

Van Zant Elementary School PTO Committee Sign Up Form for 2014-2015

(Please return to Main Office by Sept. 26th)

The Van Zant Elementary School PTO is in the process of organizing committees for the 2014-2015 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. PTO meetings are typically held on the first or second Thursday of each month at 7pm in the Library. 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, 2014.

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.

Committee Member _____

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

Committee Member _____

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

Committee Member _____

Box-tops & Labels for Education - Coordinates the collection of Box Tops and Labels for Education. This is an ongoing collection throughout the school year. Also organization of quarterly school wide contest. Responsibilities included the counting & mailing of labels, photocopying flyers, working with PTO Board & Principal to choose items from reward catalogs.

No Committee Members needed for 2014-2015 school year

By-Laws - 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.

Committee Member _____

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

Committee Member _____

Holiday Shops - This committee organizes items to be sold through a designated consignment company during the Holiday Season. Responsibilities of committee include setup, reordering, disassemble and volunteer scheduling. It is a one week commitment with a few days of preplanning & organizing. All reorders are done on a smartphone app. PTO board members will assist in training and organizing. This year's shop will run from Dec. 8-12th, Family night Dec. 11th, setup days Dec. 4-5th.

Chairperson _____ Committee Member _____

Hospitality Day Events- This committee coordinates food & refreshments for the Back to School Luncheon & Staff Appreciation Week Luncheon. Signup genius is utilized to streamline donations and extra help.

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. Signup genius is utilized to streamline donations and extra help.

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.

Co-Chairperson _____ (will be trained throughout the year by the outgoing co-chairperson) Committee Member _____

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

Co-Chairperson_____ (will be trained throughout the year by the outgoing co-chairperson)

Newsletter –This committee collects information from VZ PTO Board & the VZ community. Coordinates and implements the layout for the monthly VZ newsletter. The newsletter is designed on a VERY user-friendly website called Newscrafted.

Chairperson_____ Committee Member_____

PTO Photographers- This committee attends & photographs PTO & VZ events. Digital camera is provided & schedule will be developed as needed among committee.

Chairperson_____ Committee Member_____

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

No Committee Members needed for the 2014-2015 school year

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 & the Ice Cream Social.

Chairperson_____ Committee Member_____

Room Representative- This Chairperson works collaboratively with the PTO Board. Responsibilities include organizing room representatives for school activities throughout the year. Ensuring Room Rep coverage at PTO meetings and hosting the Annual Room Rep Tea in October.

Co-Chairperson_____ (will be trained throughout the year by the outgoing co-chairperson)

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 and 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.

Chairperson_____ 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 and as help is needed.

Committee Member_____

Website- Responsibility for updating the PTO website.

No Committee Members needed for the 2014-2015 school year

5th Grade Activities - This committee helps plan special events for our graduating class. Events include, but not limited to: D.A.R.E. Graduation, Colonial Day, Pasta Night, Graduation Pool Party and fundraising.

Chairperson_____ Committee Member_____

Name:_____

Email:_____

Cell #:_____

Children(s) Grade(s):_____