

<b>NO.</b>	<b>COMMITTEE</b>	<b>TIMING</b>	<b>DESCRIPTION</b>	<b>Chairperson's Role</b>	<b>Parent Volunteers</b>
1	All-School End-of-year Picnic (2)	Late May	All-School FREE End-of-year Picnic	Chose and order lunch.	Serve lunch during the lunch hour.
2	Back to School Block Party B2SBP ACTIVITIES & Membership(3)	Summer planning. Event Mon. before school starts.	Help kick-off the new school year when families join us for a fun-filled evening of food and activities.	Chooses and organizes activities. Membership organizes membership, committee, & Room Parent table and sign-up sheets.	Help with set-up prior to (generally 3/3:30) for 5:30-8 event.
3	Back to School Block Party B2SBP FOOD & DRINKS & Membership(3)	Summer planning. Event Mon. before school starts.	Help kick-off the new school year when families join us for a fun-filled evening of food and activities.	Chooses, decides on, secures food, drinks, vendor.	Help with set-up/clean-up and to secure shift help. Set-up is generally 3/3:30 for 5:30-8 event.
4	Bobcat Book Club	Fall planning; Club dates/times TBA	Join Edison's new student lunchtime club for Grades 2-5. We are reinventing Junior Great Books into a more engaging book discussion group that promotes a love of reading. New ideas welcome!	Develop new program format, choose books for students to read, research book club ideas (loads of resources available) and recruit volunteers.	Provide input on new format and assist in leading discussions and group activities with students during the lunch hour.
5	Bobcats Givin' Back (2+)	April/May	All school - teacher driven charity	Principal, Pres & Pres-Elect	none
6	Book Fair Decorations (2)	Aug/Sept Planning. Event: 10/5-10/9	The Scholastic book fair is a fun way for families to purchase great books and get kids excited about reading! All of the proceeds from the book fair are used by our librarian, Mrs. Greska, to purchase books for the Edison library.	Organize the book decorations.	Work a shift during the book fair, which involves handling purchases.
7	Book Fair Planning & Financials (2)	Aug/Sept Planning. Event: 10/5-10/9	The Scholastic book fair is a fun way for families to purchase great books and get kids excited about reading! All of the proceeds from the book fair are used by our librarian, Mrs. Greska, to purchase books for the Edison library.	Organize the book fair planning and handles the finances.	Work a shift during the book fair, which involves handling purchases.
8	Bylaws/Standing Rules (Legislative)	Tracy Ries			
8	Carnival Classroom Art (2)	Fall planning, Feb. event.	This team works with students to create beautiful masterpieces that will be auctioned off at our Winter Carnival Fundraiser.	Choose art projects, recruit volunteers to help with execution and frame/finish each work. Also make signs and bid sheets for carnival night.	Room Parents are assigned to carry out the projects, working with committee and Art teacher.

