

Dear Lomond Families,

Our Lomond PTO is in full swing getting ready for the next school year! We would like to invite you to get involved and have some fun!

Enclosed is a summary of the various event coordinators and committee roles for the 2017-2018 school year. We hope you will thoughtfully consider our invitation to continue in your present role, express interest in serving for the first time or in a new job, or just ask any questions you have about PTO and how we work together.

Please fill out the below form with your interests and return it to school in your child's backpack by March 1st. You can also contact me via my email below.

If you have a suggestion for a new role or event, let us know! Our calendar is constantly evolving and there is always room for new ideas.

Please consider how you can support our community in the 2017-2018 school year. We are eager to hear from you and answer any questions you may have.

Please check out Lomond Elementary PTO on facebook for upcoming events!
<https://www.facebook.com/Lomondpto/>

Rachel Peterson and Carrie Rhodes
VP Lomond PTO 2017
2018 Co-Presidents
Rachel.petersonNP@gmail.com
Momnow2002@gmail.com

Name	Email	Number	Current teacher	Grade Level	PTO Interests

President (executive board position): Determine and execute community-building, enrichment, appreciation, and fundraising efforts for the school year. Seek to include a representation of all Lomond families in events and school-sponsored activities. Plan and preside over bi-monthly PTO meetings and executive council meetings. Attend PTO council meeting and Superintendent's brown bag lunches. Requires written and verbal communication, accessibility, responsiveness, and commitment to Lomond.

Vice-President (executive board position): "In training" for President the following year; completes district-required use permits. Assists the president in all PTO duties as needed. Maintains database of all PTO job descriptions.

VP Communication (executive board position): Assists in maintaining communication to our Lomond families and Shaker school district. Given guidance and assistance to the weekly Lomond Loop organizer and to the Lomond PTO webmaster. Also maintains our Remind application.

VP Educational Enrichment (executive board position): Supports and helps other coordinators with assemblies, Book Nook, Chess club, Family nights, Just Around the Corner, 4th grade Memory books, Spirit days, WAVE (student newspaper), Field Day, Artist in Residence, and other after school family activities.

VP Financial Management (executive board position): Oversees all fundraising (laps for Lomond, pumpkin affair), box tops, bookfairs, grocery store rewards programs, and spirit wear.

VP Outreach (executive board position): Supports the coordinators of Blacktop Bash, Ice cream social, International Families Night, New families/New students, Pre-K bike parade and social, Father's walk, Raider Day, and Tour your school.

VP Parent Education and Advocacy (executive board position): Supports coordinators of for Health, Legislation, Community Builders, Special Education, and Room Rep Coordinator.

Treasurer (executive board position): Create and maintain the budget for the PTO. Deposit checks and other monies and write checks for reimbursements. Make sure people are paid on time, the accounts are balanced & reconciled, and we aren't spending more than we bring in.

Assistant Treasurer (executive board position): Deposit checks and other monies, write checks for reimbursements, and help our Treasurer maintain the budget. The idea would be to have this person move into the Treasurer role the following year.

Secretary (executive board position): Records minutes at each Executive Board and PTO meeting, forward to Webmaster for publication.

Nominating Chair (executive board position): Develops a slating committee made up of PTO executive council members, PTO members, and community members which helps fill open PTO slots for the following year. Works on developing a team of PTO members to serve Lomond Elementary.

Coffee on the Lawn: Usually done by incoming VP. Organizes food donated by our executive PTO members. Purchases coffee, drinks, and bagels. Obtains permit for tables. Organizes sign ups needed by our PTO for the 2018 school year.

Event Hospitality and Sitters: Organizes PTO meetings refreshments and obtains/pays sitters for our PTO events and meetings.

Teacher and Staff Appreciation: Help our staff feel our gratitude by helping to plan teacher inservice days, conference days, and an End-of-year lunch filled with treats, food, and notes of appreciation.

Weekly Electronic Newsletter: Helps organize the Friday Lomond Loop that comes via email! It provides useful information about what is happening at Lomond Elementary school.

