

PTO COMMITTEES

The Arleth Elementary School PTO sponsors a variety of services, programs, and events that enhance our school community and supplement the curriculum. We are proud to provide funding for school programs, technology, and fun family events. The Arleth PTO is successful through the efforts of our volunteers. We provide a wide range of volunteer opportunities. Many programs require only a small commitment of time and talent. We invite you to join us!

After-School Programs

This committee provides fun, age appropriate after school programs in the fall, winter, and spring for approximately six to eight weeks each. The committee works with the Arleth teacher liaison to set program guidelines, create registration forms, collect money, and manage program lists.

Apparel Committee

This committee sorts, folds, and distributes apparel to the classrooms after the fall apparel sale and also handles the distribution of the field day t-shirts in June.

Beautifications/Grounds

Volunteers are needed to help indoors and out for fall spruce up, plantings, playground upkeep, spring spruce up, indoor decorative painting, etc. Projects are determined by need and requests of administration and teachers.

Birthday Board /Publicity / Sign out Front (Year-Round)

This committee is responsible for keeping the school signboard on the front lawn updated with current calendar of events. The Chairperson is also responsible for adding students' names to the sign during their birthday week per parent request and collecting the payment. This can be done once a week and during evening or weekend hours.

BJ's Wholesale Club Membership Drive

The PTO coordinates with BJ's Wholesale Club to offer memberships and membership renewals to our families at a reduced rate with a bonus for every membership sold through the PTO. This committee coordinates with a designated BJ's representative, copies and distributes flyers, collects the applications and payments, and drops them off to the BJ's contact person for processing.

Book Fair

The PTO sponsors three Scholastic Book Fairs. Two book fairs are in the fall and spring, and one BOGO book fair (one evening in May) to offer books to our students and their families at a discount. Volunteers are needed to assist students in selecting age appropriate books and to manage the checkout process including running the cash registers and bagging student purchases. Volunteers may also be called upon to assist with preparing paperwork (this can be done at home).

Box Tops for Education

The PTO participates in the General Mills Box Tops for Education® Program. This committee plans a fall and spring contest to encourage students to collect and bring in Box Tops to their classrooms. The class submitting the most Box Tops wins a special party or prize. This committee prepares, counts and bundles the Box Tops received for submission. (The PTO receives a check for the total value of the submitted Box Tops and utilizes the funds for PTO sponsored events.)

Bulletin Board

This committee decorates the bulletin board just outside the main office each month. The board is a cheerful welcome that announces upcoming events and holidays.

Candy Sale

This committee handles one Gertrude Hawk candy bar sale during the year. Volunteers are needed to help prepare forms, collect orders and payments, sort, and distribute candy.

Canned Food Drive

The children are requested to bring in canned goods to aid the needy. The PTO rewards the class with the most cans with a pizza party. This committee provides collection boxes, tallies the cans collected, and assists in the distribution of the canned goods to the local food pantry.

Casino Night

This committee will help organize the PTO's first adult only casino night that will take place in February. Volunteers are needed to help solicit donations for raffle prizes, coordinate the food and decorations for the evening and to volunteer during the event.

Class Parent Coordinator

Every "home room" at Arleth needs one to three class parents to assist with our annual Halloween parties (in October), holiday parties (in December), and year end parties (in June). The teacher may also call upon the class parents for special events or projects when needed. This committee recruits/organizes the class parents and provides information regarding their responsibilities for the three class parties. This committee also selects the snacks for each party and provides them to each classroom the morning of the event.

Communications/Public Relations

This committee handles all communications for the PTO in the form of website management, Facebook page administration, parent/student/teacher notices, forms, and newsletters. Members of this committee are creative and well versed in all MS Office applications, web/social media marketing, and proper language and grammar skills.

Emma L. Arleth Birthday Celebration

Miss Emma L. Arleth is our school's namesake and her birthday is January 12th. A celebration occurs either on her birthday or the Friday before during each lunch period. This committee organizes the birthday celebration and distributes the cupcakes to all the students during all lunch periods.

Family Fun Events

The PTO sponsors a number of opportunities for students, teachers, and their families to meet and socialize throughout the year. In the past, we have held a bingo night, a movie night, fun at the aquatic center, and an ice cream social. This committee plans these events and recruits volunteers to assist.

Family Bingo and Pizza Night

The PTO sponsors a family bingo and pizza night at the school November. This committee plans the event and recruits volunteers to distribute the flyers and tickets, and to help with the bingo activity.

Father's Day Workshop Sale

The Father's Day sale is held during the first week of June. The committee plans the sale and recruits volunteers to help the children in making their purchases.

Field Day Committee

Arleth PTO Field Day is a fun-filled day of outside activities for our students and is held during the second week of June. It takes many volunteers to make this day successful and you do not have to be athletic. This is a fun, festive event...don't miss this opportunity! In order to volunteer for Field Day, volunteers are asked to volunteer at least six hours on any of the committees listed prior to Field Day.

50/50 Raffle Committee

This committee recruits volunteers to sell 50/50 tickets during selected school events.

