



## **SPEC PTO COMMITTEE DESCRIPTIONS**

All South Park Elementary Center (SPEC) committee members must be members of the Parent Teacher Organization (PTO). There are no limits to the number of committee members permitted to participate on a committee (Unless noted in Committee Title). If no one from the committee is able to attend a meeting, a report must be given to the Co-Presidents to announce at the meeting.

### **Art Show**

The Committee works directly with the Art Teacher to plan and coordinate an evening where SPEC students' artwork is displayed. The committee is responsible for setup, refreshments and organizing Spirit Wear sale at the event.

### **Assemblies**

The committee arranges programs/assemblies for the students that are both educational and entertaining. The committee works closely with the Principal to select assemblies and arrange for entertainers and needed supplies. The committee works with the Principal and administrative staff to coordinate dates.

### **Book Fair**

The committee arranges with the Scholastic Book Company to provide a selection of books for the students to preview and then have parents view/purchase selection two times during the year: the fall and the spring. All set-up, ordering/reordering and tracking of funds are included in committee responsibilities. Volunteers for preview day and family evening are also the responsibility of the committee.

### **Carnival**

The committee will coordinate the annual carnival, held in May, with administration and head teachers. Chairperson will contact inflatable company to book event, as well as schedule volunteers and coordinate snacks.

### **Fall Feast**

The committee is responsible for coordinating with SPEC cafeteria staff and administration to plan a Thanksgiving Feast for students. The committee will collect decorations for the stage and tables and assist with serving food, taking photos, covering teacher recess duties, and keeping the event organized throughout the day.

### **Fourth Grade Picnic**

The committee is responsible for reserving the South Park Oval, planning the activities, securing the refreshments and recruiting volunteers to help and chaperone the fun filled day.

### **GLEE-Grade Level Educational Enrichment**

Each grade level committee will correspond with the grade-level head teacher and assist in performing various activities that have been discussed by the faculty and GLEE committee. The committee will help arrange volunteers to assist in the programming.

**Holiday Workshop**

The committee will arrange for a consignment company to provide gift selections for our students. Duties also include sending out event flyers, securing the necessary volunteers to help on the day of the sale, checking inventory, setting up and cleaning up. The committee will work closely with the teachers to produce a schedule and with the counselor to identify students in need.

**Hospitality/Teacher Appreciation**

The committee will be responsible for refreshments at select PTO events, including but not limited to: Back to School Breakfast, Open House, Thanksgiving Feast and Kindergarten Orientation. The committee will organize and coordinate functions in recognition of SPEC teachers and staff. The committee will coordinate the holiday gifts for teachers and staff.

**Ice Cream Social**

The committee is responsible for all plans for an Ice Cream Social held during the school year. Arranging the date, all supplies and volunteers are also the responsibility of committee.

**Kindness Week**

The committee is responsible for coordinating theme days and activities throughout the week to kindness (e.g. kindness-themed clothing and themes, food pantry donations, penny wars for charity, etc.)

**Trunk or Treat**

The committee is responsible for coordinating a Halloween social/fundraising event to benefit the SPEC PTO.

**Read Across America**

The committee is responsible for organizing and seeing through “Read Across America” Day in March. Soliciting guest readers, purchasing ‘thank you’ gifts for the readers providing refreshments for guests, and coordinating the schedule of readers in each classroom are also duties of this committee.

**Sweetheart Dance**

The committee is responsible for coordinating a spring social/fundraising event to benefit the SPEC PTO.

**Yearbook**

The committee, with a chair/business manager from the PTO Board, will be responsible for selecting a company to print a yearbook. Other responsibilities include compiling photos from events throughout the year, made available by staff photographers and SPEC parents/students. The committee will assign members to design/develop event pages in the book. The committee will take orders, distribute the yearbooks, and report accordingly. The committee works closely with the SPEC Principal and the PTO Board for yearbook content and approval schedule to be determined based on printing/submission deadlines.