



Please indicate committees that you are interested in participating in for the upcoming 2018-2019 school year and return to your school office marked as "PTO Volunteer Form". Theresa Meshes (Executive Vice President PTO) can be emailed at [tmeshes@gmail.com](mailto:tmeshes@gmail.com) for more information or to report interest in PTO Committees. **If you would like to join the PTO Board, elections are MAY 1<sup>ST</sup>.**

YOUR NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\_\_\_\_\_ **AFTERSCHOOL PROGRAMMING** *yearlong* Arranges afterschool programs for students from local teachers/coaches for a fee paid to the teachers/coaches. Completes necessary paperwork with District 3 to ensure space and insurance. Advertises the programs. Portions of proceeds are donated to the PTO. *Building Use forms needed for each program*

\_\_\_\_\_ **ARS BULLETIN BOARD** *monthly/bimonthly* Update the PTO bulletin board to the right of the front office at ARS

\_\_\_\_\_ **ART TO REMEMBER** *November* Works with ARS art teacher to coordinate student art to be used for lasting memories and gifts. Coordinates order forms, payments, and disbursements of items to students.

\_\_\_\_\_ **MS BOOK FAIR** *December* Book Fair runs for 3 days. Using Scholastic resources, create a theme, decorate, set up book fair with Scholastic provided books and goods, coordinate volunteers to run the book fair, complete paperwork for Scholastic, and breakdown the book fair. *Building Use forms needed*

\_\_\_\_\_ **ARS BOOK FAIR** *May* Book Fair runs for 3 days. Using Scholastic resources, create a theme, decorate, set up book fair with Scholastic provided books and goods, coordinate volunteers to run the book fair, complete paperwork for Scholastic, and breakdown the book fair. *Building Use forms needed*

\_\_\_\_\_ **CHILDCARE COORDINATOR** *monthly* This person will arrange for childcare during the PTO meetings once a month using donated funds of \$10/sitter.

\_\_\_\_\_ **DADDY/DAUGHTER DANCE** *February or April* Decide a date and theme, send out invitations, collect a fee from participants prior to event. Arrange DJ, photo booth, snacks, activities, etc. Arrange volunteers for decorating, setting up, and cleaning up. *Building Use forms needed*

- \_\_\_\_\_ **DIRECTORY** *yearly* Coordinates the PTO Directory by using MY SCHOOL ANYWHERE application. Updates information at the beginning of school year, sells advertising space as half or full sheets, coordinates printing, coordinates sales to district families and staff, and coordinates delivery of books.
- \_\_\_\_\_ **5<sup>TH</sup> GRADE ACTIVITY** *Month of your choice* Arrange a fifth grade activity of your choice. Attain proper insurance form and building use permit. Pick a location and invite 5<sup>th</sup> graders.
- \_\_\_\_\_ **FUN DAY** *May* Choose a date for ARS, arrange volunteers, activities, donations, and rentals. Set-up, run days activities, and take down.
- \_\_\_\_\_ **LOCAL MERCHANT** *yearlong* Arrange local businesses to offer day(s) where a portion of sales or incentives are given back to District 3 for community patronage of business. Attain fliers advertising the event and distribute to District 3 families.
- \_\_\_\_\_ **LOTTERY** *yearlong* Arrange largest fundraiser for the district. Attain a license from the village, attain prizes for high sales volume, print tickets and fliers, stuff envelopes for each student in the district, distribute tickets, collect tickets (sold and unsold) and cash, deposit money with the treasurer, and coordinate with schools for ticket drawers each month.
- \_\_\_\_\_ **OUTSIDE GRANT RESEARCH** *yearlong* Research and apply for grants that will benefit District 3. Keep the board informed.
- \_\_\_\_\_ **SCHWAN'S** *yearlong* Coordinate with Schwan's for district 3 sales periods to raise funds for the PTO. Create fliers to advertise sales campaigns.
- \_\_\_\_\_ **SPRING FLING** *March* Organize large fundraiser for PTO! Secure a venue and date, create invitations and fliers, secure donations for raffle items for the event, promote on Facebook, PTO website, and by email blasts.
- \_\_\_\_\_ **SPRING SOCIAL** *May* Arrange ice cream and fixings for the ARS open house social in May that lasts an hour and half (during ARS Book fair). Schedule teacher volunteers to scoop ice cream. Arrange for classroom support while teachers volunteer in gym. Charge \$1/ice cream sundae.
- \_\_\_\_\_ **SWEETS AND TREATS** *yearlong* Donate baked goods for PTO events throughout the year.
- \_\_\_\_\_ **TEACHER APPRECIATION WEEK** *May* Plan and coordinate week of celebrating the teachers and staff of District 3. Pick a theme, gather donations, coordinate volunteers, decorate the teachers' lounges and schools, set-up and clean up each days' activities.
- \_\_\_\_\_ **TRIVIA NIGHT** *1 night* Choose date and theme, secure venue, secure trivia host, sell tables/individual seat, collect donations for raffles/wine pulls/contests, set-up, clean up, advertise through fliers, email blasts, PTO webpage, and Facebook.
- \_\_\_\_\_ **WEBSITE/FB** *yearlong commitment* Keep both the website and the Facebook page updated with dates and events. Attach flyers from other committees
- \_\_\_\_\_ **YEARBOOK (ARS)** *yearlong* Coordinate with yearbook company to compile pictures and yearbook pages. Create flier/order form. Distribute and collect order forms. Distribute yearbooks at the end of the school year.