

# Committees and Chairs

<b>Committees</b>	<b>Chair(s)</b>	<b>Time Commitment</b>
<b>Scholastic Book Fair</b>	<b>Nieccole Hilliard</b>	<b>At least twice a year plan fair and secure volunteers (fall and spring)</b>
<b>Box Tops</b>	<b>McKenzie Breihan</b>	<b>All year collection from students-submit to company at least twice a year</b>
<b>Corporate Rewards</b>		<b>Contact local businesses for easy fundraising opportunities (Papa John's for example)</b>
<b>Family Game Night</b>	<b>Opportunity Available!</b>	<b>Once a year- plan Family Game Night with Happy Up in November- get volunteers from student groups at middle and high school</b>
<b>Foreign Language (PTO sponsored but teacher staffed)</b>	<b>Casei Benton &amp; Jennifer Davin</b>	<b>Teachers organize and work with Foreign Language teachers from the YMCA</b>
<b>Laminating</b>	<b>Andrea McNamara</b>	<b>Weekly time in the school, depending on teacher need</b>
<b>Second Grade Celebration</b>	<b>Opportunity Available!</b>	<b>End of the year-May</b>
<b>Spirit Wear</b>	<b>Nikki Starbuck</b>	<b>Once a year- late fall take orders- submit to company and distribute orders to students</b>
<b>Fall Fling</b>	<b>McKenzie Breihan</b>	<b>Beginning of the year (September) Organizes volunteers from student groups at middle school, high school and parent volunteers- assigns tasks and make arrangements with vendors</b>
<b>Staff Appreciation</b>	<b>Laila Gagnon</b>	<b>4 times a year (once a quarter) organize parents to donate food/items for luncheons</b>
<b>Yearbook/Picture Day</b>	<b>Jennifer Birkenmeyer</b>	<b>Acquire photos taken throughout the year- organize picture day for fall and spring- work on yearbook design with principal</b>

- Committee Chairs must communicate regularly with the building principal and the PTO president.
- Any communication to be sent home to parents must first be shared via email with the building principal first.
- A year-long calendar must be developed with the principal at the end of the year, for the upcoming year and approved at the March PTO meeting.