**Northwestern Primary School PTO Committees 2016-17**

**Head Homeroom Parent: All Year**

The HHRP is responsible for introducing yourself to the other homeroom parents and working with the teacher in your classroom. You help by delegating various tasks to homeroom parent volunteers. Also, responsible for organizing both holiday parties by contacting HRP volunteers as well as party committee members via email one month before the party, make a list of whose attending (final list to be submitted to PTO Vice President one week prior to the party), games, as well as providing a snack for the party. Any questions about duties should be directed to the current PTO Vice President.

**Homeroom Parent: All Year**

The HRP volunteer their time to help with the classroom specific needs. Making copies, classroom activities etc. Homeroom parents should familiarize themselves with fellow HRP & their HHRP.

**Helping Hands: All Year**

This committee provides volunteers for any tasks that teachers at Northwestern Primary may need. They may assist with picture day, vision and hearing screenings, Etc.… Wherever volunteers are needed in a pinch, we call on Helping Hands to step up and fill in the gaps.

**Holiday & Event Décor: All Year**

This committee decorates the school hallways for any holiday or special occasion. They also purchase any necessary new decorations. Reasons to decorate are fall, Thanksgiving, Christmas, winter, Valentine’s Day, Dr. Seuss Day, St, Patrick’s Day, story walk, Easter and Memorial Day.

**Trash to Treasure: All Year**

This committee encourages the collection of General Mills box tops, Giant Eagle Advantage card Rewards, Apples for students ETC. This committee collects, counts, and submits all labels. Distributes information about the program. Great Committee for the busy mom who wants to help out but doesn’t have much time to come to the school.  This requires checking in every once and a while to collect box tops and organize them.

**Memory Books: All Year**

This committee is responsible for a yearbook for the student which incorporates pictures of students in their classroom along with a collection of photos taken at special events. This committee photographs events, reaches out to parents in order to collect photos. Then organizes, and submits photos for the book to be designed. As well as distributing order forms for books.

**Spirit Wear: September - November**

This is the school spirit fundraising committee. Items to sell with Blackhawk Cougar’s logo are decided upon and designed by this committee. Then made available for students and families to purchase to promote school spirit. This committee researches products and designs, selects the vendor, sets the dates of the sale as well as creating, distributing and collecting the order forms. . After completed orders are received and tallied, this committee sorts and distributes all items. Two distribution times must be given to accommodate working parents. **\**PTO requests that this event have a Co-Chair to share in the responsibility of the planning & executing.  It’s a big event & needs 2 Chairs.***

**Class Parties: October 26th & February 14th**

Help with games and activities. Fill in where needed for the Harvest Party and Valentines Party. HHRP should contact this committee one month prior to the date of the party.

**Book Fair: October 5, 6, 7 2015 and April 234**

One week during the fall a book fair is held, which provides an opportunity for students to purchase books. A buy one get one free book fair is also held during the spring. This committee not only operates the book fair but also coordinates set up and teardown including and not limited to corresponding with the Scholastic Agent, Doing final money count with the Treasurer and turning all final tally’s into the PTO and Scholastic**.**. **\**PTO requests that this event have a Co-Chair to share in the responsibility of the planning & executing.  It’s a big event & needs 2 Chairs.***

**Holiday Ornaments: December**

This committee coordinates the making of Christmas ornaments for students in each grade. This includes deciding on the age appropriate ornament (consult with art teacher about what to avoid) and the supplies needed. Creating a schedule for teachers as well as recruiting volunteers. Each student will make two ornaments that are used to decorate the school Christmas trees, then sent home as a gift.

**Celebration Books: November**

Students may purchase a new book for the library for a special occasion e.g. birthday or anniversary. That student will be the first one who may check out that book and will be recognized. This committee coordinates with the Librarian what books are needed and distributes such forms to the students. Labels are then placed permanently inside the book with the child’s name and reason for purchase.

