

## Committees for Beginners

The following list explains the different committees supported by PES PTO. If you are new to the PES community or just need a refresher, please read through and consider becoming a volunteer! There are volunteer opportunities available both during and outside the school day. There are committees that are responsible for single events and others with ongoing responsibilities. We hope you will find some opportunities that appeal to you.

Committee Name	Description	Timeframe
After School Enrichment	Twice a year, after school enrichment activities are offered to our students for a nominal cost. This committee creates and implements programming for after-school enrichment activities.	Winter and Spring
Author/Illustrator	The school invites authors and/or illustrators to speak to students about their work. This committee works closely with the media center to arrange the visit, book sale and flyers for the event(s).	March
Back to School Picnic (2018)	A fun event at the beginning of the year to welcome students and families back to school. Volunteers needed to serve pizza, ice cream and coordinate music and activities.	September
Board of Ed Liaison	Attend Board of Education meetings and report content back to PTO.	Ongoing (1-2 times a month)
Book Fair	Twice a year (fall and spring), the school hosts a Scholastic Book Fair. Volunteers are needed to help students find age and interest-appropriate books that fit their budget	November and May
Box Tops	Collection for Box Tops happens in October and February. Box Tops need to be counted, organized and sent in for redemption.	October and February

Breakfast & Ballots	Referendum Day, where the school and town budget are voted on, usually occurs in early May. The PES PTO hosts a before school breakfast on this day. Volunteers are needed to help stock food and for cleanup.	May
Bulletin Boards	The PTO is responsible for updating 3 bulletin boards near the entrance of school. These boards usually display seasonal or inspirational content for our students. Volunteers provide ideas and manpower to update the boards a few times a year.	Ongoing
Celebration of Reading	Read Across America Day is held on March 2, and the school hosts several activities in March to celebrate reading. Volunteers are needed to help plan and coordinate activities.	March/April
Costume Craze	Before Halloween, the PTO collects costumes from PES families. These costumes are sold at an event open to the public for a nominal fee.	October
Cultural Enrichment	Cultural enrichment programs are held at the school 2-3 times a year. Volunteers are needed to attend program showcases in September and May, present recommendations to the teacher committee, coordinate scheduling, sign contracts, and share background information about programs/artists with PES staff prior to the event.	Ongoing
Dancing Under the Stars	This annual dance is for all students. Volunteers are needed to help coordinate music, dancing, a photo booth and bake sale.	January/February
Directory	Each year, the PTO offers a PES community directory for sale. This committee collects contact information for our community, formats the book, arranges it for printing, processes orders and distributes the books.	September
Eagle Sign	A sign with our school mascot is displayed in our cafeteria and is available to rent. On a birthday or special occasion, the sign can be rented to celebrate a child's achievements. Volunteers coordinate the sales and update the sign.	Ongoing
Fall Fundraiser	Every fall, the PTO holds an annual fundraiser to encourage direct donations to the PTO. Volunteers are needed to help with the event.	September/ October

Family Nights Out	Through the year, evening events are held for families. In the past, these have included baseball games, dinners at local restaurants, meeting at a trampoline park, etc. Volunteers are needed to come up with ideas and coordinate with the community.	Ongoing
Fifth Grade Party	At the end of the year, a special celebration is held for 5th graders before they move on to middle school. 5th grade parent volunteers are needed to work with room parents/teachers to coordinate the party.	May
Flamingo Flocking	This fundraiser was added in 2017. The PES PTO owns a flock of pink plastic flamingos. This traveling flock can be rented to surprise family, friends and neighbors in Southbury. Anti-flocking insurance can also be purchased. Volunteers are needed to transport and assemble the flock as it moves through Southbury.	TBD
Free Money Programs	The PES PTO is able to raise a substantial amount of funds through passive fundraisers (A+ rewards, Amazon Smile, etc). This committee manages existing programs and looks for new opportunities to raise funds.	Ongoing
Grant Research and Writing	Volunteers are needed to research and apply for possible grants to support fundraising efforts for the PTO.	Ongoing
Hospitality	This committee provides refreshments at events like open houses and kindergarten/new family orientation.	Ongoing
Lost and Found	Volunteers catalogue unmarked items found at school, take pictures and invite parents to pick up items on certain dates. Unclaimed items are donated.	Ongoing - 2-3 drives a year
Merchandise	The PTO offers some items for purchase through the year, such as note pads and water bottles. Volunteers are needed to manage the sale of these items.	Ongoing

Movie Nights	Several times a year, the PTO hosts a movie night at school. The movie is shown in the gymnasium. Students are invited to bring pillows and blankets. Light refreshments are sold. Volunteers are needed to coordinate and advertise these evenings and sell refreshments.	Ongoing
Moving Up Ceremony	Every year, 5th graders have a Moving Up Ceremony to mark their transition to middle school. 4th grade parent volunteers are needed to help plan and coordinate this event.	June
Plant Sale	The week before Mother's Day, the PTO hosts a plant sale, where kids can purchase flowers and vegetables. Volunteers are needed to coordinate the sale and help children with their purchases.	May
Planters	Volunteers help maintain the planters in front of the school.	Ongoing
Publicity	Volunteers needed to provide publicity for fundraisers and events taking place at the school.	Ongoing
Room Parent Coordinator	Experienced room parent needed to provide guidance to teacher-selected room parents.	Ongoing
Quassy Carnival	Each year, the PTO hosts an end-of-year celebration at Quassy, which is closed to the general public. Volunteers are needed to coordinate ticket sales and sell pizza at the event.	May/June
School Packs	Each year, the PTO offers parents/guardians the ability to order school supply packs for the following school year (online only). Volunteers are needed to coordinate the sale.	May
Spirit Wear	Volunteers needed to coordinate flyers, collect orders and distribute PES Spiritwear in the fall.	September

Square 1 Art	Each fall, the PTO coordinates this fundraiser where parents/guardians can purchase items with their child's original artwork on it. Volunteers are needed to help coordinate the sale and collect artwork forms sent home with the students.	October/ November
Staff Appreciation	This committee supports staff through the year, including the welcome back luncheon and during parent/teacher conferences.	Ongoing
Teacher Grants	Committee members needed to review teacher grant requests in November and allocate funds.	October/ November
Tip-a-Teacher	A fun filled evening where the staff become your waiters and waitresses.	January/February
Valentines Fundraiser	Committee needed to design/distribute flyers, coordinate flower orders, purchase flowers and wrap/deliver flowers to students and staff.	February
Volunteer Dinner	This annual dinner rotates through all of the schools in the region. When applicable, volunteers may be needed to coordinate this event region-wide.	May
Volunteer Spreadsheets	Volunteer needed to create spreadsheets from the beginning of the year forms and distribute them to the appropriate committee chairs.	September/ October
Website/Email Distribution	Email: Coordinate distribution of information via our PTO Email Distribution system and maintain/update database. Website: Design, maintain and update the PESPTO.org web site.	Ongoing
Yearbook	Volunteers needed to help take and collect pictures, layout, type patron list and organize orders.	Ongoing