

Woodland Elementary PTO Committee Descriptions

We hope that this document will help you understand a little more about what each PTO committee does and allow you to volunteer for a committee which best suits your talents.

BATTLE OF THE BOOKS CO-CHAIRS: Battle of the Books is a reading competition for 4th and 5th grade students which take place during the winter/spring. Battle of the Books committee is responsible for meeting with Battle of the Books committee in Portage School District, organize/coordinate coaches/teams, work with 4th & 5th grade teacher to schedule kick off, group students (4-6 students) with coaches to set up teams, Organize local battle, Teams compete in a “Woodland Battle” and then the top placing teams go on to battle against other Portage schools. This is a Winter/Spring in-school, during school commitment.

CIRCLES CHAIR: The CIRCLES committee is responsible for coordinating activities, events, and planning displays to provide learning opportunities to promote inclusion and cultural awareness in the school environment. Additionally they support the teacher with resources, communicate with administration & organize/coordinate the volunteers. This is a year-round in-school during school commitment.

ENRICHMENT CHAIR: The enrichment committee is responsible for helping staff organize the field trips for each grade which are held in the spring. Organizing the field trips by writing, copying and distributing information for the staff or for the students. This is an early spring in-school/from home commitment.

FAMILY MOVIE NIGHT CO-CHAIRS: The Family Movie Night committee is responsible for running two movie nights which are held in November and March. Organize the night, choose an appropriate movie to show, organize the purchase of refreshments, organize/coordinate the volunteers to serve the refreshments before the show, during an intermission, monitor the behavior of the students during the event and deal with any issues which may arise, setup/cleanup of the gym. This is a Fall/Spring in-school/from home commitment. A few hours of your time the week before, a few hours a couple of days before, and most of the day of the events. Two events per school year usually the 1st Friday of the month November & March.

5TH GRADE FAREWELL- 4TH GRADE CO-CHAIRS: The 5th grade farewell - 4th grade chairs assist the 5th grade farewell chairs before and during the 5th grade farewell celebration and then the following school year become the 5th grade farewell co-chairs. This is the end of the school year in-school/from home commitment.

5TH GRADE FAREWELL CO-CHAIRS: The 5th grade farewell is a celebration held at the end of the school year to celebrate the 5th grade students reaching the end of their Elementary School education. The 5th grade farewell chair committee is responsible for organizing the collection of money from students, designing T-Shirts, organizing the food for the party, collecting photos and videos to make a slideshow presentation, organizing games for the field day, liaise with gym teacher. There may be additional meetings with other committee members as this is generally quite a large committee. This is the end of the school year in-school/from home commitment.

FUNDRAISING - BOX TOPS CO-CHAIRS: The Box Top committee is responsible for organizing volunteers to collect & count box tops sent into school by parents, submitting packet of counted box tops by submission deadlines: March and November, & providing total counts to the PTO Treasure. This is a year round in-school/from home commitment.

FUNDRAISING - CORPORATE & GRANT CHAIR: The Corporate & Grant committee is responsible for Organizing companies who give the PTO “free money” like Harding’s Community Card, & Amazon Smile, seeking out and applying for any available grants which the Woodland Wildcats PTO may qualify for. This requires internet access as you will need to renew current programs as well as look for additional corporate reward opportunities and look for additional financial grants which we are presently not benefiting from. This is a year-round from home commitment.

FUNDRAISING - RESTAURANT NIGHTS CHAIR: The Restaurant Nights committee organizes our Restaurant Night's: Main St Pub, Chuck E Cheese, Culvers and Blaze Pizza ect.....We hold approximately one a month. Booking Restaurants in advance, place advertising posters around school in order to raise the profile of the event. Chuck E Cheese is held once a year in Spring, Culvers restaurant nights are also held twice a year (October and March) Organize/secure staff volunteers to act as servers, advertise the event and help on the night itself. Man St Pub, Blaze Pizza and others require little time from volunteers except advertising around school to remind students of the event. This is a year round in-school/from home commitment.