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9	Carnival Classroom Baskets (2)	Fall planning, Feb. event. Easily done from home!	This team comes up with fun themes for each classroom, then works with room parents to create & assemble a raffle basket for our Winter Carnival Fundraiser.	Creates themes, sends out correspondence and organizes basket wrapping.	Assist with purchasing items for baskets and help to wrap them.
10	Carnival Concessions & Dinner	Fall planning, Feb. event.	Choose a delicious dinner menu & concessions for families to purchase at our Winter Carnival Fundraiser.	Chooses menu and solicits volunteers.	Work a shift at dinner/concession station during the Carnival and help with set up and clean up.
11	Carnival Decorations	Fall planning, Feb. event. Easily done from home!	Help our school look amazing for our Winter Carnival Fundraiser.	Works with VP of Ways & Means (Beth Hosler) to choose a theme, purchase decorations and recruit volunteers to help set up the Friday before Carnival and clean up on Saturday after Carnival.	Help set up the Friday before Carnival and clean up on Saturday after Carnival.
12	Carnival Games Equipment & set up	Fall planning, Feb. event.	This team chooses Winter Carnival games and works with Carnival Volunteer Coordinator to run the games during the event.	Assesses games, handles details with rental company and oversees set up.	Help set up the Friday before Carnival and clean up on Saturday after Carnival.
13	Carnival Parties w/ a Purpose (2)	Fall planning, Feb. event, parties Mar/Apr	This team creates and executes fun after-school activities that parents purchase during the carnival. Events from previous years have included adult-only Trivia Night, flag football for boys and a craft party for girls.	Decides on the events and solicits volunteers to help execute the parties.	Decides on the events and solicits volunteers to help execute the parties.
14	Carnival Publicity & Signage NEW	Fall planning, Feb. event.	Work with other carnival chairs to create signs, labels and cards to identify the different raffle baskets. Also design fun flyers to promote carnival.	Support carnival chairs by creating identifying cards & labels for raffle baskets.	Assist (if needed) Decorations Committee Fri. before event (and clean-up afterwards) in placing cards, raffle baskets labels, and signs up the night of the event.
15	Carnival Raffle & Corporate Donations (3)	Fall planning, Feb. event.	This team solicit donations and puts together great raffle baskets that raise money at our Winter Carnival Fundraiser.	Request donations from parents and community. Create raffle baskets from the items collected.	Help collect items and disseminate them into various themed baskets. Online donation requests easily done from home.
16	Carnival Redemption	Fall planning, Feb. event.	Exchange tickets for prizes.	Exchange tickets for prizes.	TBA

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17	Carnival Teacher Raffle	Fall planning, Feb. event.	Coordinate with teachers to offer fun, highly coveted prizes! Last year's offerings included ice cream treats, lunch with teachers, breakfast in the classroom, etc.	Coordinate with teachers to offer fun, highly coveted prizes! Last year's offerings included ice cream treats, lunch with teachers, breakfast in the classroom, etc.	TBA
18	Carnival Ticket Sales	Fall planning, Feb. event.	Exchange money for wristbands for evening activities.	TBA	TBA
19	Carnival Volunteer Coordinator (primarily games)	Fall planning, early Feb. event	This coordinator works with the Winter Carnival Equipment & Set-up person to coordinate volunteers to run the games during the event.	Solicits volunteers to run the games in shifts throughout Carnival.	Help run the games in shifts throughout Carnival.
20	Chess Club (2)	PLANNING, EARLY FALL EVENT FRIDAYS lunch, NOV. - MARCH	This lunchtime club is a favorite at Edison! Students learn how to play chess and sharpen their skills while playing against peers. All skill levels are welcome to participate.	Determine player match-ups and how program will run. Prep kids for annual all-Elmhurst Chess Tournament in the spring. Must be present during lunch hour on Fridays.	Provide a set of helping hands as kids spend the lunch hour playing chess. Chess expertise NOT required. Must be present during lunch hour on Fridays or alternate Fridays.
21	DARE Representative	End of January	Fifth grade parent is generally the representative. Assist with DARE Graduation Party.	Assist with DARE Graduation Party. Martha McGreal will contact you with the date of the graduation (late January last year.) Contact Yearbook Chair ensuring he/she will be taking photos.	Secure 2-3 helpers as needed to help with day of party, cake/drink set-up, distribution and clean-up.
22	Destination Imagination (2)	Planning, early fall. Team leaders determine meeting times, late Fall-Spring	Lead an Edison team as they experience the creative process of solving problems on their own. You will be guided through every step by the larger D.I. non-profit organization.	Distribute materials to team leaders and create teams. Provide all the necessary tools for team leaders to be successful.	Lead a group of Edison students, which includes overseeing weekly sessions, as they develop their challenge.
23	Directory/Calendar	Aug planning. Publication early Sept.	Works with school secretary, and PTA President to create our highly coveted Edison School Directory!	One person committee; see description	None needed.
24	Fall Family Night - Activities	Fall Planning	Help organize a fun evening complete with a costume parade, games, crafts, dinner and dessert!	Choose activities and solicit volunteers to run the events. Includes coordinating set up & clean up.	This event requires a large team!
25	Fall Family Night - Food & Drinks	Fall Planning	Help organize a fun evening complete with a costume parade, games, crafts, dinner and dessert!	Choose food & drinks and solicit volunteers to run concessions. Includes coordinating set up & clean up.	This event requires a large team!

