

PTO COMMITTEE DESCRIPTIONS

After School Programs

Help organize after- school activities such as Chess, Taekwondo, HipHop and more. Act as liaison for after school programs and the district. Coordinate with school Secretary for available rooms, max # of kids, pick up plan etc. Three times a year.

Back to School

Kick off the school year with distribution of yard signs and a parent coffee on the first day of school. Also assist with new family/kindergarten tours before school opens.

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 (who runs the event), the School district and 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 is typically held in November for two days in addition to set up and take down.

Community Outreach

Plan and execute outreach events in January/February. Work with teachers on organizing activities. Consider options for an assembly.

Faculty Fun Lunch

Coordinate 5-6 Friday lunches for HW teachers/staff throughout the school year, one being a welcome back to school lunch in late August. This includes selecting a food provider, selecting the menu, setting up (with minor décor) and cleaning up.

Field Day

Work with HW staff to plan and execute Field Day in late May. 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).

Fine Arts

Recruit volunteers to help set up for Winter/Spring presentations, set up a 4th grade chorus performance. Recruit a parent with a strings student to help set up Spring Strings Concert. Coordinate gift cert. for related arts teachers as needed.

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 4th graders to enjoy.

Girls On the Run

Parents lead a team of 3rd and 4th grade girls as volunteer coach. Coordinate with Girls on the Run program to focus on building social, emotional and physical skills. The group involves weekly meetings/runs after school from mid-Sept to mid-Nov and a 5k.

Green Team

Manage school recycling/composting program 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, plant/water Aunt Ruth's Garden, coordinate a school-wide Fall Clean Up and coordinate care for Butterfly Garden.

Hot Lunch

Act as the liaison between our lunch provider, 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.

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 school tours 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 a Sunday in May.

New Family Welcome

Match up committee members with new families (Buddy Families) in late July/early Aug, coordinate New Family Popsicle party before school, coordinate New Family Coffee in late Sept/October, 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 (ie live music).

Picture Day Chair

Manage school picture day in mid Sept. Communicate with photography studio and coordinate parent volunteers to supervise classrooms.

Pizza Fun Lunch

Coordinate ordering process with lunch vendor (new for 2022-23) and purchase a fruit/veggie for Pizza Fun Lunch two Fridays per month throughout the school year. Coordinate committee member parent volunteers to assist on Pizza Fun Lunch Fridays.

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!

Teacher/Staff Appreciation Week

Plan a special week in March to thank HW teachers and staff including daily treats and lunch on Friday. Solicit donations and purchase items for teacher/staff raffle. Create a Sign Up for families to donate items or money for raffle items. Coordinate purchasing options with Treasurer to create PayPal links.

The Alliance for Early Childhood Rep

Represent HW at regular Alliance meetings and work with PTO 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.

The Family Action Network (FAN) Rep

Represent HW at regular FAN meetings and work with PTO Communications to promote FAN events. It is a 501©(3) organization that curates a high-quality speaker series.

World Travelers

Coordinate three internationally themed presentations and front entry decorations. Presentations are digital and children will watch in their respective rooms throughout the day. Consider working with related arts teachers (language, music, art) to promote the spotlight location. Also consider if an assembly would be appropriate.

Yearbook

Coordinate assignment of Class 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.