



# Long Meadow PTO

[www.lmespto.org](http://www.lmespto.org)

## EVENT AND COMMITTEE DESCRIPTION SHEET 2017-2018

This document details information about the LMES PTO Executive Board Member Roles, LMES PTO Functions, Events, Fundraisers and Activities. **Please keep it in a safe place and refer to it as you need to.** ALL LMES PTO sponsored events and programs are made available through our parent volunteers' efforts and generous sharing of time and talents! Without your help our programs could not be offered. Volunteer opportunities may be during the school day, for a specific event or activity, or for work that can be done on your own time at home. Join our growing and innovative pool of volunteers to make these events a success and support our school community!

***We look forward to your participation in many of the PTO sponsored events and activities! Please let us know if you'd like to volunteer your time and talents! Contact us at [LMESPTO@yahoo.com](mailto:LMESPTO@yahoo.com)***

### **PTO EXECUTIVE BOARD FUNCTIONS: Oversight of all PTO sponsored events and activities**

**PTO Advisory/Board of Education Liaison:** Represents LMES at a monthly meeting held at the Board of Education office, where PTOs from across the district and Central Office are in attendance. The purpose is to discuss issues impacting our schools and to provide updates regarding current PTO/school activities. Reports information back to the LMES PTO.

**PTO Executive Board Meeting:** Attends monthly PTO executive board meetings to discuss and plan LMES PTO events and activities.

**PTO Meetings:** Plans for, organizes and attends PTO meetings for the LMES community (meetings are held 4 times per year). Meetings discuss past and upcoming PTO events, treasurer report, and topics of special interest.

**LMES PTO Budget:** Develops PTO budget for events, activities, and fundraisers for upcoming school year. Distributes current PTO budget at PTO meetings.

**Contracts:** Reviews and signs contracts for LMES PTO activities, i.e., Yearbook, Class photos, Cultural Arts, vendors, etc.

**Referendum Reminder:** Works with PTO Advisory to distribute information regarding Region 15 budget vote.

**Chairperson Search:** Identifies need for and secures individuals to be chairpersons of PTO sponsored events.

**Webmaster:** Maintains LMES PTO website with upcoming events, activities and important information. Uses email addresses of those registered on the PTO website to communicate PTO events, activities, fundraisers and other information. Updates chairperson information and volunteer positions.

**Website Overview:** Works with chairpersons and webmaster to maintain up to date information on the LMES PTO website regarding PTO sponsored events.

**Email blasts:** Sends emails to all individuals registered on the PTO website. Emails provide information on upcoming events, activities and fundraisers. The PTO website is separate from the LMES and Region 15 website. You MUST register on the PTO website to receive email blasts and important information from the PTO. Register on the PTO website NOW so you can stay connected! It only takes a few minutes and it's free! [www.lmespto.org](http://www.lmespto.org)

**Educator Grants:** Coordinates applications, distribution and financial documents of grant monies that are awarded to teachers/grades to purchase needed supplemental learning materials for their classrooms.

**Curriculum Enhancement:** Provides funding to grade level teaching teams to cover the full or partial costs of an in-house field trip designed to enhance and strengthen the Core Curriculum.

**Grants:** Researches, writes, and applies for grants to assist with LMES PTO fundraising efforts

**Direct Donation Fundraiser:** Coordinates, manages and publicizes one of LMES' **primary** fundraisers for the school year.

**Stop and Shop A+ Program:** A fundraiser that enables the PTO to earn “free money” by having families and friends register their Stop and Shop card numbers. The PTO is given a percentage of the sales made from purchases of card numbers that are registered. All cards must be registered on the Stop and Shop website. Publicizes the collection September - March.

**Box Tops for Education:** A fundraiser that enables the PTO to earn “free money” by encouraging families and friends to collect Box Tops for Education labels from food items and other products. Each Box Top is worth 10¢! Coordinates collection of Box Tops and publicizes program throughout the school year.

**On-Line Purchase Coordinator:** Publicizes and markets “The Fundraising Mall” (see description below).

**Fundraising Mall:** The Fundraising Mall is a marketplace for online shopping that lists hundreds of merchants (i.e., Amazon, Microsoft, Walmart). Every time you click on a merchant link and make a purchase, the PTO receives a donation from that merchant.

**Region 15 Perpetual Fund:** The charitable arm of the Region 15 PTO. Works with schools throughout the district to raise funds. This fund responds directly to the needs of Region 15 children who experience extraordinary medical conditions.

**Hospitality:** Coordinates food, baked goods and beverage items as well as set-up and clean-up for PTO sponsored events, examples include Kindergarten Orientation, PTO Meetings, Staff Appreciation Breakfast and events.

