

# Pocopson Elementary School PTO Committees

Chairs Needed for  
2021-2022 Year

Committee Name	Description	Time Frame	
<b>3rd Grade Read-a-Thon</b>	Third graders spend an evening in late January at the school with games, food, drink and time for reading. Traditionally, there is a theme for the evening, which is chosen by the Read-a-Thon committee. All games and decorations are then based on that theme. Requires two to three chair people, plus additional volunteer support. <i>In the 2021-2022 year, there will be an event for both 3rd grade and for 4th grade (two separate events) because of the 2020-2021 cancellation</i>	Planning starts in the Fall-event usually takes place in January	2-3 parents needed for <b>next year's 3rd &amp; 4th grades bc of 2021 cancellation= 4 to 6 parents</b> . TWO events will be held in 2021-2022
<b>4th Grade Ice Skate Party</b>	The Chairs for this event will help to coordinate the UCF district –wide 4th Grade Ice Skating Party along with the representatives from the other schools. The majority of the work is 1-2 months prior to event, which is usually held in March at Ice Line in West Chester. Requires two chair people, plus volunteers if needed.	January-March	2 chairs needed
<b>5th Grade Picnic</b>	This event is a “graduation gift” from the PTO to the 5th Grade. It is a fun for children to relax and unwind after a busy school year. After booking the date in the beginning of the year, the majority of planning is done over the months before the event in May. This includes advertising, tee shirt design, collection of money, coordination of chaperones, strong communication with 5th grade teachers and school nurse as well as organizing concessions at the Talent Show to raise funds for the day and/or 5th grade tee shirts. Requires two to three chair people, plus volunteers.	March- May	2-3 chairs needed with several volunteers
<b>Art &amp; Garden</b>	This is Pocopson’s springtime fundraiser. Art & Garden is a large craft fair selling the creations of students, parents, and faculty and is typically the last Saturday in April. Chair people will be required to recruit volunteers, work closely with staff, advertise event, run event, and complete all follow up paperwork. Requires two to three chair people who are supported by a committee of at least six people.	January-April	2-3 Chairs and many volunteers
<b>Bagged Lunch Program</b>	Select week during PSSA testing for 4th and 5th graders to pack and assemble lunches for local residents in need. Secure food donations, create packing schedule for classes, and arrange for delivery of meals. Requires one to two chair people.	PSSA Testing, usually end of April	1 chair needed with a few volunteers
<b>Beautification</b>	This committee works with the Principal, Office manager, staff and PTO Executive Board throughout the school year to improve the aesthetic surroundings Pocopson Elementary School, both indoors and out. Includes maintaining the planters outside the main entrance and at cafeteria doors. Requires one to two chair people and volunteers if needed.	All year	1 chair

<b>Birthday Grams</b>	Advertise the birthday gram option for families that would like a certificate, button, and ice cream voucher delivered to their child on his/her birthday. Chairperson will communicate with families, collect money, and deliver or coordinate the delivery of birthday grams each morning.	All year	1 chair
<b>Book Fair</b>	Organize and coordinate all aspects of the winter book fair, including communication, volunteer recruitment, decorating and creating contests. Requires at least three chair people plus volunteers.	Early March	3 chairs with several volunteers
<b>Box Tops</b>	Advertise and coordinate the Box Tops program, run contests, collect and submit box tops twice per year (October & February). Requires one chairperson for a year-long commitment.	Sept-June	1 chair
<b>Chorus Sporting Events</b>	Work with Mr. Jennings to organize annual sporting event for PES chorus to perform. This event is usually a Wilmington Blue Rocks game in early June. Requires one to two chair people, who are ideally parents of 4th or 5th grade choral students.	May-June	1 chair
<b>Curriculum Council</b>	Council is a committee consisting of administrators, principals, teachers, school board members, and parents. The role of this committee is to review all curriculum issues that arise in the district for K-12. The meetings occur 4-5 times per year from 12:30- 3:30pm at the district office. Requires one chairperson for a two year commitment.	Sept-June	1 chair
<b>Donut Days</b>	Donut Day are scheduled for 3 mornings before school in March during the same time as the Book Fair. These days are traditionally attended by students and family before school (8:00-8:45). The primary responsibilities are: arranging for donuts and drinks, recruiting and organizing volunteers, minimal decorating and serving on the days of the event. Requires one chairperson plus volunteers.	March	1 chair with a few volunteers
<b>Family Fun Nights</b>	Organize back to school family fun night in September and another family fun night in January. The evenings typically involve a movie night in the gymnasium (or another event). Requires one or two chair people plus volunteers.	Sept & Jan	2 chairs with a few volunteers
<b>FOCUS</b>	Act as PTO liaison between school and FOCUS committee. Requires one person for a year-long commitment.	Sept-June	1-2 chairs
<b>Foreign Language Program</b>	Coordinate the foreign language enrichment program by working with the teachers, school staff, and parents to process registrations for before- school foreign language classes Distribute paperwork, collect funds, arrange classes and distribute information to students, volunteer teachers, and school staff as needed. Requires one chairperson for a year-long commitment	Sept-June	1 chair

