

PTO Committee Lead Responsibilities

Boo Hoo Breakfast & Kinder Welcome Committee

Summer & August

- Create a committee to help call incoming families over the summer
- Find donations (or purchase) food items for a breakfast for parents on the 2nd Friday after school begins.
- Update or create flyer for the event.

Box Tops

Year Round but set dates for Fall & Spring

- Create committee or use sign up genius to find volunteers to help clip box tops before submission deadline. At other schools, "Sip & Clip" parties have been done at people's house or volunteers can do it at home.
- Send in box tops by the deadline.
- There is a Fall & Spring submission date but box tops should be collected by teachers all year round.
- May need to create boxes for teachers if they don't have one.
- Create flyer & email to remind parents of submission date.
- Help plan "celebration" days for class who brings in the most.

Breakfast with Santa

Early December

- Update or create flyer for the event.
- Sign up genius is an option since there is no cost to this event.
- Find donations (or purchase) food items for breakfast.
- Decorate cafeteria
- Secure a Santa for appearances
- Plan activities for children

Bulletin Board

Year Round

- Decorate Bulletin Board in Cafeteria
- Should be done before each quarter at a minimum (August, January, March)
- Create fun wall-scape in the school seasonally

Fall Festival

November

- Create a committee to handle all the minor details of the event (volunteers, sponsors, wristbands, stage schedule, promotions, etc)
- Create flyer for grades/clubs to secure booths.
- Create flyer for wristband sales.
- Secure food vendors & inflatable vendors.
- Create layout for the event.
- Handle all the logistical details of the event.

Facebook Page

Year Round

- Update Facebook page on events and news.

Family Game Night

Spring

- Update or create flyer for the event.
- Sign up genius is an option since there is no cost to this event.
- Secure snacks & games to have the event.
- Secure DJ for the event
- Create photo opp or other fun items for the event

Family Dance (aka Have a Heart Dance)

February

- Update or create flyer for the event.
- Decorate the location
- Secure snacks & DJ

Membership (REMOVE)

Year Round but biggest push in September

- Track families who have registered (trying to do this online for 2017)
- Send invoices for payment to each registered family
- Create monthly “free shirt” stickers that will go home with each child in a family
- Create member mailing list.

Movie Night

Spring

- Update or create flyer for the event.
- Sign up genius is an option since there is no cost to this event.
- Secure snacks to have the event
- Secure projector & screen and select movie

PB&J Drive (REMOVE)

September or October

- Update or create flyer for the event.
- Sign up genius is an option since there is no cost to this event.
- This used to be a separate morning walk but thinking we can do it as part of a Reading Night or another PTO event.
- It must be done before Thanksgiving because the PB&J as well as any donations are used to create Thanksgiving baskets for families in need at Oasis.

Teacher Liason

Year Round

- Must be a current staff member at Oasis Elementary, ideally in a classroom environment.
- Provides the PTO with information, concerns, kudos or feedback from the teaching staff
- Help bridge the gap with the teachers and PTO.

Teacher & Staff Appreciation

Year Round

- Organize breakfast in August as Welcome Back before school starts.
- Organize breakfast or lunch December.
- Create fun activities, meals or goodies each day of the week for Teacher Appreciation Week
- Teacher Appreciation is usually is the week before Lighthouse Awards in early May.
- Committee should provide “treats” every other month as surprises

Trunk or Treat

October

- Update or create flyer for the event.
- Sign up genius is an option since there is no cost to this event.
- Create flyer explaining the event to each teacher/class lead.
- Promote event.
- Coordinate communication with “parent leads” in each participating class. Include a template for tracking volunteer hours and have each parent lead give it to PTO or front office.
- Handle logistics of the event

Volunteer Coordinator

Year Round

- Create sign up genius campaigns for PTO driven events
- Works closely with PTO Board
- Works closely with Fall Festival Chair

Water Drive

September, October & possibly Spring

- Collect cases of water to be used at Boosterthon, Fall Festival, Field Days & FSA Testing dates, School Play, AR Fun Day & Rally
- In past, we have collected too much so trying to collect in September & October and only do one in the Spring if needed.

Watch D.O.G.S.

Year Round

- Requires a \$450 Start Up Kit plus a training call done by PTO
- WatchDOGS are fathers, grandfathers, uncles, and other father-figures who volunteer for at least one day each year at an official WATCH D.O.G.S. school.
- WATCH D.O.G.S., a K-12 program, invites fathers, grandfathers, uncles, or other father figures to volunteer at least one day all day at their child's/student's school during the school year. Fathers and father figures sign up to volunteer through a 'Launch Event' such as a "Dads and Kids Pizza Night" or "Donuts with Dad" or by calling their child's school any time throughout the school year. The program is overseen by a "Top Dog" volunteer who partners with the school administrator to coordinate scheduling and identify opportunities for WatchDOGS to provide assistance at the school. WatchDOG dads and volunteers perform a variety of tasks during their volunteer day including monitoring the school entrance, assisting with unloading and loading of buses and cars, monitoring the lunch room, or helping in the classroom with a teacher's guidance by working with small groups of students on homework, flashcards, or spelling.