

2019-2020 LONGFELLOW PTO COMMITTEE CHAIR VOLUNTEER SIGN-UP

CHAIR NAME(S)	COMMITTEE NAME & NO. CHAIRPERSONS	COMMITTEE TYPE	DESCRIPTION	TIME COMMITMENT (approximate)
	50 th Anniversary Committee (4)	Community (<i>Monies allocated to this committee.</i>)	The 2019-20 school year marks Longfellow's 50 th anniversary. Decorate the school and plan events to commemorate this milestone.	
	After School Enrichment Programs (2)	Community (<i>No money allocated, coordination effort between vendor, school and D21</i>)	Coordinate with D21, vendors and Longfellow Office to bring in STEAM + Exercise programs to our Longfellow children from 3:35pm to 4:35pm.	Late Summer/ Early Fall, Winter (December/January) and Spring (March/April)
	All-School Lunch (1-2)	Community (<i>Monies allocated to this committee.</i>)	Organize and oversee one free lunch for our students using an outside vendor. Usually scheduled on the last day of school before Spring Break.	4-5 hours in March timeframe
	Assembly Coordinator (1-2)	Community (<i>Monies allocated to this committee.</i>)	Select and schedule several interesting and entertaining student assemblies throughout the school year (approx. 3 to 4). Work with Longfellow office for approval.	Few Hours or so to coordinate each event
	Annual Bingo Night (2)	Fundraiser Event for PTO	<u>Largest PTO Event</u> Manage the silent auction, raffles, and concessions at this fun family fundraising event while our Longfellow community enjoys playing BINGO. <i>2 chairs required for this event.</i>	Few hours each week <i>per chair</i> from Sept-Dec, then a heavy commitment Jan- Feb. Chairs are encouraged to break up the work with volunteers into smaller groups (Raffle/Silent Auction solicitation, Ad Sales/Bingo Booklet, and coordinating student volunteers) to lessen the workload.
	Birthday Book Club (1)	Community (<i>No money allocated. Coordinated effort between LMC & students</i>)	Coordinate \$15 donations to from student's family during their birthday month, or half birthday for the LMC. Compile list of birthdays.	3 hours at beginning of school year. Then 15 minutes per month (avg.)
	Book Fair (1-2)	Fundraiser Event for PTO	Fall and Spring Scholastic Book Fair. Generally scheduled during the school day and evenings during fall/spring conferences. Attend 2 local workshops (fall/spring). Coordinate charity change challenge, school spirit days and contests to win a free book. Recruit volunteers to work the book fair and during the fair, work the cash register and lead discussion with each classroom regarding expectations and where to find age appropriate books.	Planning time, plus 4 days for set-up, working the Fair, & tear down. Fall (Oct) & Spring (April)
	Box Tops for Education (1-2)	Fundraiser Event for PTO	Collect and submit Box Tops monthly. Coordinate November & February collections for official Box Tops submission. Send reminders/flyers. Recruit box top collector helpers as soon as school starts.	1-2 hours per month
	Family Fun Night (2)	Fundraiser Event for PTO	2x a year, plan an event for the entire school to enjoy a night out. Ideas: Chicago Wolves Game, Family Dance, STEAM Night, Family Read-a-thon. Bring the Longhorn community together for a fun evening!	Planning in the Fall and Winter/Spring Hours vary depending on event selected

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	Fifth Grade Luncheon (5)	Community (<i>Monies allocated to this committee</i>)	This committee may only <u>be chaired by 5th grade parents</u> . Recommend it's your last child at Longfellow to give all parents an opportunity to chair this event. Plan a special "farewell" luncheon/party for 5 th grade students. This event takes place the last full day of school. <i>5 chairs required for this event.</i>	Hours Vary In the October timeframe plan for 5 th Grade T-Shirts and then in the spring begin planning (around Feb/March timeframe)
	Holiday Pop-Up Shop (2)	Fundraiser Event for PTO	Secure vendors to sell their "goods" or "crafts" in the gym and MPR for a day. Night before and day of requires set up and oversight to make sure event runs smoothly.	Begin in August and complete by November. Full day commitment on the Saturday of event.
	Holiday Bake Sale (2)	Fundraiser Event for PTO	Organize the bake sale during the Holiday Pop-Up Shop.	Full day commitment on the Saturday of event of Holiday Pop-Up Shop. Plus a few hours a few weeks before the event advertising & organizing. November timeframe.
	Ice Cream Social (1-2)	Fundraiser Event for PTO	Plan and organize ice cream socials immediately following each evening music show. Create flyer, tally orders and coordinate with ice cream vendor.	Held after grades 2/3 (February) and grades 4/5 (April) music shows. Few hours leading up to events and night of events.
	Kids Holiday Craft Shoppe (2)	Fundraiser Event for PTO	Select and organize crafts for students to purchase and make holiday gifts for family and friends.	Planning to begin in September and complete by November. Commitment two days during lunch hour and one day for after-school hours.
	Kindness Crew (4)	Community (<i>Monies allocated to this committee.</i>)	Incorporate Kindness activities that will help students experience the intrinsic value of performing kind acts for others and make new connections with their peers and their community. Plan and coordinate Kindness Market and Day of Service.	Hours vary throughout the year October/November & February for national days
	Movie Night (2)	Fundraiser Event for PTO	Plan and organize Friday night at the movies! Coordinate volunteers to help set up, register attendees, sell concessions and dinner; clean-up.	3 events per school year (October, January, April), requires set up, movie testing, and commitment the nights of event.
	New Families - Welcome Committee	Community (<i>Monies allocated to this committee.</i>)	Organize a meet and greet event before school begins at school playground or another location of choice to welcome new families. Work with PTO Board for list of new families.	Date will be the weekend before school starts. Requires a few hours of planning and advertising in July & August 2019.
	Parent / Child Events (1-2)	Fundraiser Event for PTO	Plan two events: One for parents and daughters and one for parents and sons to enjoy a night out together.	Planning in the fall and then again in winter/spring. Hours vary depending on event selected
	Purchaser (1-2)	Assists PTO Board	Buy needed items for PTO events throughout the year at Sam's Club. These requests will be made through the Committee Chairs. Plus keep inventory for various PTO functions throughout the year.	1 -2 hours per month throughout the school year.