<b>Giving Tree</b>	Coordinate with local partners to determine what families/children are in need of holiday gifts. Create gift tags for each gift recipient, assemble and decorate holiday trees and hang gift tags. Communicate program to school community; collect and deliver gifts to local partners. Requires two chair people.	Nov-Dec	2 chairs
<b>Green Team</b>	Advertise and provide opportunities for school community to recycle and reuse. Promote "green" programs to reduce the school's environmental footprint. Assist, as needed, with the outdoor learning classroom and raised garden beds. Requires one to two chair people plus volunteers as needed.	June	1 chair
<b>Holiday Gift Shop</b>	Coordinate with outside vendor to set up week long holiday sale during the school day for the students to purchase gifts for family and friends. November/December time commitment with the holiday gift sale typically during early December. Requires two to three chair people plus volunteers.	Nov-Dec	2 chairs
<b>Hospitality</b>	Coordinate refreshments for school events throughout the year, such as Boo Hoo Tea, PTO events as needed, Grandparent's Day and Teacher Appreciation Lunch. The committee should consist of volunteers willing to supply refreshments for these events as needed throughout the year. Requires one chairperson for a year-long commitment.	Sept-June	1 chair
<b>New Parent Connections</b>	Welcome and act as liaison between new families and the PTO. Organize functions as needed throughout the year, like our "Adopt a Family" program. Requires two chair people for a year-long commitment.	Sept-June	2 chairs
<b>Patriot Press</b>	Educate families about the Patriot Press program , encourage the online submission of stories to be printed, bound, and shared with the school community. Chairs will coordinate a year end party for the new authors. Requires two chair people plus volunteers.	Spring	2 chairs
<b>School Pictures</b>	Recruit volunteers to help on picture days in Fall and Spring. Requires one to two chair people plus volunteers.	Oct & Feb	1 chair and several volunteers
<b>School Supply Sale</b>	Organize the school supply sale for the following school year. Preparation will begin in spring to coordinate needed supplies with PES teachers and set up online supply sale with vendor. School supplies must then be delivered to the classrooms the week before school starts. Requires one or two chair people plus volunteers.	May-Aug	1 chair and several volunteers

<b>Showcase</b>	Organize and maintain the appearance of the showcase and monthly calendar at the entrance of school. Coordinate schedule for committees who would like to use the showcase. Requires one chairperson for a year-long commitment.	Sept-June	1 chair
<b>Spirit Wear</b>	Responsible for working with outside vendor on selection of items, distribution of materials, processing orders and distribution of items. Requires one to two chair people plus volunteers as needed.	Sept-June	2 chairs
<b>Square One Art</b>	Operation of the Fall Square One Art Program. Position requires closely working with art teacher, distributing materials to parents, working with vendor, collection of funds, and distribution of orders. Requires two chair people.	Sept-Nov	2 chairs
<b>UCFEF Representative</b>	Represent PES at Unionville Chadds Ford Education Foundation monthly meetings and communicate between the UCFEF and PES PTO. Requires one person for a two year commitment.	Sept-June	1 chair
<b>Variety Show</b>	Organize production of the variety show that showcases the fourth and fifth grade students in mid February. Chair people work closely with staff, parents, and students. Requires two to three chair people plus volunteers.	Jan-Feb	2-3 chairs with several volunteers
<b>Yearbook</b>	Organize and manage the year long process of creating the annual yearbook. Chair people will be working closely with staff, parents and outside vendor. Use and familiarity with computer, camera and internet is required. Requires two chair people plus volunteers. Must work with homeroom parents to assemble yearbook.	Sept-Mar	2 chairs with several volunteers