

Van Zant Elementary School PTO Committee Sign Up Form for 2013-2014

(Please return to Main Office by September 27th)

The Van Zant Elementary School PTO is in the process of organizing committees for the upcoming 2013-2014 school year. We invite all parents who have a child attending Van Zant to work with us in bringing fun events and valued services to our VZ family. Our meetings are typically held on the first or second Thursday of each month at 7pm in Room 124. Committee responsibilities vary and are briefly described below.

If you have any questions, feel free to contact PTO President, Lea Ryan at lea.ryan@vanzantpto.org or PTO Vice President, Katie Alexander at katie.alexander@vanzantpto.org

All committee chairpersons & committee volunteers MUST be paid PTO members.

Current membership is valid through September 30, 2013.

Please check all that apply

Art Goes to School- Van Zant liaison with the school wide district program to help introduce & educate Art History to school-age children. Responsibilities would include monthly meetings & organizing AGTS week at VZ.

Chairperson_____ Committee Member_____

Blood Drive- This committee coordinates a blood drive day with the Red Cross to be held at Van Zant. Most communication & organizing can be done online.

Chairperson_____ Committee Member_____

Book Fair-Organizes a Fall and Spring week long Scholastic Book Fair. Responsibilities include, but not limited to, book fair setup, family night, being available to volunteer during school hours to help the students shop and the disassembly and packing up of event.

Committee Member_____

Box-tops/L abels for E ducation/C apri-Sun L abels - Coordinate the collection of box tops, Campbell labels & Capri-Sun labels. Ongoing collected throughout the school year. Also organization of quarterly school wide contest. Responsibilities included the counting & mailing of labels, photocopying contest forms, working with PTO Board & Principal to choose items from reward catalogs.

Committee Member_____

By-L aw s – This committee becomes familiar with our PTO By-Laws and answers any questions that may come up at our monthly PTO Meetings. Attendance at monthly PTO meetings is required by at least one committee member.

Chairperson_____ Committee Member_____

Fun Fair –This committee is responsible for organizing our biggest fundraiser of the year. Committee members are needed to help coordinate the game room, prize room, raffle basket donations/assembly of baskets, food service, the “Fun” room and other activities as they arise.

Committee Member_____

Holiday Shops -This committee organizes items to be sold through a designated consignment company twice a year. Responsibilities include setup, reordering, disassemble & volunteer scheduling. The first shop takes place during late Fall & the second shop takes place during the Spring.

Chairperson_____ Committee Member_____

Hospitality Day Events- This committee coordinates food & refreshments for the Back to School Luncheon & Staff Appreciation Week Luncheon.

Chairperson_____ Committee Member_____

Hospitality Evening Events- This committee coordinates refreshments for monthly PTO meetings, Back to School Bake Sale, Winter Chorus Concert and Spring Chorus/Showstoppers performance.

Chairperson_____ Committee Member_____

Market Day - Market Day is a grocery shopping fundraiser that can be done in the convenience of your own home. Responsibilities include distribution of Market Day flyers, occasional coordination with Market Day representative and organizing the incoming orders for customer pickup. Dates & times of pickup vary.

Committee Member _____

Membership –This committee keeps track of the PTO memberships and dues paid by each family. Also responsible for implementing& updating information into excel format.

Committee Member _____

Newsletter –This committee collects articles from VZ staff & the community, coordinates the layout for the monthly Van Zant newsletter and communicates directly with representative from “Newscrafted”. Committee is also responsible for letting newspapers and local media know of any upcoming events requiring notification to the public.

Committee Member _____

Pretzel Sales- This committee is responsible for coordinating the Holiday candy cane & Valentine’s heart shaped pretzel sales.

Committee Member _____

Recreation – Organizes non-fundraising recreational activities for students and their families. Activities include but are not limited to Trunk or Treat, Candy Bar Bingo, Skating Party, Ice Cream Social & Field Day.

Chairperson _____

Committee Member _____

School Board Liaison/Legislation – This committee is responsible for attending BOE meetings and reporting back at the PTO at our monthly meetings. Responsibilities also include to staying abreast with what is being brought to legislation through the PTO.

Committee Member _____

School Store –This committee orders items to be sold at the School Store. Organizes & attends the monthly “sales” during the student’s lunch times.

Committee Member _____

Science Spectacular - This committee organizes a day at VZ dedicated completely to science. Members of this committee help the chairperson coordinate presenters, parent volunteers and the event program design. Responsibilities also include organization of the presenter/volunteer luncheon.

Committee Member _____

Volunteers - Do you want to help but cannot commit to any particular committee? Then sign up to help as an on-going volunteer. You will be called upon as opportunities arise.

Chairperson _____

Committee Member _____

Website- Responsibility for updating the NEW PTO website.

Chairperson _____

5th Grade Activities - This committee helps plan special events for our graduating class. Events include, but not limited to, Colonial Day, Pasta Night, end of the year Pool Party and fundraising.

Chairperson _____

Committee Member _____

Name _____

Phone # _____

Child(ren)’s Grades 2013-2014 _____

Email _____