

## **Brief Overview of PTO Committees**

1. ART APPRECIATION – Work with art teacher twice a month, or as needed, labeling and displaying art projects. Helping set up annual art show. **Chair** is responsible for coordinating volunteers.
2. BACK-TO-SCHOOL LUNCHEON – Luncheon for the school staff that is held each year before the first day. Attain prices, set up lunch, serve and clean up. One-time-a-year committee, work done over the summer. **Chair** is responsible for organizing and implementing above. (☞)
3. BACK-TO-SCHOOL PACKAGE – Need to be available middle to end of August to stuff envelopes with pertinent flyers and information. One-time-a-year committee. (☞) **Chair** is responsible for coordinating with Principal, PTO President, School Secretary, School Nurse, and Committee Chairs to obtain necessary flyers for the package.
4. BAKE SALE – There will be one bake sale this year. To comply with the New Jersey Food Guidelines we will be implementing a “healthy” bake sale. All items will be prepared following the lower sugar recommendations. Committee member does not have to be available during event. Responsibilities: help children with purchases, help run sale, bake or supply baked goods. Baking - \*good job for someone to do from home. **Chair** is responsible for organizing and implementing above by coordinating with Principal and PTO President. Responsible for soliciting baked goods, collecting, counting, and submitting money earned to treasurer or asst. treasurer within 24 hours. (☞)
5. BILLBOARD – Update the billboard outside of JFK. Obtain calendar information from school secretary and change as necessary.
6. BOOK FAIR – Sell Scholastic Books to the student body during a multi-day period once a year. Help children with purchases, set up, break down, decorate and set up teacher wish lists for book fair. Committee member does not have to be available for entire event. **Chair** is responsible for organizing and implementing above and coordinating with Principal. Responsible for collecting, counting, and submitting money earned from this event to treasurer or asst. treasurer within 24 hours.
7. BOOK SOX - Distribute book sox information to second through fourth graders in May. Track orders, collecting, counting and submitting money earned to treasurer or asst. treasurer. Deliver all book sox to student classes upon arrival.
8. BOX TOPS FOR EDUCATION – Collect, trim, count and mail box tops. This is ongoing throughout the year. \*Good committee for someone to do from home. **Chair** is responsible for organizing and implementing above. Also responsible for publicity to the student body on a periodic basis to inform them of goals to meet and financial benefits to JFK, and to announce rewards received from these efforts.
9. CHARITY DRIVE – Pick a charity to raise funds for then pick a fundraiser. In the past a walk-a-thon was used for Autism Speaks or a Wendy’s night for SPA. **Chair** is responsible for picking charity getting it approved by Presidents and picking event.
10. CLASS PARENT COORDINATOR (S) – Organize all class parents for the school year. At orientation meeting inform the class parents of their obligations and rules they will need to follow, as established by PTO Council. (☞)
11. CULTURAL ARTS – Research programs and assemblies for the entire student body. Preview shows at other locations, be present at programs at JFK. This is ongoing throughout the year. Committee member does not have to be available for all events. **Chair** is responsible for organizing and implementing above, obtain input and approval from Principal and PTO President regarding dates and content of programs. (☞)
12. FALL AND SPRING PLANT SALE – Sell plants, help students make purchases, give change, and opinions to students. This takes place twice a year. **Chair** is responsible for organizing and implementing above as well as collecting, counting, and submitting money earned from this event to treasurer or asst. treasurer within 24 hours. Obtain a vendor for the plants, with the objective of making the most profit for JFK, while having good quality plants.
13. FALL FUNDRAISER – Inform the student body and families of the fall fundraiser via flyers with pertinent information. **Chair** is responsible for organizing and implementing above, as well as collecting, counting, and submitting money earned from this event to treasurer or asst. treasurer within 24 hours.
14. FAMILY DIRECTORY – Create or use existing form to gather information such as name, address, phone number and email. Form would be placed in back-to-school packet. Form needs to be copied by the first week in August. Once data is collected, the committee needs to create the directory and send to Board of Education’s copy center. Follow-up with families that have not submitted information to make (☞) = Procedural manual available for this committee.

sure it was not an oversight on their part. Computer knowledge is essential. \*Good committee for someone to do from home. **Chair** is responsible for organizing and implementing above. (☞)

15. FAMILY FUN NIGHTS – There are two subcommittees (off-site and on-site) under this one chair. **Off-site** family fun night events, (i.e., bowling, skating, Burger King etc.). At some of these events a portion of the profits from the night's purchases will be given to JFK as a fundraiser. Committee would be responsible for setting up dates with local merchants, advertising event to JFK families and attending event. **On-site** family fun nights events, (i.e., craft night, costume party, movie night etc.). A nominal fee would be charged to families. This is not a fundraiser, but events to have fun with your children. Committee would be responsible for setting dates with Principal, advertising events to families, attend events, creativity to make the nights fun. **Chair** is responsible for organizing and implementing above.

