

# 2024-2025 Franklin PTO

## Committee Chairs & Officers Guide

*\*Committee Chairs & Officers will provide a brief overview of what's happening within their committee during the appropriate monthly meeting.*

**Backpack Connection** (All Year): Along with the school guidance counselor, organizes volunteers for weekend food donations for students in need.

**Digital Marketing** (All Year): Maintains Franklin PTO website and Facebook page. Creates a content calendar for posts and emails.

**Hospitality** (All Year): Along with the principal, coordinates refreshments for the Veterans Day Celebration (November), Ice Cream Social/Open House (May), testing week snacks (April) & other events held during the school year.

**Box Tops Fundraiser** (All Year): Promotes Box Tops

**Staff Outreach** (All Year) **and Staff Appreciation** (May): Plans/orders meals & coordinates volunteers for staff appreciation week (décor, gifts, etc.) and makes staff feel special throughout the year with small tokens of appreciation (birthday cards, thank you cards, etc.).

**STEM** (All Year): This committee will work directly with Mrs. Kelly on our STEM initiative to meet accreditation requirements.

**Back-to-School Bash** (August 2024): Coordinate with the principal to coincide with Open House/Meet the Teacher Night. (Popsicles for every child, chalk for everyone to “chalk the walk”, inviting/fun booth for PTO, photo booth area for the first day of school photos, gallery walk of events to sign up for chairs in the hallway)

**Spirit Wear** (August): Coordinates Spirit Wear orders, sales, & distribution.

**Restaurant Nights** (Fall & Spring): Plans and organizes restaurant nights (Chipotle, Applebee's, etc.)

**Conference Meals** (September, October, November & February): Plans/orders meals & coordinates volunteers for staff conference meals.

**Fall Fundraising** (October/November): Plans and organizes a fall fundraiser (i.e., Read-A-Thon)

**Book Fair** (October & February): Plans & organizes non-profit Scholastic Book Fairs; handles scheduling, ordering of books, set-up/clean-up & coordinates volunteers.

**Fall Fest** (October): Coordinate the event with the principal which will take place with trunk-or-treat (planning, food, supplies).

**Holiday Funfest** (December): Plans this winter family fun event & coordinates volunteers.

**Holiday Shop** (December): Plans and organizes the holiday shop fundraiser.

**Educational Programs** (January): Works with the principal to determine & implement appropriate programs for the school year.

**Farmers Market** (January & April): Coordinates food, volunteer needs, décor, etc. to allow students to try different fruits and veggies they may not have experienced before.

**Variety Show** (February): Coordinates a school-wide variety show (food, emcee, etc.) hosted at OJ Work Auditorium.

**Bingo Night** (March): Coordinates a school-wide bingo night (food, bingo supplies, emcee, prizes, etc.)

**Spring Dance** (April): Plans this spring family fun dance.

**Spring Fundraiser** (April): Plans and organizes the spring fundraiser (i.e., Walk-A-Thon).

**Wellness Week** (April): Coordinates activities to promote a healthy lifestyle (personal trainer comes in to go through exercises, nutritionist to talk about healthy choices, etc.).

**4<sup>th</sup> Grade Event and Graduation** (May): Along with principal & Student Council advisor, coordinates Columbus trip, end-of-year event, graduation reception & clap-out.

**Kindergarten Graduation** (May): Along with principal & teachers, coordinates Kindergarten graduation & reception.

**Back-to-School Bash** (August 2025): Coordinates gathering to coincide with Open House/Meet the Teacher Night.

**PTO Board Officers:** *(see Franklin PTO By-laws for more in-depth description)*

**President:** Maggie Luth

Prepares the agenda & runs Franklin PTO meetings; along with the principal sets yearly calendar of events & works with the Committee Head to oversee all events.

**President-elect:** Vacant

Shadows President to learn job-related duties to take over the position the following school year.

**1<sup>st</sup> Vice President:** Lauren Kozak

Parent Volunteer Coordinator working with committees to recruit volunteers for events & survey event results. Creates and manages all sign-up geniuses.

**2<sup>nd</sup> Vice President:** Danielle Winwood

Membership Chairperson responsible for organizing the PTO membership drive, and cataloging member data & is accountable for scheduling babysitting for monthly meetings.

**Secretary:** Brittany Balmat

Records minutes of all meetings & maintains records.

**Treasurer:** Monica Goetz

Collects & keeps account of all monies of Franklin PTO, pay out funds as necessary, retain & present financial records & file taxes.

**Treasurer-elect:** Samantha Martin

During 2<sup>nd</sup> year of the treasurer's appointment, will shadow the Treasurer to learn the details of the position.

**Committee Head/PTO Liaison:** Nikki Holbrook

Oversee committee chair people by helping with event details & coordinate with the principal to serve as a liaison between Franklin & the PTO.