**Staff Appreciation Events & Staff Appreciation Breakfast:** Organizes staff appreciation events (held throughout the year.) A major staff appreciation breakfast is held once a year.

**Beginning of School Year/Open House Events:** Attends open house events to promote LMES PTO events, activities, and fundraisers to LMES families. At the beginning of the school year, provides families with information on planned PTO events.

**Kindergarten Orientation & Welcome Packet:** Attends kindergarten orientation. Provides an overview of the programs the PTO sponsors and promotes PTO events, activities and fundraisers to incoming kindergarten parents. Discusses opportunities for how parents can volunteer within the LMES community and provides a description of all PTO events, activities and fundraisers.

**Welcoming/Newcomers Committee:** Welcomes and provides information about PTO sponsored events, activities, and fundraisers to families that move into LMES community during the school year or over the summer.

**Publicity:** Works with all committees, chairpersons and community contacts to publicize LMES PTO sponsored events and activities.

**School Pictures:** Coordinates vendor and dates for pictures to be taken of all students and staff at the school. Pictures are available for purchase and used for school identification. Promotes and distributes information to parents.

**Yearbook:** Creates and publicizes an annual yearbook to the LMES students and staff. Requires a yearlong commitment to take pictures at all LMES PTO and classroom events (or coordinate volunteers for pictures). Coordinates working with the yearbook company regarding layouts, costs, and timeline.

**Photographers:** Photographers take pictures at school functions and PTO sponsored events and activities to be used for publicity and the yearbook. Provides guidelines regarding photographs to photographers. Works closely with the PTO, classroom teachers, and Publicity and Yearbook committees.

**Region 15 Volunteer Dinner:** Works with PTO Advisory to publicize, distribute invitations to, and attend the annual Region 15 Volunteer Dinner held at the end of April/beginning of May each year. District schools rotate the responsibility of planning this event.

**Volunteer Appreciation Recognition:** Publicly recognizes all of the PTO volunteers.

**Room Parent Coordinator:** Coordinates the distribution of information to Room Parents (Room Parent names are given to the PTO by the teachers). Provides information and updates to room parents throughout the year regarding holiday, teacher appreciation and end of year teacher gifts.

**Birthday Cards and Birthday Bulletin Board:** Writes and distributes cards to students and updates the Birthday Bulletin Board monthly.

**Leopard Sign:** Coordinates and posts birthday and school messages on the Leopard Sign. Encourages families to celebrate their child’s birthday at LMES by submitting a special birthday message and a donation to the PTO.

**Community Service:** Works to identify and coordinate community service and learning opportunities to the LMES community.

**Dine and Play:** Dine out nights are planned at various local restaurants. Percentages of the sales typically go towards special initiatives the PTO supports. Family Fun Nights (Play) are events the PTO sponsors to encourage families to spend some fun time together!

**Cultural Arts:** Coordinates and plans cultural art events held during the school day for LMES students. Works with the LMES staff to arrange dates, events, set-up/clean up, and to publicize events.

**Food Bank:** A yearlong event that collects mac-n-cheese for the Southbury/Middlebury Food Banks.

**Family Fun Nights:** Works on a committee to plan and run family fun nights throughout the year. Family Fun Nights may consist of movie nights, discounted local sporting events and more! This is a new committee this year!

### **LMES PTO MONTHLY EVENT DESCRIPTIONS (Approximate timeline of activities)**

#### **SEPTEMBER**

**Back to School Social:** An evening event at the beginning of the school year to meet fellow classmates, families and staff. There are games, music, activities and Italian ice. Help is needed to set-up, cleanup, and run games and activities.

**PTO Directory:** This optional directory is sorted by grade and contains LMES students' and parents' names, addresses, phone numbers and email address. Forms to be completed by parents are sent home in early September. Data is collected and assimilated at the beginning of the year and the directory is published and distributed by late October. Volunteers are needed to verify information. A contest for the cover of the directory is held. Most of this work can be done at home.

**Spirit Wear:** The online sale of LMES 'logo' clothing and items. Volunteers are needed to help with marketing, and distributing. Sales begin in September and run throughout the year. There are specials on free delivery a few times each year.

**Square 1 Art:** A fundraiser that offers students the opportunity to create an artistic picture that can be turned into unique products that display children's artwork. Assistance is needed to distribute art packets and collect finished artwork.

#### **OCTOBER**

**Fall Book Fair:** A 3-day event during the school day to provide children and parents with an opportunity to buy books. Help is needed to set up, breakdown and help children with book selections and payment. Also includes "Donate a Book": A program that coordinates book donations to the school library and teacher wish list and takes place during the book fair. Help is needed at the book fair and in creating bookplates.

