

PTO COMMITTEE DESCRIPTIONS

Adopt-A-Book: Chairperson works with the Media Specialist organizing and collecting orders for new books to be donated to the Roosevelt Library. Chairperson orders or creates bookplates and helps librarian with necessary cataloging.

Bakes Sales: Chairperson organizes five (5) bake sales throughout the year which includes: parent orientation, three concerts, and open house. Duties include arranging for volunteers to bake and / or help sell baked goods at the bake sale.

Beautification: Chairperson purchases, plants, and organizes workers to help plant them at various time during the year. First planting is done prior to the first day of school.

Book Fair – Chairperson works with the Media Specialist setting up books from the vendor, scheduling workers, and collecting money. Workers spend a few hours helping children select and purchase books.

Box Tops, etc: Chairperson collects Box Tops and Tyson labels from classes, sorts and submits them to Box Tops and / or Tyson. Workers help cut and sort labels. Stop & Shop: reregister for this annually and promote it. Shoparoo: promote this fundraiser.

Bulletin Board & Showcase: Chairperson coordinates workers to decorate the PTO bulletin board in the main hallway and showcase outside the gym using school / seasonal themes.

Celebrations: Chairperson is responsible for ordering Teddy Bear cookies for Teddy Roosevelt's birthday in October and pizza for the last day of school celebration. Workers help distribute treats to the children.

Cookie Dough Fundraiser: Chairperson distributes catalogs and order forms, collects and tabulates order, and schedules workers to assist with distribution of orders. Workers spend a few hours on the day the orders are delivered to assist in sorting.

Field Day: This day is full of outside activities organized by the gym teachers. Chairperson enlists workers and purchases supplies and water. Workers also are need to assist with field events. Also, passes out ice pops during lunchtime.

Fifth Grade Breakfast: Chairperson coordinates the breakfast for the yearbook signing with juice and bagels for the students.

Fifth Grade T-Shirts: Chairperson oversees the selection of the design and orders the 5th grade t-shirts. This needs to be designed and ready for the 5th grade field trip at the end of April / beginning of May.

4th/5th Grade Talent Show: Need 2-3 parents to run this event in late May or early June.

First Day of School Packets: Chairperson coordinates flyers and forms with PTO board members and school officials. Workers assemble folders for distribution by teachers on the first day of school. Orders folders when necessary. This project takes place prior to school opening, usually late August.

Fitness Night: Organize an event at New York Sports Club in Ramsey for the children in early February. You contact the Sports Club in October to reserve the date. You prepare the flyer and forms with PTO board members. You collect money, find volunteers to chaperone the event, order food, and buy the supplies needed which you are reimbursed for.

Give Back Events: Chairperson coordinates different give back events (examples are: Alex & Ani, Tastee Pizza, Villa Rosa, etc.)

Great Lakes Scrip Orders: Chairperson is responsible for distributing orders forms, collecting and processing orders, scheduling delivery and distribution of orders.

Ice Skating Party: Chairperson reserves the rink for the day of the event, prepares flyer to be sent home, collect forms and money for event and handles all functions at the rink the day of the event.

Kidstuff Coupon Booklets: Chairperson is responsible for distributing order forms, collecting and processing orders, scheduling delivery and distribution of orders.

Kindergarten Registration: This is held in February. Chairperson coordinates workers to welcome parents and assist in passing out the folders and assigning numbers.

Membership Drive: Chairperson collects the PTO Membership forms and money. Makes a spreadsheet showing paid members and gives the list to the directory committee.

Mother's Day / Father's Day Sale: This sale provides the children a place to shop for gifts for their parents, grandparents for Mother's and Father's Day. The chairperson contacts the vendor to order merchandise and purchases additional items from local dollar stores, etc. to supplement vendor items. Also, schedules workers and sets up sale for the day of the event. Workers assist with helping the children purchase gifts.

Nominations: Sends out flyers for the PTO Board Nominations to go home at the end of March, collects the flyers, checks with Membership Committee to make sure they attended 50% of PTO Meetings through March and contacts people nominated. Present nomination at April and May PTO Meetings. Handles the voting at the May PTO Meeting.

ROAR Culmination: Chairperson, usually, a 5th grade parent, works with the ROAR Officers to provide a celebration for the 5th graders who have completed the ROAR Program.

Scholarship Committee: Committee shall consist of one PTO Board Member and two paid PTO Members. They review the scholarship applications for the high school seniors at the end of March / beginning of April. PTO President usually makes the presentation at the High School Scholarship ceremony in May.

Sign Coordinator: Chairperson will arrange, along with the principal and PTO board members, the messages to be posted on the Roosevelt sign. Sign will be updated as necessary throughout the year.

Socials: Chairperson organizes the two PTO socials which include the holiday meeting in December and the last meeting of the year in June.

Sportswear: Chairperson arranges with supplier to purchase merchandise with Roosevelt logo. Collects and processes orders. Workers assist in sorting and distributing orders.

Spring Breakfast: Chairperson plans menu and purchases food, beverages, paper products and decorations. Sells tickets in advance, coordinates schedules for workers, and oversees setup and clean up. Workers help set-up, clean-up, prepare food, and assist at tables.

Spring Candy Sale: Chairperson is responsible for distributing orders forms, collecting and processing orders, scheduling delivery and distribution of orders. Workers are needed to assist the day of delivery.

Staff Appreciation Breakfast: Chairperson arranges for continental breakfast to be served in the teacher's room in May.

Staff Appreciation Luncheon: Chairperson decides on theme and menu, schedules workers to prepare and / or purchase food, paper products, decorations, etc. Workers help with set up, clean up, and serving.

Telephone Directory: Roosevelt families who have joined the PTO are entitled to receive a directory, which includes the student contact information of those who choose to be in it. Chairperson receives member information from the membership chairperson and arranges layout for printing.

Tricky Tray: Chairperson oversees the event and solicitation of prizes, organizes workers, and oversees all aspects of the event. Supervises the selling of all tickets, collects money, and distributes prizes. Workers are needed in all aspects of this event.

Volleyball Game: Chairperson works closely with the teacher representative to organize a fun evening of volleyball for the entire family. Chairperson organizes refreshments, players and officiating.

Winter Holiday Boutique: This sale provides a place for children to shop for holiday gifts on their own. Chairperson contacts vendor to order merchandise, sets up merchandise to be sold when it arrives, schedules workers, collects money, and counts unsold items for return to vendor. Workers assist with set up and clean up and spend a few hours helping children select and purchase gifts.

Winter Holiday: Chairperson purchases candy cane pencils to be distributed to the children by Santa on the day of the holiday parties and coordinates a visit from Santa. Responsibilities also include set up and take down of holiday decorations in the main hallway.

Yearbook: Chairperson arranges for committee members to take pictures of school activities throughout the year. Supervises collection of photographs, does page layout, and submits final product for publication. Workers assist in layout, processing of orders, and distribution of yearbooks.