

Master Committee List & Description

- ☆ Art Masterpiece: Coordinates with classroom art-masterpiece classroom volunteers. Ensures each classroom has lessons scheduled and adequate volunteers. Maintains supplies and coordinates with PTO Board when new supplies need to be ordered. *This is a year-long commitment.*
- ☆ Box Tops & Labels for Education: Collection and counting of box tops & labels monthly. Hangs banners, notifies office of winners, plans/executes reward for winning classes. Counts and prepares packages for mailing after collections. *This is a year-long commitment.*
- ☆ Character Counts Recognition: This committee will work with Mr. Smith on a monthly basis to recognize the students of good character from each classroom. This may include: an ice cream sundae at lunch, taking pictures of students with Mr. Smith to be placed in a card, etc. *This is a year-long commitment.*
- ☆ Dad's Club: Meets monthly and plans events throughout the school year. *This is a year-long commitment.*
- ☆ Freedom Gear Sales: Maintains inventory of apparel & Spalding in coordination with vendor, fulfills orders placed in front office regularly, and attends school events to help promote sales. Maintains organized records of sold items for future planning. Generates ideas for new items or items to discontinue due to low sales. *This is a year-long commitment (although, the heaviest time commitment is during the first quarter)*
- ☆ Harkins Cups & Summer Movie Fun: Cups are sold in October/November and Summer Movie passes are sold in January February. This group manages sending home order forms, collecting/tracking parent orders, submitting orders to Harkins then delivering orders to students. *The listed months are the only commitments from this committee.*
- ☆ Junior Achievement: We could use volunteers willing to teach lessons, many times classrooms struggle to get enough volunteers to teach the lessons. *The commitment is only to teach one lesson.*
- ☆ Restaurant Fundraising: This committee plans the restaurant fundraisers throughout the year. Contacts businesses, schedules dates fitting to the school schedule, arranges for fliers/stickers/etc to be sent home with students, and promotes/advertises events. *This is a year-long commitment.*

- ☆ Room Parent Coordinator: Assists with PTO and teachers as a liaison between each classroom's room parents. Aids room parents with ideas for classroom celebrations, teacher gifts, etc. *This is a year-long commitment.*
- ☆ School Cents: This is the first year we were approved to participate in the School Cents program at San Tan Village. More info can be found here: <http://www.shoppingpartnership.com/> *This is a year-long commitment.*
- ☆ Spirit Day: Correlates with Student Council students and Box Top committee to count and total the Spirit Day shirts in each class to determine the winning class. Executes reward for winning class. *This is a year-long commitment (only needed on Spirit Days and days when reward is given to winning class)*
- ☆ Teacher Appreciation: is responsible to acknowledging all staff birthdays, planning meals for the staff on all in service days (5) & parent-teacher conferences (2), coordinating Teacher Appreciation week in May, stocking the Hot Chocolate/Coffee when the weather cools off, and any other ways to show the staff appreciation. *This is a year-long commitment*
- ☆ Volunteer Coordinators: These volunteers would aid the PTO in ensuring we have volunteers for events held. This includes reaching out to parents on our Master Volunteer List (we provide to you) as well as utilizing local high school students that need community service hours. *This is a year-long commitment*
- ☆ Workroom Upkeep: This is a committee that will assess the needs of the teacher workroom to ensure supplies and materials are maintained and in working order. When more supplies need to be ordered, fixed, etc. This committee will submit a list to the PTO to be purchased. *This is a year-long commitment*
- ☆ Yearbook: Coordinates with staff representative and yearbook publishing company to produce yearbook. Collects and organizes pictures throughout duration of school year. Manages/confirms adequate pictures are taken for each class, event, etc. Compiles and designs yearbook with assistance of staff representative and yearbook company. Distributes and manages orders for yearbook. *This is a year-long commitment.*

☆ Frontier Day: *Frontier Day positions are partial year commitments; these duties are performed from the beginning of the school year through mid-November*

- Auction: Solicit and track incoming business donations. Prepare/plan auction set-up, execution and tear down. Ensures auction items are delivered to winning bidders.
- Classroom Booths: Organize/coordinate as a liaison with individual classroom Frontier Day parents for booth game set-up, execution and tear down.
- Rental Vendors: Solicit and secure vendors for attractions at Frontier Day (i.e. bounce houses, table rentals, DJ, etc.)
- Donations & Sponsorships: Help with maintaining our master business list, help mail donation letters to businesses, update/track incoming donations (to prevent double mailings), etc.

☆ Miscellaneous help: If you sign up for this section, we will send out random e-mails throughout the year when we need help for an isolated event/activity. (i.e. Character Counts ice cream lunch help, Wipe-Out Night volunteers, etc.)