16. FIELD DAY – Responsible for distributing refreshments throughout the day. Attain refreshments through purchasing or donations. Purchase and distribute lunch to the entire student body. **Chair** is responsible for organizing and implementing above.

17. FIFTH GRADE – This committee has many subcommittees, which would report to the chair. Subcommittees include: Yearbook production, picnic, DARE graduation, moving up day, father/son, mother/daughter night, clap out and more. **Chair** is responsible for organizing and implementing the work of the subcommittees.

18. FOOD ADVISORY/WELLNESS LIAISON – Represent JFK at Food Advisory/Wellness meetings. Relay information/concerns about the food program from JFK to Sodexo representatives. Responsible for relaying important information pertaining to state guidelines and the rules the Board of Education wants implemented throughout district.

19. FRONT HALL DISPLAYS – Decorate the interior of the school which includes decorating the front lobby window and surrounding area. This occurs several times throughout the year. Committee member does not have to be available for all events. **Chair** is responsible for creating the designs/themes as well as organizing and implementing above by coordinating with Principal, PTO President, and Art teacher if applicable.

20. GREEN THUMB – Help enhance and maintain the outside grounds of the school. Committee meets two or three times a year to plant and beautify the landscape. **Chair** is responsible for organizing and implementing above. (☞)

21. HOLIDAY BOUTIQUE – Set up and breakdown the holiday boutique, which is a "mini" store for the children to purchase holiday gifts for their families and friends in time for the winter holidays. Help children with purchases during the three day event. Committee member does not have to be available for all three days. **Chair** is responsible for organizing and implementing above, attaining a vendor, ordering merchandise, collecting, counting, and submitting money earned from this event to treasurer or asst. treasurer within 24 hours. (☞)

22. HOSPITALITY – Bake or attain the refreshments for various PTO-sponsored events. Set up and clean up at the events. Committee members do not have to be present at all events. Events include but are not limited to: back-to-school night (September) and sleepy time story hour, (March/April). **Chair** is responsible for organizing and implementing above. (☞)

23. JFK FAMILY FOOD DRIVE - Advertise and help collect food during the month of November. Committee member would then place food into baskets, which will be distributed, with the help of the school nurse, to needy families within JFK.

24. KINDERGARTEN LIAISON – A parent that acts as an information source to assist new Kindergarten parents. Duties include: Explanation of class parties, fielding questions regarding school activities, Kindergarten switchover, drop-off and dismissal procedures, and all other Kindergarten-related questions. **Chair** is responsible for organizing and implementing above. (☞)

25. KINDERGARTEN ORIENTATION – Responsible for setting up refreshments for the orientation program. Need to be present at Kindergarten orientation, which usually takes place in the spring. **Chair** is responsible for organizing and implementing above.

26. LIBRARY AIDES – Committee assists the Media Specialist in checking books in and out, putting away books and assisting with special projects during each class' weekly visit to the Media Center. Committee member can commit to weekly, bi-weekly, or monthly assignments. **Chair** is responsible for organizing and implementing above, as well as, scheduling volunteers.

(☞) = Procedural manual available for this committee.

