



Haine School PTO Committee Overviews



Assemblies: Service. Works with Co-Presidents/Principals to select educational assemblies within budget; helps coordinate each assembly during the school year; works with 2VP to inform families of assembly subject matter.

Beach Blast: Service. 6th grade parents only. Works with Co-Presidents/Principals to plan year end celebration for 6th graders; coordinates and oversees all aspects of the event; manages volunteers of various subcommittees.

Book Fair: Service/Fundraising. Coordinates and oversees 2 or 3 Scholastic Book Fair sales each school year; manages volunteers; works closely with Co-Presidents/Principals, as well as 3VP and Treasurer.

Box Tops/Tyson: Fundraising. Coordinates all aspects of both the *Box Tops for Education* and the *Tyson Project A+* reward program; collecting, counting, organizing and mailing labels. Tasks can be done largely from home.

Family Fun: Service. Plans and oversees 2 or more family fun evening events each school year; events are for students, parents, teachers and staff to get together and enjoy an evening of fun activities; manages faculty and parent volunteers.

Fundraiser: Fundraising. Coordinates all aspects of the fall fundraiser of the Haine School PTO; works with Co-Presidents/Principals to select sale dates; communicates with Haine community via flyers and newsletters regarding the event; staffs display tables at parent orientations in the fall with sample merchandise; distributes all sales materials; collects all order forms; processes orders; coordinates distribution day; handles returns/replacements as needed; coordinates prize distribution; handles all bank deposits; works closely with Treasurer; manages volunteers. This is the primary fundraiser for the entire PTO budget.

Giant Eagle/Ink Cartridges: Fundraising. Coordinates all aspects of the Giant Eagle *Apples for the Students* reward program; tracks points and rewards. Works with Co-Presidents/Principals to order school supplies/equipment with reward points. Coordinates all aspects of the OfficeMax and Staples recycled ink cartridges reward programs; collects and submits used cartridges monthly all year round.

Haine T-shirt Sale: Service/Fundraising. Coordinates sale of Haine School shirts at the beginning of the school year. Will create/copy/distribute/collect completed order forms and deliver shirts to students.

Holiday Shop: Service/Fundraising. Coordinates with vendor to offer students the opportunity to purchase holiday gifts on their own at school. Annual event is held for three evenings. Duties will include choosing merchandise, set up, running event, student assistance, recruit volunteers, and clean up.

School Banking: Service. Coordinates 2 mornings a month for students to make deposits in their savings accounts.

School Dance: Service. Coordinates and plans annual Valentine's Day Ball. Duties include securing DJ, photographer, organizing food, games, decorations, recruit volunteers, set up and clean up.

School Store: Service. Coordinates and oversees school stores in both buildings two mornings each month; purchases, inventories, sells, and maintains stock of school supplies and some fun items; manages volunteers.

Spirit Nights: Fundraising. Work with local restaurants to set up monthly dates for "school spirit nights". Will need to create, copy and distribute flyers for students.

Spring Candy Sale: Fundraising. Coordinates all aspects of the spring fundraiser candy sale. Duties include distribution and collection of order forms and delivery of items ordered.

Staff Appreciation: Service. Oversees staff appreciation events throughout the school year; plans, coordinates and oversees the welcome back faculty/staff luncheon the day before school; handles smaller appreciation acknowledgments for bus drivers, custodians, building aides, administrative professionals, nurses; plans coordinates and oversees event during teacher/staff appreciation week in spring; manages volunteers.

T.A.G. (Traveling Art Gallery): Service. Recruits, assigns, coordinates, and oversees volunteers who provide monthly presentations in grade level classrooms of various art pieces; work with middle school art department to select prints; manages volunteers.

Website: Service. Acts as web master for hainepto.org website; manages technical aspects of keeping website up to date and current; works closely with 2VP who is responsible for content management. Tasks are done from home.

Yearbook: Service. Produces 2 yearbooks each school year –one for the elementary building and one for the middle school building; responsible for all aspects of planning, creative processes, candid photography, production, sales and distribution of yearbooks; works closely with yearbook vendor; some chairs are dedicated to taking candid photos throughout the school year, and page creation, which occurs primarily in the school building; some chairs are dedicated to business aspects of sales and distribution which occurs primarily from home.