

PTO Committee/Position Time Commitment List

Ice Cream Social – Planning takes place during the **summer before school starts. Small committee of 2-4 people is best for this position.** Work on the ice cream social takes place in the weeks leading up to school supply drop off. During this time the chairperson(s) for this event can contact local grocery stores to see if they will donate or discount ice cream treats for the ice cream social. In the past, we have had good luck with Fareway discounting treats for purchase. The day of the ice cream social, the committee must arrive prior to the beginning of the ice cream social to set up the tent, tables and ice cream treats. Setup will take about 30 minutes. About 3-5 people will be needed to help pass out the treats during the event.

Yearbook – **August through March. One person or small committee is best for this position.** The yearbook can be started in the summer prior to the school year for which the book is being made. Work can be spread out over the school year prior to the final deadline in March. Two weeks before the deadline requires the most time spent on the book to finish collecting photos, complete pages and proof yearbook prior to submission. Sales of the yearbook take place from the beginning of the school year until February. Books are primarily ordered online and all sales saved in the system. Once or twice during the selling period, order forms should be sent home, collected and entered into the sales system online. When the order window closes, the total number of books will be automatically counted, at this time the number of extra copies to order will be decided.

Dine-To-Donate Nights – **One or two people in charge of this series of events would be best. Planning for Fall events should begin in the summer before school starts and will continue with minimal involvement into the winter until all dates are set up for the year.** Prior to each event, the flyer from the restaurant will need to be sized into a 1/4 page sheet and sent to printing through the district printers. Once they are returned to the school, flyers will need to be sorted and put into teacher mailboxes at least 3-4 days before each of the dine to donate nights. Also make sure the events end up on the web site.

Multicultural Day – **5 weeks or more prior to the event. One or two co-chairs is best. Will work alongside the principal.** Most arrangements made by phone or email. Contact CultureALL as soon as the date for Multicultural Day is set. Get pricing quote for the number of presenters desired and make sure the PTO Board has the correct amount budgeted for the event. Leading up to the event, work with the principal to determine which presenters are best suited for the students and create a schedule for classroom visits. Day of the event, arrive prior to the presenters and help them find their appointed space and set up any items they need assistance with.

Multicultural Night – **5 weeks or more prior to the event. One or two chairpersons and a small planning committee works well. Additional volunteers needed for night of event.** Committee should be formed shortly after the beginning of the school year. Contact clubs at ISU at least 3-4 weeks prior to the event and request RSVP from them. Information for Fellows families to participate in the event should also be distributed 3 weeks prior to the event via sign up genius. Ask for those wanting to set up a booth or activity, fashion show participants, performers, and potluck dishes. Please keep in mind, less than half the people sign up compared to the number that show up. Information should be shared with families continuously leading up to the event. Day of the event, setup should begin at least 1 ½ hours prior to the event. Clubs should arrive at least 30 minutes prior to event to set up in the gym.

Movie Nights – A small committee works best for planning this event. 4 weeks prior to event, check Swank Movie Licensing site to see what titles will be available for the event. Select title and check for appropriateness for K-5 audience. The PTO has to get the movie, Swank only provides a license to show it. Clear selection with Principal. 3 weeks prior to event have a committee member design a ¼ page flyer for the movie. Title, time doors open and time movie starts should be included. Night of event, at least two people needed to set up screen and projector. A third person should start popcorn immediately. Any additional volunteers can set up popcorn table and make sure chairs/cafeteria tables are in the right spots. (This will vary if event moves into gym). This event will probably use PTO equipment to play the movie and the school's projector.

Conference Treats – Planning begins 2-3 weeks prior to conference week. 1-2 people planning is sufficient. Determine main meal for 1st night, and then finger foods for Wed. and breakfast foods for Thursday. Send sign up genius to parents 1-2 weeks prior requesting volunteers, side dishes, and all items for the Wed and Thurs meals.

Read-a-thon - Planning for a mid-January Read-a-thon begins in early November. 2 chairpersons and a small committee are ideal for the planning of read-a-thon with addition 15-20 volunteers needed for bookmark beading. The majority of the work is done in the 4 weeks prior to the beginning of the Read-a-thon. A revamp of the read-a-thon has been suggested over the past few years and minor changes have been made. A reevaluation of the bookmarks, celebrations and timeline is needed. Communication with teachers is key to making this event a success.

Game Night – Contact Gamewright 8 weeks prior. One or two people or a small committee would be good for this event. Fill out event request form and email to them. They are slow to respond. Most communication happened in the 3 weeks prior to event. All payments to Gamewright happen after event. 2 weeks prior to Game Night send ¼ page flyer to printer, distribute Friday, 1 week before the event. Before the event, add retail game titles to the Square store for better inventory tracking at event. Games arrive a week before the event, have volunteers take games home to learn to play them. Day of event, set up tables in cafeteria for snacks.

Science Night – Planning for Science Night begins before winter break. A chair or co-chairs and 2-3 additional volunteers would be ideal for planning this event. Additional volunteers will be needed at the event for set up/tear-down and assisting guests at the event. Food service volunteers are also needed during Science Night. Tasks include contacting clubs at ISU, creating a map for exhibitors at the event and coordinating food orders with Little Caesars.

Science Day – Planning for Science day should begin 2-3 months prior to the event. A small committee of 2-4 people would be efficient for the event. The first Science Day was done for 4th and 5th graders only, utilizing volunteer presenters. Going forward it is recommended to hire a traveling presenter or work with paid organizations such as Science Center of Iowa or Blank Park Zoo, etc.

Teacher Appreciation Week – Planning begins 4 weeks prior to TAW. Small committee works best. Determine theme and daily activities for TAW. Purchase decorations and arrange food through donations or sign up genius. Main dishes can be catered in or homemade. Ask PTO members for crockpots. Talk to office staff to find out # of staff to be fed. If using Sign up

genius, send out 1-1.5 weeks in advance. Make sure to post to FB and have Melanie put in infinite campus. Request more food than needed, not all items arrive.

Fellows Fair – Planning begins in January for the Fellows Fair. **2-3 co-chairs to oversee the whole fair as well as a chairperson for each committee is best.** Each individual committee chair can determine the number of members needed. Raffle committee is the first planning committee to start each year and begins at the end of January. Other committees begin planning by the end of February/beginning of March. Each of the committees should have a notebook/set of Google docs with instructions.