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	Restaurant Fundraiser (1-2)	Fundraiser Event for PTO	Solicit local restaurants and schedule monthly "eat and earns". Create flyers for distribution and coordinate email reminders. Arrange for collection of money from local business.	2 hours per month selecting venue and advertising event.
	Room Parent Coordinator (1)	Community (<i>Monies allocated to this committee.</i>)	Solicit and manage head room parents. Communicate messages, assist with coordination of Halloween classroom party (Fall) and Day of Service (Dec).	3-4 hours fall/winter (Halloween & Day of Service) and working with head room parents all year on classroom needs. Year-round commitment.
	Savings Card (2)	Fundraiser Event for PTO	Work with PTO members from Cooper Middle School to solicit local businesses for discounts to be offered on card. Plan sales and arrange distribution to Longfellow families.	Begins June 2019 for solicitation of businesses. Print cards Aug 2019. Begin selling first day of school, curriculum night and back to school bash.
	School Directory (1)	Community	Working off Membership database, compile and publish (with approval) the PTO Directory. Manage the 5th grade Art Cover contest.	Hours vary- Late Summer and Early Fall. Directory to be available by first week of October.
	School Supply Kits (1-2)	Fundraiser Event for PTO	Work with school supply kit vendor. Take orders in spring and organize distribution/pick-up of PTO school supply kits. Coordinates with front office in Feb.	Must be available week before school to pass out kits. (Few Hours or so Feb 2020 & April/May 2020 for planning)
	Spiritwear Store (2)	Fundraiser Event for PTO	Coordinate Spiritwear designs and sales for the school. Choose a logo to represent Longfellow for the tie-dye shirts for the Back to School Bash. Create flyer and collect orders. Work with vendor to set online store sale dates and coordinate deliver.	Begins June 2019 for design of the tie-dye t-shirt for the Back to School Bash.
	Square One Art (1-2)	Fundraiser Event for PTO	Work with Square One Art company liaison to organize fundraiser. Coordinate with classroom head room parent to organize project. Distribute flyers, collect orders and money. Coordinate with volunteers to help with distribution.	4-6 hours- usually done in around the winter holidays (November timeframe)
	Teacher Conference Dinners/Teacher Appreciation Week (3)	Community (<i>Monies allocated to this committee.</i>)	Organize potluck dinner (dishes from parent volunteers or donations from local businesses) for staff during fall and spring conferences. Coordinate staff breakfast or lunch, plus other modest staff "tokens of appreciation" (depending on budget) as part of Teacher Appreciation Week in May.	Available from 3:00pm to 7:00pm on Fall Conference and Portfolio Night PLUS Teacher Appreciation Week in May
	Technology (1-2)	Community (<i>Monies allocated to this committee.</i>)	Maintain email software, school store, PayPal/credit card readers, website and sign-up genius as well as other new items that will help make PTO more efficient.	Hours vary- year-round commitment
	Yankee Candle (1)	Fundraiser Event for PTO	Schedule two sale dates per year with Yankee Candle. Distribute packets and tally and pass out orders.	Nov/Dec Holiday Season & March Timeframe – Few hours to tally and distribute orders

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	Yearbook (2-3)	Community and Fundraiser Event for PTO	Calling all Photographers! Manage student picture day in September & picture re-takes in October or November. Arrange for taking pictures at <u><i>all PTO events and school activities</i></u> . Use these pictures to create yearbook using computer software. Manage orders and distribute yearbooks in the spring.	Hours vary- year-round commitment
	Try Something New	Community Event for PTO	Ideas: Fun Run, Adult Social, Game Night, Read-a-thon, STEM Night, Trunk n Treat, Dance Marathon, School Clubs / Organizations, etc. Present proposal to board for review before proceeding.	
PTO BOARD	Bulletin Board, Back to School Bash, Curriculum Night, Membership, Educational Gifts, and Kindergarten Orientation			