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26	Family Math Night	Fall planning.	Assist 3rd grade teacher, Mr. Williams in executing a fun, numbers-filled night!	see description	secure as/if needed
27	Field Day Coordinator	Spring Planning. Mid-May event	This is a super fun outdoor, all-afternoon time of fun and games for entire school!	Work with P.E. Teachers to arrange for an outdoor, all-afternoon time of fun and games for entire school!	needs lots of volunteers
28	Fifth Grade Slide Show/Treering Yearbook		This group organizes special end-of-the-year events for graduating 5th graders. This includes a slide show and creating customized Treering Yearbook pages.	Collaborates with other Fifth Grade Committees.	Assist in executing events and fundraisers.
29	Fifth Grade Transition		This group organizes special end-of-the-year events for graduating 5th graders. Historically this includes a slide show, year-end picnic, off-site party and assisting as each student adds their handprints to the cafeteria walls.	Decides on, and organizes the events. Heads up small fundraisers to offset costs.	Assist in executing events and fundraisers.
30	Fifth Grade Year End Events		This group organizes special end-of-the-year events for graduating 5th graders. Historically this includes a slide show, year-end picnic, off-site party and assisting as each student adds their handprints to the cafeteria walls.	Decides on, and organizes the events. Heads up small fundraisers to offset costs.	Assist in executing events and fundraisers.
31	Edison Environmentalists	Adriana Cooke	Dina Booth		
32	Hearing & Vision Coordinator		This committee helps with annual screenings during the school day.	Primary duty is to recruit and organize volunteers.	Assist in ensuring all Edison students complete hearing and vision screenings. Must be available one day during school time.
33	Jump Rope For Heart	Fall Planning & Event. April, exact date TBA	Support P.E. teachers in planning and executing Jump Rope for Heart Event.	Assist P.E. teachers with event, organize volunteers and obtain snacks if needed. Note: low-time commitment.	Provide an extra set of hands at Jump Rope for Heart event during school day.

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34	Kindergarten Welcome Events	TBA (last year's party was Mon. 4/27/15, 3:15-3:45); signs, 1-2 wks before school starts	Make our new K-kids and families feel welcome!	Plan and execute the New-K Students Welcome! Cookie Party with K-teacher, Mrs. Phillips. Plus, place "Welcome to Edison" signs in new K-Students (& any new Edison family) in front lawn 1-2 weeks before school starts. "It was super fun! I felt like an elf at Christmas!" Patti Berner ;-)	
35	Library Volunteer Coordinator	No planning. Weekly or monthly, you pick ;-)	Support Edison's super-fab librarian, Mrs. Greska.	Solicit parent volunteers and organize time slots. Note: super easy to do ;-)	Choose a shift and stop in at school to reshelve books—no Dewey Decimal System--this is an easy, breezy task that takes no more than one hour.
36	One School, One Story (3)	Fall Planning. Event Mid-end Oct.	Join us in developing a program with Mrs. Greska around a book that everyone at Edison-- student, parents and staff-- reads!	Determine book, coordinate kick-off assembly and activities to keep readers excited throughout the program	Help create fun family night at end of program, support various activities that committee decides to create..
37	Outdoor Beautification	Fall planning. All year.	Help keep our K-1 Door planters and Outdoor Classroom looking healthy and inviting all year long!	Decide what will look nice, attend to and replace as needed.	
38	REACH Representative (2)	No planning. Monthly Mtgs: 1 Fri. a.m.	Keep Edison parents current on REACH initiatives. Note: minimal time commitment	Attend REACH PTA meetings at the Elmhurst Public Library once a month (co-chairs can rotate attending) and report back to Edison PTA.	None needed.
39	Room Parent Coordinator	Beginning of School Year Planning; Weekly emails. Parties: Fri. 12/18 12:05-1:05 & future Fri. TBA (was V'Day, Fri. 2/13/15 last year)	Be the conduit between the Head Room Parents, PTA Chairs, and PTA Board. requests from PTA. Provide snack/treat and drinks for two classroom parties.	You are the conduit between the Head Room Parents, PTA Chairs, and PTA Board. Forward emails with brief explanations of pertinent information specific to the class &/or help requests from PTA. Provide snack/treat and drinks for two classroom parties.	
40	Running Club (2)	Wed. 9/16-11/4; Color Run: Sat. 11/7	Cheer on Edison students as they run laps on Wednesdays during lunch recess. Charms are earned for each mile they run.	Organize sign up for Edison students, recruit parent volunteers and plan and execute Color Run event.	Support weekly runs by taking attendance, running with kids, tallying laps and distributing charms.
41	Scholarship Representative				