FUNDRAISING - WALK FOR WOODLAND CO-CHAIRS: Walk for Woodland is our largest fundraiser and is held in the Fall (early October). The Walk for Woodland committee is responsible for organizing volunteers, seeking out sponsors/donations from local businesses, getting donations of water & oranges, decorate the display case at the front of school, designing the t-shirts and offering sales to parents etc. Make the day of the walk run smoothly by organizing the volunteers, setting up the track, handing out lap bands as the children run, serving refreshments etc. After the event collecting the final sponsorships and counting the money, helping to distribute prizes to the students who raised pledges, ensuring that all companies who donated have received recognition and thanks for their donation. This is a Summer/Fall in-school/from home commitment.

FUNDRAISING - WOODLAND SPRING FLING DANCE

CO-CHAIRS: The Woodland Spring Fling Dance is usually scheduled sometime in Spring between mid February & beginning of May depending on year. The Woodland Spring Fling Dance committee is responsible for organizing the dance, decorating, coordinating volunteers, purchasing refreshments, decorating the gym, and advertising the event. This is a Spring in-school/from home commitment.

GARDEN & LANDSCAPE CHAIR: The Garden and Landscape committee takes responsibility for maintaining the appearance of the garden areas around and in the school. Organize volunteers to weed certain areas, plant, & maintain areas around the school. This is a year round commitment.

HOSPITALITY OPEN HOUSE/ICE CREAM SOCIAL CO-CHAIRS: The hospitality Open House/Ice Cream Social committee is responsible for providing refreshments to families who attend the Open House in September. Finding/organizing volunteers, to help setup/tear down, organize the purchase ice cream and drink for the event, & coordinate with the principal to get teacher para pro/ title one/ and or reading specialist to serve ice cream during Open House itself. This is a Fall in-school/from home commitment. A few hours of your time the week before, a few hours a couple of days before, and most of the day of the events. One event per school year is usually the second Thursday in September.

MEDIA CENTER CHAIR: The media center committee is responsible for supporting the teacher in charge of the media center. organize/coordinate the volunteers, to help with re-shelving or supporting students during media lessons. This is a year-round in-school during school commitment.

MILEAGE CLUB CO-CHAIRS: Mileage club is our running club which happens during recess time twice a week in the spring between 10:30-1:30pm. The Mileage club committee is responsible for organizing/coordinating the volunteers, keeping the resources stocked and the volunteers informed of their role, keeping track of punch/laps cards that the students run and giving out “prizes” as appropriate. Volunteers can offer as many/few sessions as they can manage. Also need to liaise with the Amway River Bank Run each January to renew the current program. This is a Spring in-school during recess time commitment.

OUTDOOR SIGN CHAIR: The Outdoor Sign committee is responsible for changing the marquee sign as needed with events. This is a year-round, weekly/monthly depending on events commitment.

PTO BULLETIN BOARD CHAIR: PTO bulletin committee is responsible for changing the PTO Board with current events and activities. This is a year-round, weekly/monthly depending on events commitment.

SAFETIES CHAIR: The Safeties committee is responsible for helping the Woodland teachers who oversee the 5th grade safeties organize end of year certificates/small gifts for the 5th grade students who have been safeties for the school year. Additionally, providing hot chocolate in the morning to safeties during the very cold weather. This is a Winter in-school during the mornings of cold weather months, as well as the end of school year in school commitment.

SCHOOL PICTURES CHAIR:: The school picture committee is responsible for ensuring that school picture day Fall/Spring is organized in a structured way. Organize/coordinate the volunteers, collect students from each classroom and escort them to have their picture taken, distribute forms to the students, and help to ensure that students look their best for photos. This is a one-day twice a year in school during school commitment.

SPIRIT WEAR CO-CHAIRS: The spirit wear committee chair is responsible for organizing & advertising the sale of spirit wear to woodland families during conferences twice a school year November and March. This is a Fall/Spring in-school/from home commitment.

TEACHER APPRECIATION CO-CHAIRS : The teacher appreciation committee is responsible for bringing in food/drinks as requested for teacher appreciation meals which happen during conferences (November and March) as well as at the beginning of year, holiday, teacher appreciation week, & end of the year. This is a year-round in-school/from home commitment.

YEARBOOK CO-CHAIRS : The yearbook committee is responsible for taking photos for the yearbook as well as setting up the layout of the yearbook. Organize/coordinate the volunteers, to take photos of class and grade events e.g. parties, assemblies, field trips, parades, & PTO events, organizing & advertising the sale of the yearbook to woodland families, send photos collected to Lifetouch by deadline for yearbook at the end of school year. This is a year-round in-school during school ~ weekly/monthly depending on events commitment.