Fundraising Committee

Some of our fundraisers are the Kidstuff Coupon Books, Yankee Candles, Boston Cake, and Cookie Dough sales. This committee plans all fundraisers and recruits volunteers to assist with sorting order forms and distributing the products (during school and/or during evening hours).

Holiday Workshop

The PTO holds a one-week gift shop in which students can purchase inexpensive holiday gifts for family and friends. This committee will set up the merchandise, clean-up after the sale concludes, and help the children shop for gifts for that special someone.

Hospitality

This committee is for those who cannot typically attend any of the events, but would still like to contribute in some way. Volunteers are asked to bake or purchase dessert items throughout the school year for our general and executive board meetings. PTO members earn one hour of volunteer time each time they bring in a dessert. Members are called upon on a rotating basis.

Hospitality (Special Events)

This committee coordinates hospitality for special events such as Teachers Breakfast/Luncheon, Teacher Appreciation and Field Day. Volunteers are needed for the same functions as above, baking, set up, and clean up, etc.

Kindergarten Orientation

In late May, our school holds an orientation for the parents of the kindergarteners starting in September. This committee prepares bus/walker tags for the new students and information folders for their parents/guardians. A large number of volunteers are needed to: (1) Assist the teachers in escorting the children to view the classrooms and buses during the orientation; (2) Keep our current kindergarteners busy in the school library; and (3) Provide snacks and juice to the children.

Library Volunteers

Parents are needed to assist in the school library one morning or afternoon a week. A schedule of volunteers is set up with the Librarian immediately after the start of the school year. The Chairperson will set up a Library Volunteer Orientation in September.

Make a Difference Day

Make a Difference Day is a "national day" for doing good deeds and takes place annually on the last Saturday in October. Help is needed in brainstorming what good deed we can do and implementing and coordinating that deed.

Mother's Day Plant Sale

The PTO holds a Mother's Day plant sale the Thursday and Friday before Mother's Day. A variety of plants in several sizes are available to purchase. This committee sets up the plants and recruits volunteers to help children in making their selections.

Photography

Fall pictures are usually taken in October and spring pictures are generally taken in March. This is a two-day event for fall and a one-day event for spring. This committee organizes both events and recruits volunteers to help with the scheduling of classes and assisting the children in looking their best.

Pennies for Patients

This committee handles the collection of monetary donation from students, parents, and staff in support of a local hospital or clinic. Contests are held amongst the classes to drive donation efforts with a prize awarded for the top 3 classes with the highest amount collected. Committee members assist Mrs. Friel with collecting the change and bringing to the bank to sort.

Programs

Various educational programs are set up and presented to the children throughout the school year. The programs run approximately 45 minutes and are during school hours. Some programs have been Author Visits, Puppet Shows, Brain Challenge, and many more. On a rotating basis, this committee will view and provide feedback on these programs.

Reading Programs

Arleth participates in monthly reading programs to encourage the students to read a certain amount of books each month. A celebration is held at the end of the year for all students taking part in the monthly reading program. Committee members handle the photocopying and distributing of reading log sheets and the coordination of the party in May/June.

Safety Committee

The PTO presents a number of programs to the children that pertain to safety. Bus safety is at the end of September and Fire Safety and Red Ribbon Weeks are in October. This committee plans the events and recruits volunteers to assist the children in participating in the programs during school hours.

Student Gifts

The PTO purchases gifts for every student at Arleth. This committee counts and distributes the gifts to the classrooms in June, just prior to the last day of school.

Sunshine Committee

This committee offers support to families, students, or staff members in need of encouragement, recently experiencing a life event, or any other significant circumstance that warrants support, congratulations, or encouragement. It is usually in the form of notes, gifts, flowers, gift baskets, etc.

Third Grade Activities

In June, the PTO throws a "moving-up party" for the third graders. It is an afternoon event filled with many fun activities and includes the distribution of their year books. This committee plans the events and recruits volunteers to assist. This committee is open to third grade parents/guardians.

Veterans' Breakfast

Mrs. Bulla and Mrs. Roman and their third grade class invite several Veterans from The American Legion to have breakfast at Arleth during the month of May. The kids learn valuable lessons in history and are reminded of the great gift of our country. This committee will purchase coffee and breakfast items for the veterans and will help set up and serve during the event.

Volunteer

Volunteers are needed throughout the year to sort forms, make copies, decorate posters, and more. This committee is willing to work "as needed". If the job doesn't fit your schedule, simply decline. You will be called again for the next event.

Walk-A-Thon

This event is one of the PTO's primary fundraisers and serves to encourage a healthy life style for the students of Arleth as well. Students are asked to obtain pledge amounts from family and friends for each lap that he/she completes around the walking path at Arleth. Prizes and raffles are used to motivate students and to add fun. The event takes place during the school day. During the event, students receive a lap card used for counting the number of laps completed a DJ is hired to play music as the students walk/dance around the path. Students stop at "lap card stations" to have their lap card marked by volunteers as they walk around the course. This committee sets up the event and recruits volunteers to assist during the event to mark lap cards as the students walk around the course, give out water at the water station, and collect lap cards from the teachers (and has a ton of fun!).