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42	School Supplies	Spring Planning. Event - Mon. before school starts, likely 8/15/16	Make life easy for Edison families and teachers by offering a one-click, online purchase of school supplies!	Coordinate with vendor and teachers, ensuring accuracy of class supply lists. Communicate via PTA web/newsletter of offering. Receive and set-up pick-up station at Back to School Block Party (Mon. before school starts.) Help resolve any errors for Edison families.	Coordinate with teachers the supplies required. Relay that information to school supply company. Double check, double check and double check. Coordinate distribution of kits and product shipping straight to school. Note: 1-person committee :-)
43	Science Olympiad {supplies, experiments, set-up & clean-up}		Edison students receive enhanced science education at this hands-on science event.	Chooses and plans experiments and solicits volunteers.	Lead a group of Edison student as they travel to different science stops around the school, lead an experiment, or help with set up and clean up.
44	Science Olympiad Registration		Edison students receive enhanced science education at this hands-on science event.	Handles all team and team leader registration for event.	None needed.
45	Shopping Incentives (Boxtops)		Collect boxtops and redeem them for money. Research and implement other redemption programs.		
46	Six Flags Reading Program	spring	Coordinate program.		
47	Spirit Wear	Summer planning; B2SBP (Back to School Block Party), Date TBA but likely Monday 8/15/16	Identify and secure vendor to help our Edison families look spiffy ;-). Provide samples and ordering information at B2SBP at beginning of year.		
48	Summer Recreation Open House	Fall/Winter planning. Spring event	You will operate as Edison's liaison to the district.	Help District to determine best way to present event information, Google docs, tables, etc. Gather information onsite at event for best K-5 options.	Work with chairperson to get the best outcome for Edison kids!
49	Teacher & Staff Appreciation (3)	Fall planning. Nov. & May 2-6	This group pampers our well-deserving teachers and staff during parent conferences and teacher appreciation week the first week of May.	Chooses menu for teachers during parent/teacher conferences and plans gifts, meals and treats for teacher appreciation week in May.	Help execute teacher appreciation week treats and door decorating.
50	Walk to School		Encourage kids to walk (or roll) to school on Wednesdays.	Choose small prizes on select dates and solicit volunteers.	Come at 8:00 to hand out stickers, stamp hands, and give monthly raffle tickets to students who walk/roll to school.

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51	Yearbook Committee	Fall planning. Pics all year. Final publication date: April.	Help assemble our beautiful Edison yearbook!	Decide on yearbook format, company to use and how page set-up will work through committee.	DIY photographers & designers wanted! If you are a digital scrapbooker, this committee is for you! Design a set number of pages or take pictures at select events--you choose.	