**Jump – a – Thon: February 24, 2016**

This committee will be responsible for planning the jump-a-thon along with the gym teacher. You’ll be responsible for promoting the event (work with office secretary to create fun daily announcements), creating fliers, and pledge sheets. As well as finding sponsors, purchasing prizes, setting individual/classroom/school wide goals and organizing the awards assembly. The Jump-a-thon will take place in February in conjunction with “Have a Heart’ month. Yet, is NOT affiliated with AHA Jump for Heart. \***This is to be our BIG fundraiser in an effort to eliminate selling items throughout the year. It was very successful last year.** Adding local business sponsors this year will make it an even bigger success than last year.  **\**PTO requests that this event have a Co-Chair to share in the responsibility of the planning & executing.  It’s a big event & needs 2 Chairs.***

**Kindergarten & First Grade Gifts: Feb/March**

This committee decides on a gift that the PTO will purchase to be given to each kindergarten & first grade student. Second Grade gets Free Memory books.

**Family Fun Night: March 16th**

This committee plans a fun night for the families of Northwestern Primary to go hang out with each other at Sims bowling Lanes. This event has a big turnout. You’ll send out invites, track RSVP’s as well as correspond with the event coordinator at Sims prior to the event. **\**PTO requests that this event have a Co-Chair to share in the responsibility of the planning & executing.  It’s a big event & needs 2 Chairs.***

**Grand Day: April 16, 2016**

Grand day is a day for the grandparents or special people to visit the school, classroom, meet the teacher, and attend a short program presented by the students. It’s a fabulous event that is loved by all! This committee decides on the Theme as well as creating invitations to go home with students, creating the program for each grade level (music teacher will provide the outline) Decides on and purchases gifts for the grandparents. E.G. a carnation or sunflower. Has students create hallway art. (Art teacher assistance needed) Also recruits and coordinates volunteers needed for the day of the event that include: setting up, checking in and giving directions. This is a HUGE event!!!! But it’s worth all the work.  ***\*PTO requests that this event have a Co-Chair to share in the responsibility of the planning & executing.  It’s a big event & needs 2 Chairs.***

**Field Day: May 24, 2016**

The duties of this committee are to assist the Phys Ed teacher in planning the events of the day. As well as gathering volunteers to help at each activity station during field day. This is a full day of outdoor activities. Water bottles and popsicles purchased and labeled for the students. The gym teacher organizes all the games that will take place. All volunteers needed for the day are recruited and scheduled by this committee.

**Duties of the Committee Chairperson/Co-Chairperson**

* **It is the duty of the committee Chair/Co-chair to reach out and contact your committee prior to the event planning process. Preferably in the beginning of the year to familiarize yourself with one another. It’s recommended that all planning should begin at least a month prior to the event.**  (\*Any Committee requiring 2 chairs should start the planning process 2 months prior to the event.)
* **Please contact the President with any questions you may have. Volunteer lists that are gathered by the committee are to be turned into the Vice President a few days before the event.**
* **Any and all publications that need to be distributed MUST be submitted to the school Secretary for approval by the Principal before they can be sent home with students.**

* **The Chair/Co-chair will also need to make sure ALL purchases are kept within their committee’s budget, RECEIPTS along with a budget form printed off of the PTO website MUST be turned into the Treasurer at the close of the event.**
* **Let’s work together and make this school year awesome for our kiddos!**

**NWP PTO Board Members Contact INFO 2016-17**

|  |  |  |
| --- | --- | --- |
| **POSITION** | **NAME**Your text here | **EMAIL**  |
| President | Patricia Campbell | patriciacampbell@hotmail.com |
| Vice President | Karen Anderson | karensemail@know.com |
| Treasurer | Nicole Feeley | nicole\_feeley@hotmail.com |
| Secretary | Position NOT filled |  |

***NOTE: We still have a vacancy for the PTO Secretary. If you or someone who currently you know would be interested, please contact PTO President Patricia Campbell.***

☺ Thank you ALL so much for volunteering your time.

It’s appreciated more than you know!