

HWS PTO COMMITTEE DESCRIPTIONS

(updated 5/1/2026)

Alliance for Early Education Liaison

A member of the parent community attends regular Alliance meetings and works with the PTO to promote Alliance events and Teacher Impact Fund. The Alliance for Early Childhood is a collaborative, community organization that supports and guides families and educators to nurture the healthy, well-rounded development of children from birth to eight years old. The Alliance coordinates “play” opportunities for children in our community. This position can be combined with FAN liaison.

Back to School

In the weeks prior to school, this committee will distribute yard signs for all Hubbard Woods students. Responsibilities also include hosting parent coffee the first week of school; historically. The committee will also collect yard signs and return to school after school starts.

Bike Rodeo - 2nd Grade

In conjunction with the police department and the local Boy Scouts, all three Winnetka elementary schools host a “Bike Rodeo” in May for 2nd graders. Students engage in bike safety checks and education. Thereafter, 2nd graders may bike to school alone.

Book Fair

Typically held in mid-November, the PTO hosts a book fair in the Resource Center. We work with the RC Director (Liz Delzell) and the book fair company to ensure success. It is typically held over two days, with takedown taking place on a third day. Proceeds get directly applied to RC needs.

District School Board Meeting Liaison

A member of the parent community attends (in person or virtually) monthly school Board meetings and sends a brief summary to the PTO executive board.

Family Action Network (FAN) Rep

A member of the parent community attends FAN meetings and works with the PTO to promote FAN events. FAN is an organization that curates a high-quality speaker series with the goal of “present(ing) fresh ideas that elevate minds, expand hearts, and make the world a better place.” This role can be combined with Alliance for Early Childhood rep.

Field Day

Led by the KW staff, the PTO helps to plan and execute Field Day in early June. This includes coordinating parent volunteers and other day-of assistance (making water balloons, providing water and being available for any additional needs during the event).

Fourth Grade Farewell

On one of the last days of school, the PTO organizes a special celebration for the 4th graders. This typically involves fun games and treats (last year was an ice cream truck) and is followed by the viewing of the 4th grade farewell video in the auditorium. This video is created by the PTO. Parents also attend the video viewing.

Green Team

PTO volunteers help manage the school recycling/composting programs in the lunchroom. These members of the parent community also represent HW at monthly District Green Team meetings. These volunteers work with the principal and staff to promote Earth Week events in April, and other green-related events throughout the year.

Grounds

PTO volunteers organize committee members to plant/water school planters a number of times throughout the year.

Kindergarten

The PTO Kindergarten Committee is typically chaired by parents who have already had a Kindergartner and have another entering Kindergarten. These volunteers coordinate a Back to School Kindergarten popsicle party, assist with the District's Kindergarten Connection event in August, and help with any other Kindergarten needs throughout the year.

Lost & Found

A member of the parent community helps keep the Lost & Found area organized and tidy. This includes regularly coming into school to check items for names, keeping an updated picture in our communications, and washing/preparing items for donation three times a year.

Mayfest

Mayfest is HW's biggest annual fundraiser. Consisting of a playground carnival and raffle, the event is typically held on the third Sunday in May.

Month of Service and Learning

MOSAL is a month-long school-wide service project connected to service learning curriculum. Every year a new organization is chosen for the project. Over the past three years, this committee has worked to create a month+ long project-based service learning curriculum. This is an incredible program and one that is unique to Hubbard Woods. It is also exemplary of Hubbard Woods' passionate and dedicated staff.

New Family Welcome

At the end of the summer, the PTO obtains a list of families new to Hubbard Woods from the District. This committee matches each new family with a buddy family, who welcome and assist new families throughout the school year. There is typically a new family social gathering either prior to the start of school or immediately thereafter.

On-Call Volunteers

The PTO has a very large group of on-call volunteers who help as unexpected volunteer needs arise throughout the year.

Parent/Staff Party

The PTO coordinates an annual party for parents, teachers and staff. Staff attend for free and it's a wonderful opportunity to connect with the school community.

Picture Day

The chair of this committee will coordinate with Stuart Rogers day of logistics for picture day. A small number of parent volunteers are needed for the committee to be at school to assist with Picture Day.

Pizza Fun Lunch

On a number of Fridays throughout the school year, the PTO coordinates Pizza Fun Lunch. It is a PTO fundraiser but runs through our hot lunch vendor, Marla's. Parent volunteers will be at school on these days to assist with lunch distribution. PFL days are pre-determined with Marlas.

Related Arts Liaison

Parent volunteers help the related arts team set up for the winter and spring presentations, the 4th grade chorus performance and assist, if necessary, with the spring strings concert.

School Supplies

The PTO purchases supplies in bulk in late summer. The staff fills out a master form and submit requests to a joint staff and PTO committee. Large storage cabinets and bins (located in the staff lounge) hold extra supplies as well as items that can be reused annually. Committee members need to be available the week before school begins to help sort and deliver supplies.

Social Committee

PTO volunteers coordinate 2 social activities for families and parents throughout the school year. One is typically for families and one is for parents only.

Staff Lunches & Treats

Throughout the school year, the PTO caters lunches and "treats," including snacks at some of the staff meetings. They also provide meals for evening teacher events, and regularly (about every other week) stock lounge drink fridge.

Staff Lounge Decorations

New in 2026! PTO volunteers work to decorate staff lounge bulletin boards seasonally, coordinate new decor or furniture, and make recommendations for better use of space as needed.

Teacher/Staff Appreciation Week

Hubbard Woods celebrates Teacher & Staff Appreciation week during the first week of March; this differs from the national week, because we host Mayfest in May (during which we ask for significant parent donations). Parent volunteers plan and coordinate a week-long schedule of events.

World Travelers

Family members in the Hubbard Woods community with international ties create a presentation on different countries around the world. World Travelers weeks may include an assembly and/or themed hot lunch items. The Chair coordinates the call for family volunteers, scheduling, and planning. A teacher liaison will also support the family in the planning process.

Yearbook/Class Photographers

Design and develop the school yearbook and coordinate with the yearbook company. Coordinate classroom photographers and ensure photographers are at large school events. Classroom photographers take pictures and develop class-only pages. This role is on-going throughout the year.