**Muffin Mates:** A chance for a parent (or other adult) and child to have breakfast together before school. Help is needed to coordinate, setup, cleanup and serve during the event. It is held on one of the mornings of the Book Fair.

**Author / Illustrator (Fall):** An event that brings a guest author or illustrator to speak to LMES students. Assistance is needed to coordinate and publicize and works closely with the school librarian and other elementary schools. A second Author/Illustrator program is held in the Spring.

#### **NOVEMBER**

**Clothing Drive (Fall):** An event where LMES collects clothing and the school is paid by the pound for items collected. Help is needed to coordinate the collection and on the day of collection, usually a Friday after school and/or a Saturday morning. A second Clothing Drive is held in the Spring.

**Holiday Gift Drive:** A collection of clothing items for local families in need. Each class is assigned a specific child (age and clothing size) to buy items for. Help is needed with sign-ups, collection and delivery of items.

#### **DECEMBER**

**Staff Cookie Exchange:** Collection of cookies and sweet treats for the staff. Help is needed with sign-ups, collection and delivery of cookies.

## **FEBRUARY**

**Jump Rope for Heart:** An after-school event for the 5<sup>th</sup> graders. Students jump rope to raise money for the American Heart Association. This event is typically held around Valentine's Day. Volunteers work in conjunction with the Physical Education Teachers, organizes 5th grade parents to coordinate and set up refreshments and snacks, and to monitor jumping.

**Pie Sale:** An opportunity for families and friends to make their Spring celebrations spectacular by purchasing delicious Lyman Orchard Pies! All Lyman Orchard Pies are all natural and baked from scratch. Help is needed to organize and distribute pies (in March.)

## **MARCH**

**PJ Story Hour:** An evening event for children and parents where children come to school dressed in their pajamas to have stories read to them by parents and select LMES staff. Assistance is needed to develop a theme; coordinate parents to read in the classrooms (creates and sends home notices for parents to volunteer); and to coordinate refreshments. Works in conjunction with the school librarian.

### **APRIL is Long Meadow Leaps for Literacy Month:**

**Author / Illustrator (Spring):** An event that brings a guest author or illustrator to speak to LMES students. Assistance is needed to coordinate and publicize (create and distribute parent volunteer sheets as the date draws near), and works closely with the school librarian and other elementary schools.

**Spring Book Fair:** An event during the school day to provide children and parents with an opportunity to buy books. Help is needed to set up, breakdown and help children with book selections and payment. Also includes "Donate a Book": A program that coordinates book donations to the school library and teacher wish list and takes place during the book fairs. Help is needed at the book fair and in creating bookplates.

**Bagel Buddies:** A chance for a parent (or other adult) and child to have breakfast together before school. Help is needed to coordinate, setup, cleanup and serve during the event. It is held on one of the mornings of the Book Fair.

**Book Drive:** An event where students bring in new or gently used books to be donated. Volunteers are needed to advertise, collect and deliver the books.

**Dress Like Your Favorite Book Character Day:** The LMES community is encouraged to dress like their favorite book characters.

**Art Show:** A Region 15 Art Show is held every spring. Help is needed preparing artwork, moving artwork to and from the show, setting up and cleaning up, and coordinating volunteers to assist (creates and sends home notices for parents to sign up as a volunteer as the event draws near); Works in conjunction with the Art teacher.

## **MAY**

**Spring Fling (Family Dance):** An evening of family fun! Help is needed to plan, coordinate, setup and cleanup entire event. Includes dancing/games, a silent auction, raffles, and refreshments.

**Clothing Drive (Spring):** See description above.

**Mother's Day Plant Sale:** Children purchase plants during and after school hours the week prior to Mother's Day. Help is needed to plan, coordinate, setup, cleanup and to coordinate volunteers. During the week of the event, volunteers are needed in 1-3 hour shifts during and after school to aid the children with their selection and payment.

**Quassy Night:** A fun, family night at Quassy, exclusively for LMES and MES students and families. Help is needed to collect ticket orders and distribute tickets.

## **JUNE**

**Field Day:** This is a day of fun and games for the children held at the end of the school year. Assistance is needed the day of the event to set up, clean up and to run the games. This event is organized by the physical education teachers.

**Fifth Grade Moving on Party:** A special event for the 5<sup>th</sup> graders of LMES and MES at the end of the year. 5th Grade parents are needed to organize and plan the event. The day of the party, volunteers are needed to set up, clean up, bake, and run a variety of activities.