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27. MEMBERSHIP/SCHOLASTIC NEWS – Collect and track PTO dues and News payments at the beginning of the school year, which should be handed to treasurer or asst. treasurer within 24 hours. Records of this information must be kept in an organized fashion. Send out reminder flyers. Contact families to encourage them to join before November 30<sup>th</sup>. Must be available to attend back-to-school night, usually held in September. **Chair** is responsible for organizing and implementing above.
28. MONTHLY BIRTHDAY GIFTS – Purchase birthday gifts, package and attach a note. Give to the Principal, who will distribute gifts to children. **Chair** is responsible for organizing and implementing above.
29. NEWSLETTER – Computer knowledge necessary. Publish a JFK newsletter several times a year. Collect data, articles, photos, and school news. \*Good committee for someone to do from home. \*\*Great committee for Dads to join.\*\* **Chair** is responsible for organizing and implementing above.
30. NOMINATING – Once a year in March this committee will meet to select a nominee for each PTO Executive office to be filled. The **Chair** will then report at the next regularly scheduled local chapter meeting, their selections. This committee needs to be composed of five PTO members in good standing; three of which need to be committee chairs and two non-chair PTO members all in good standing.
31. PUBLICITY – Take pictures at various JFK events. Submit photos and articles to local newspapers to be published. Maintain photo albums/scrapbooking. Submit photos and articles to JFK Newsletter. Committee member does not have to attend all events. One member could take pictures, another submit photo and articles, another do albums. **Chair** is responsible for organizing and implementing above.
32. PLANNERS/HOMEWORK FOLDERS – Research prices and quality of planners and folders for the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades. This is usually done in January of the previous year. This is a one-time-a-year committee. **Chair** is responsible for organizing, implementing, and ordering above. (☝)
33. PTO COUNCIL FOOD DRIVE – One-time-a-year committee, usually in February. Each school in the district will do a food drive to replenish the PTO Council's Food Bank which is located at Wayne Hills High School. The food bank benefits families that need assistance. Responsibilities: send out flyers to JFK families requesting food donations, collect food, and deliver food to food bank. **Chair** is responsible for organizing and implementing above.
34. READ-A-THON – Event takes place in March. Responsibilities: choose a theme, create tracking forms for the students, collect the forms, post stickers in hallways to show students' progress, attain small token gifts to highest achievers, distribute gifts, decorate front lobby showcase. **Chair** is responsible for organizing and implementing above as well as collecting, counting, and submitting money earned from this event to treasurer or asst. treasurer within 24 hours.
35. SAFETY – Putting together the teacher's safety packets for the school year and organizing the travel T-shirts for field trips. **Chair** is responsible for organizing and implementing above.
36. SCHOOL SPIRIT – Set up special events for the students such as: school color days, crazy hair day, tropical day, '50's day, essay contests, estimating contests. Committee member does not have to be available for all events. **Chair** is responsible for organizing and implementing above.
37. SCHOOL WEAR – Research for price and quality clothing with JFK logo on it to be bought by JFK families. Help with the collection of order forms and distribution of products purchased. \*\*Great committee for Dads to join.\*\* (☝) **Chair** is responsible for organizing, implementing, and ordering above, as well as collecting, counting, and submitting money earned to treasurer or asst. treasurer within 24 hours.
38. SPECIAL EVENTS WEEK – Week-long programs that enhance and highlight special events including Multicultural Week, Celebrating Each Other Week and others rotating on an annual basis. Responsibilities include but are not limited to: help organize related assembly, decorate front showcase, bulletin boards and school hallways, send out flyers, write thank you notes, take pictures and/or video of events. **Chair** is responsible for organizing and implementing above. (☝)
39. SPECIAL PARENTS ASSOCIATION LIAISON – Attend SPA meetings and report to JFK PTO, either in-person or written report, the happenings of the SPA meetings and lectures.
40. SPRING FUNDRAISER – Distribute brochures from selected company to JFK families. Distribute purchased merchandise. **Chair** is responsible for organizing, implementing, choosing vendor and products and ordering above, as well as collecting, counting, and submitting money earned from this event to treasurer or asst. treasurer within 24 hours.
41. STUDENT PHOTOS – Assist with student picture day and re-take day. The event usually happens in late September or October. One-time-a-year committee. **Chair** is responsible for organizing,

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implementing, and choosing photographer, as well as collecting, counting, and submitting money earned from this event to treasurer or asst. treasurer within 24 hours. (☞)

42. SUMMER READING – Responsibilities: create a theme and tracking forms, distribute flyer with tracking form, collect tracking forms, attain trophies and distribute to students, decorate front lobby showcase. **Chair** is responsible for organizing and implementing above. (☞)

43. SUNSHINE – Send cards or gifts to PTO families and staff when family events occur. **Chair** is responsible for organizing and implementing above.

44. TALENT SHOW – Responsibilities: assist with spring talent show and rehearsal, help with audio sound system, play piano on day of show, produce flyers, and book venue for show. **Chair** is responsible for organizing and implementing above, conferring with Principal to set date of show. (☞)

45. TEACHER APPRECIATION – This event is usually held in May. Organize displays of appreciation for our teachers in various creative ways. This is a weeklong event, but committee member does not need to be present the entire week. **Chair** is responsible for organizing and implementing above.

46. TECHNOLOGY – Maintain & run the PTO Website. **\*\*Great committee for Dads to join. \*\* Chair** is responsible for organizing and implementing above.

47. TOY DRIVE – During the December holiday season, committee members would collect toys from JFK families and donate them to families in need within our area. **Chair** is responsible for organizing and implementing above. (☞)

48. VOLUNTEER COORDINATOR – This coordinator would maintain a list of all committee chairs and volunteers; communicate with committees to ensure events are planned and scheduled; provide support when needed; and, report to PTO on progress of committees when chair is unable. Two times a year distribute Committee Description Form to encourage involvement. (☞)

49. WAYNE ALLIANCE LIAISON – Represent JFK at Wayne Alliance meetings, report information to PTO at monthly meetings and making a basket for their basketball game. Wayne Alliance is a group that provides information and resources about drugs and alcohol in our children’s lives. They provide valuable information on prevention, providing our community and schools with various programs.

50. WAYNE DAY – This event usually happens the first Sunday of June. Represent JFK at the annual Wayne Day Town-wide event held at Wayne Valley High School. Committee member would man a PTO Council booth for a designated period. Responsibilities include gathering pictures and creating a picture board to display at the booth on Wayne Day. **\*\*Great committee for Dads to join. \*\* Chair** is responsible for organizing and implementing above.

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