

## **2023-24 HWS PTO COMMITTEE DESCRIPTIONS**

### **Alliance for Early Education Liaison**

Represent HWS at regular Alliance meetings and work with Communications to promote Alliance events. 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.

### **Back to School**

Kick off the school year with distribution of yard signs and a parent coffee on the first day of school. Must be available the week prior to school starting.

### **Bike Safety**

Ideal for a 2nd grade parent. Plan and coordinate outdoor bike safety event ("Bike Rodeo") in May for 2nd graders. Coordinate with our local Boy Scouts troop, the School district, and the police department.

### **Book Fair**

Work with book fair company, Resource Center director, and committee to organize annual book fair fundraiser for school Resource Center (library). The book fair will be held the week of November 13th (set-up, Book Fair on 11/15 and 11/16, take-down).

### **District School Board Meeting Liaison**

Attend (in person or virtually) monthly school Board meetings and send a brief summary to the PTO executive board.

### **Family Action Network (FAN) Rep**

Represent HW at regular FAN meetings and work with PTO Communications 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.”

### **Field Day**

Work with HW staff to plan and execute Field Day in early June. This includes ordering t-shirts, coordinating parent volunteers, and other day-of assistance (making water balloons, providing water and being available for any add'l needs during the event).

### **Fourth Grade Farewell**

Organize farewell events for Fourth Grade students and parents at the end of the school year. Select a theme, order t-shirts/swag and plan activities for 4<sup>th</sup> graders to enjoy.

## **Grade Level Parent Party Chairs**

Coordinate a grade level parent gathering in the fall semester. You pick the location, date and time!

## **Green Team**

Manage school recycling/composting programs and coordinate parent lunchroom volunteers. Represent HW at monthly district Green Team meetings. Promote Earth Week events in April and consider ideas for an assembly.

## **Grounds**

Organize committee members to plant/water school Planters 3x/yr, coordinate a school-wide Fall Clean Up, and coordinate care for Butterfly Garden.

## **Hot Lunch**

Act as the liaison between our lunch provider and HWS and families, with the support of PTO Exec. Help influence menu choices, provide input on dates services are not needed, and coordinate hot lunch volunteers if needed.

## **HW Construction Liaison**

Mostly a 2023 summer position. Beginning in June, communicate with Exec about status of construction and assist with other construction-related tasks (potentially securing volunteers for move-in in August/delivering thank you note to neighbors, etc.)

## **Kindergarten**

Ideally for a parent who has already had a Kindergartner and has another entering Kindergarten. Coordinate Back to School Kindergarten popsicle party, assist with Kindergarten Connection on August 21 and 22, and any other K needs throughout the year.

## **Lost & Found**

Keep the Lost & Found area organized and tidy. Three times a year, check for names, add a picture to The Item, wash and prepare for donation.

## **Mayfest**

Organize HW's biggest annual fundraiser, a playground carnival and raffle in May! You and your team will solicit donations, purchase items and create a book for the raffle, coordinate rides/inflatables with vendors, coordinate/set up games for each classroom to run during the event. The event is on Sunday, May 19.

## **Month of Service Liaison**

Serve as a liaison with the Month of Service faculty committee to help execute their plan. Begins in October with the majority of the effort taking place throughout January.

## **New Family Welcome**

Match up committee members with new families (Buddy Families) in late July/early Aug, coordinate New Family Popsicle party before school, assist/welcome new families who join throughout the year.

## **On-Call Volunteers**

Not sure of your availability, but interested in helping as needed? On-call Volunteers will be contacted when extra hands are needed!

## **Parent/Staff Party**

Coordinate our annual party for HW parents, teachers and staff! Preferably in Fall, select a location, coordinate décor, light food/refreshments and possibly entertainment. Date and venue selection should take place before the start of school.

## **Picture Day Chair**

Manage school picture day on September 13. Communicate with photography studio and coordinate parent volunteers to supervise classrooms.

## **Pizza Fun Lunch**

Coordinate ordering process and purchase apple sauce for Pizza Fun Lunch two Fridays per month throughout the school year. Coordinate committee member parent volunteers to assist on Pizza Fun Lunch Fridays.

## **Related Arts Liaison**

Recruit volunteers to help set up for Winter/Spring presentations, set up a 4th grade chorus performance, and recruit a parent (ideally with a strings student) to help set up Spring Strings Concert.

## **School Supplies**

Manage and promote the PTO school supply sale in August and assist new families with purchasing supplies as needed throughout the school year.

## **Social Committee**

Coordinate social events for HW families! This could be a simple coffee in Mann park, movie in the park, a luncheon at a local venue, adult yoga, kids dance party, kids Bingo night – whatever brings our families together!

## **Spirit Wear Chair**

Manage and promote PTO sale/s of school branded merchandise for families and staff!

### **Staff Lunches & Treats**

Coordinate 5 lunches and other treats for HW staff throughout the school year, starting on August 30th and 31st. This includes selecting a food provider, selecting the menu, setting up (with minor décor) and cleaning up.

### **Summer Social Gathering**

Organize four grade-level summer popsicle meet-ups the week of August 14th for grades 1-4.

### **Teacher/Staff Appreciation Week**

Plan a special week (week of March 4th) to thank HW teachers and staff including daily treats and lunch on Friday.

### **Website Coordinator**

Assist Communications with updating and improving PTO website on an as-needed but ongoing basis. Ideal for someone with web design and/or WordPress experience.

### **World Travelers**

Coordinate three internationally themed presentations and front entry decorations. Consider working with related arts teachers (language, music, art) to promote the spotlight location. Also consider if an assembly would be appropriate.

### **Yearbook**

Manage sign-ups of classroom photographers at the beginning of the year. Meet with Class Photographers and provide guidelines for pictures. Attend (or assign someone to attend) special school events (daytime and evening). Gather and sort pictures. Work with committee to design and create yearbook. Work with Treasurer to coordinate online PayPal payments.