Webmaster: Maintains Lomond PTO website and assists by disseminating information about current events, upcoming events, and Lomond Elementary school news via our Lomond PTO website!

Book Nook: Helps coordinate 4-5 "Book Nooks" per year. These are affordable book sales available to Lomond students during lunch. This person also maintains/buys a supply of new books for the students to purchase.

Chess Club: Coordinates with the chess club organization to provide a chess program for our students after school. Distributes sign up sheets and secures volunteers to be there during pick up times after school.

Family Nights: The sky's the limit! Helps to coordinate events, movies, or educational enrichments activities for students and their families. Open to new ideas!

Field Day: Coordinates with our gym teaching staff to provide a field day for our students in the spring. Helps coordinate donations for a healthy snack after participation.

Just Around the Corner: Work with the school nurse and volunteer practitioners to schedule and provide logistical support for 2 separate evening conversations at Lomond (one for girls, one for boys) about puberty and adolescence. Helps put together and purchase self care bags and a book for each student.

Wave (Student newspaper): Helps students write a quarterly newspaper with current Lomond news, interview teachers, showcase community members and students.

Father's Walk: Helps coordinate the annual "father's walk" at Lomond Elementary. Coordinates dates, times, flyers, and donuts/coffee.

Raider Day: Works with Shaker Heights PTO Executive Red Raider Day Coordinator to help advertise ticket sales, collect money for tickets sales, and distribute tickets home with the students for the Shaker Heights Football team's Red Raider Day Game.

Works with PTO to donate 3 bags of spirit wear to be auctioned off on game day!

4th Grade Memory Books: Coordinates collection of pictures (memories) for the 4th grade class during their time at Lomond Elementary. Compiles the pictures into a memory book given to each 4th grader.

Spirit Days: Plan 2 different weeks during the school year to have specific spirit days. Coordinates with Lomond Administrative staff.

Pumpkin Affair: 2 co-leaders. Plans and coordinates a committee for a fun fall time festive for our school.

Spirit Wear: Looking for co-leader. Assists in the ordering, organization, and sale of all Lomond Spirit Wear. Usually sold at any fundraising event, blacktop bash, and ice cream social.

BlackTop Bash: Kick off event at the beginning of the year. Recruit volunteers to help organize the event. The event usually includes pizza, drinks, bounce house, and other fun activities.

Ice Cream Social: The end of the year event. Recruit volunteers to help organize the event which includes ice cream and toppings and other fun activities.

International Families night: This is an amazing night to display Lomond's diverse population! Assist the staff to coordinate songs, dance, food, and tables from around the world. Looking for multiple volunteers.

New Families/New Students: Helping our new families feel welcome in their new school. Help them sign up for the PTO newsletter, coordinate tours of the school, assist in phone calls to new families if needed. Works closely with the school.

Pre-K Bike Parade and Social: Held in the spring for incoming Kindergarten students and their families. Kids decorate their bikes and get to know one another. Coordinates volunteers, purchases snacks, secures a school bus for a test ride, and gathers supplies to decorate bikes!

Tour Your Schools: Help lead groups of community members through our elementary to show them the amazing things our children learn. 1-2 times per year.

Community Builders: We are looking for another co-leader. Promotes dialogue to appreciate and welcome people of all backgrounds. Coordinates efforts to bring the school community together. May include service projects and other fun events.

Health and Safety: We are looking for another co-leader. Collaboration with the school nurse for health fairs and walk your child to school day. Could sponsor the sale of bike helmets, distribute meaningful literature to families.

Legislation: Disseminates information regarding education legislation, testing information, common core information, and during a levy relays information and encourages volunteer participation.

Special Education: Works with the PTO council Special Education Chair to promote Special Education Parent meetings. Works with the parent mentor for families with children who have special needs.

Room Rep Coordinator: Comes to Coffee on the Lawn on the first day of school to help sign parent volunteers up to help out in their child's classroom. Holds 1-2 room rep information and sign up sessions. Distributes welcome folders and sign ups during these sessions. Maintains email contact with room parents throughout the year to remind them of upcoming events and parties where teachers may need parent volunteers.