

Windom Elementary PTO – Chairperson Responsibilities



ACTIVITY/EVENT	MONTH/TIME COMMITMENT	DESCRIPTION OF RESPONSIBILITIES
MEMBERSHIP DIRECTORY	Primarily Sept when most of the membership forms are submitted. Work done at home.	Maintain family entries within MySchoolAnywhere.com as membership forms come in. Keep track of names and donation amount on a spreadsheet. Report on membership drive results.
FACULTY WELCOME BACK BREAKFAST	September morning before school starts, and during the breakfast.	Order food for the Faculty Welcome Back Breakfast; coordinate volunteers to send in baked goods, set up & clean up.
NEWSLETTER EDITOR	From Sept – June, monthly at home	Compile relevant info for each issue by working with key staff members and other reps from OP school groups. Create an electronic monthly newsletter.
FALL BOOK FAIR	September three days (set up, two in-school shopping days, one evening at school).	Work with vendor and teachers; assist students; advertise book fair via email blasts & announcements home, request volunteers, fund reconciliation, set up and clean up. Held in conjunction with Family Fun Run/Meet & Greet Co-Curricular Open House.
FUN RUN	Usually the Spring, with 2 other Chairs	Help organize the event with principal, staff members, and Boosterthon rep. Coordinate materials to classrooms and do promotion. Be present for event setup as well as the day of the event.
PICTURE DAY	September – 1 day	Coordinate volunteers to assist students.
BUS DRIVER BREAKFAST FOR SAFETY TRAINING	Either Sept or Oct.	Order food from Tim Hortons, pick up items and drop them off in Windom cafeteria before school begins.
HALLOWEEN FAMILY DANCE	October, with another chair.	Order food and supplies, help setup at school, be present during the event. Promote event, distribute flyer.
HOLIDAY & SUMMER FOOD DRIVE	Mid-November & Mid-May at school	Send out flyer to collect food; purchase gift cards (for holiday food drive), coordinate volunteers to sort and box food for distribution.
REINDEER WALK	Early December to coincide with Holiday Bazaar	Notify PTO officer if seasonal headbands, books or B&N gift cards are needed as classroom prizes. Setup the day before (which is the same time as Holiday Bazaar setup). Help play music during the Walk.
HOLIDAY BAZAAR	October through early December – 2-3 days at school during actual event	Order items from local dollar stores, manage inventory and cash flow; coordinate volunteers, send out student information, set up and clean up.
HOLIDAY DECORATIONS	December/January	Decorate Christmas trees for hall & stage; then undecorate & put away after holidays.
FAMILY SKATE NIGHT	January	Secure date with skating rink, advertise via email blasts & announcements sent home.
BOX TOPS	Late January, early February	Send reminders to collect box tops and help coordinate volunteers to count box tops. Hang contest posters in the hallway and update the classroom/grade status daily. Compile all box tops to be sent in for credit.
NIAGARA CANDY FUNDRAISER	February - at school and home; March delivery	Work with vendor to distribute catalogs; collect, count and submit order forms. Fund reconciliation; coordinate volunteers to assist on delivery day.
FAMILY MOVIE EVENT	Usually March	Work with Hamburg Palace Theatre to select a date, time, and movie selection. Update movie pre-sale admission form and circulate. Manage ticket sales in excel. Check in family members on movie day.
MOTHER'S DAY PLANT SALE	Late Winter plus Thursday & Friday in May prior to Mother's Day @ school	Order plants, distribute event flyer, arrange flower delivery, coordinate volunteers to assist students during event, set up and clean up.
SPRING BOOK FAIR	May - Set up, 2 full days during three days (set up, two in-school shopping days, one	Work with vendor and teachers; assist students; advertise book fair via email blasts & announcements home, request volunteers, fund reconciliation, set up

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	evening at school).	and clean up. Held in conjunction with ice Cream social and Art Show.
ICE CREAM SOCIAL	May - 2 weeks prior to purchase/order items plus before & after event	Order ice cream and popsicles. Buy cups, spoons, napkins, etc. & sundae toppings, coordinate volunteers, set up, clean up. Held in conjunction with Art Show and Book Fair.
HOT DOG LUNCHEON	June - prep time 2 weeks prior to the event plus one day at school before and during lunch hours	Coordinate all aspects of event; order food, coordinate volunteers, serve to entire school, set up, clean up.
FACULTY APPRECIATION LUNCHEON	June with a morning setup so food is ready for lunchtime.	Order food for the luncheon; coordinate volunteers to send in baked goods, set up & clean up.
PTO BULLETIN BOARD	Monthly or as needed - at school	Update PTO Bulletin Board (newsletter, event fliers, correspondence, pictures, etc.)
CENTRAL COUNCIL REP	Represent Windom at six Friday morning meetings held at the District Offices	Attend meeting with other PTO reps from the District; report on Windom activities; summarize activities around the District for PTO meetings.
SHARED DECISION-MAKING COMMITTEE REP	Monthly	Work with Windom teachers, principal & others to set goals and design activities that will help improve the overall well-being of the Windom community.
SOCIAL MEDIA COMMUNICATIONS	Throughout the year, as needed.	Share relevant news, updates & event information with followers on facebook and/or twitter.