining various vendors/companies to display all and everything science related. <u>Volunteers</u> : set-up, shifts, clean-up	Spring
Shared Decision-Making (SDM) Representatives	Serves a 2-year term as the parent member of our school's SDM team. Liaises between the parent community and the school admin/staff and liaise between the SDM unit and the PTO. Attends and actively participates in monthly SDM meetings, attends training programs as needed.	<u>Chair only</u> : Attends monthly meetings.	YEAR-ROUND ACTIVITY
Staff Appreciation Day	Plans appreciation lunch for teachers/staff. Determines menu, determines small gifts/arrangements, purchases food, and organizes delivery, set-up, and clean-up.	<u>Chair</u> : Several hours to plan and organize event, order lunch. <u>Volunteers</u> : Serve food, set-up, clean-up, assist throughout event.	May
Halloween Bash	Plans and organizes a family-friendly Halloween Bash (this is not a fundraiser).	<u>Chair</u> : Coordinates Halloween event. <u>Volunteers</u> : Set-up, shifts during event, clean-up	October
Arts Enrichment Coordinator	Coordinates arts enrichment program.	<u>Chair Only</u> : Works with South Davis arts staff to coordinate visit and related activities.	YEAR-ROUND ACTIVITY
Facebook Coordinator	Administrates the South Davis Facebook page.	<u>Chair Only</u> : Reviews and approves Facebook friends and posts. Communicates South Davis events and important information.	YEAR-ROUND ACTIVITY
Monthly Retail Coordinator	Coordinates monthly fundraising opportunities with local retailers.	<u>Chair Only</u> : Contacts local businesses and schedules fundraising events. Sends home fliers and information regarding events.	YEAR-ROUND ACTIVITY