

## **Chairperson requirements:**

- A Chairperson must attend all 3 PTO meetings and be prepared to share an update, as appropriate. If, for some reason, the Chairperson cannot attend, a representative should be arranged in their place.
- Any committee that creates materials (i.e. t-shirts, locker decals, etc.) must show the first draft of the item to the PTO Exec Board to ensure the Monroe brand, color and logos are used properly
- Each Chairperson is responsible for turning in receipts within 30 DAYS, and/or ensure all of their committee members do the same. If receipts are past 30 days, the Exec Board will decide if receipts will be reimbursed. Taxes will not be reimbursed as Tax Exempt forms are available on MonroePTO.org and should be used with each purchase.

## **5K Fitness Walk**

Volunteers organize this family-oriented fundraiser that takes place at Fullersburg Woods in the fall. The committee chairs find event sponsors, design t-shirts and registration materials, promote the event, and volunteer the day of the 5K. They also work closely with our PE teachers to help promote this event to students and parents, and the community. Many volunteers are needed to organize and execute this event. Since this event takes place in the fall, some committee work needs to take place over the summer.

## **AVIC – Art Volunteers in the Classroom**

Through this interactive art appreciation program, parents introduce children to works of art that relate to subjects they are studying in the classroom. The presentations are already prepared and primarily consist of asking the children questions about what they see in a given work of art. Presentation outlines, resource material and training are included. This committee runs year long and involves direct student contact at each grade level.

## **Birthday Lunch**

This committee organizes a special luncheon once a month for student birthdays. Students eat lunch together with the principal. Students with summer birthdays (June, July, August) join another month that doesn't already have a lot of birthdays. Parents help provide the snacks, take attendance, take pictures, and act as an extra set of hands at the lunch.

## **Book Fair**

This committee coordinates the sale of a wide variety of books at the school. Proceeds from this event fund purchases for the Media Resource Center (MRC) and general PTO operations. A significant time commitment is required from the chairs of this committee during the week of the Book Fair. Additional volunteers are needed for sales help as well. A professional book vendor supplies the books and the committee provides volunteer time to staff the event.

## **Brick Pavers**

This committee chair advertises the sale and coordinates the installation of the engraved bricks used between the flagpole and the MPR of Monroe School. (Chairperson only. No additional committee members needed.)

## **Chess Club**

This committee chair acts as a liaison between the Chess Club vendor and the parents of Chess Club members. Responsibilities include promoting chess club tournaments and communicating club registration and meetings.

## **Community Partners**

This committee will coordinate all the non-auction fundraising events throughout the year. These fundraising events include restaurant partnership nights, Box Tops, eScripts, Fundinco, etc. Community Partner chairpersons organize Shop 'n' Share Days with selected vendors and monitor reward programs. The proceeds from these sales benefit Monroe PTO programs. (2 chairpeople needed. No additional committee members.)

### **Curriculum Enhancement & Cultural Art**

This committee plans 3-4 school-wide assemblies throughout the year. A few dedicated volunteers are needed to assist in the selection and coordination of these events. The focus of the 3 events should 1) enhance the overall curriculum and support of the academic mission of the school (curriculum), 2) expose children to the arts (culture) and 3) provide enhancement to the International Awareness programs. This committee may also assist with organizing special assemblies requested by the school principal or staff.

### **Directory & Handbook**

This committee chair prepares and distributes the annual Directory and Handbook. In addition, the chair compiles the information for our online directory app. The time commitment is very heavy in the late summer and early fall, until the directory is distributed in late September or early October. (Chairperson only. No additional committee members needed.)

### **Family Fun Fest**

This is a very successful year end event that brings all of our families together for a celebration on the school grounds. A team of volunteers is needed to organize and execute this event. This is a favorite of the children and parents and usually takes place at the end of the school year. This event requires many volunteers and a significant time commitment from the chairs.

### **Geography Bee**

The Geography Bee is held every year in February. Interested students can be a part of the Geography Bee “club” and compete in the contest. This committee helps prepare the interested students by providing study materials and offering fun activities to the students.

### **Grounds**

The committee will work as a liaison with the district and landscape vendor to maintain the school grounds. The committee maintains the planters around school and may also consider scheduling light cleanups and plantings for special occasions, if desired and necessary.

### **Helping Hands**

This committee serves as a temporary support system for the Monroe School staff, students and families in need because of unanticipated extraordinary circumstances (i.e. illness, loss). Support can range from school related needs such as carpooling to/from school to external needs such as student seasonal clothing, meal rotations, extracurricular carpooling and other temporary needs identified by the committee.

### **Hospitality**

The Hospitality Committee plans, coordinates, and helps with the setup of refreshments and food for various PTO sponsored events. These events may include a welcome back lemonade stand or popsicle social, the back to school coffee (first day of school), three PTO meetings (including the January meeting luncheon) and a Monroe hosted district meeting.

### **Junior Great Books (Third through Fifth Grades)**

Junior Great Books is a program for children in grades 3-5. Children will meet once per week during lunchtime for 11 weeks during the winter to discuss a story from the Junior Great Books anthology. Volunteers will have the opportunity to work directly with students and will facilitate discussions during the meetings. Training will be provided for all volunteers by the chairperson of the committee.

### **Living Classroom**

Come and explore nature with children! This committee supports the teachers when they teach the Living Classroom Science Curriculum. This involves coming to school when the teachers need an extra pair of hands conducting lessons in the classroom and outdoors in Monroe’s unique Living Classroom space which is made

up of a Vegetable Garden, a Butterfly Garden, a Prairie Garden and Pond. The committee helps maintain the Living Classroom gardens and also liaises with vendors who care for them as well. Participation requires no expertise, only enthusiasm and a willingness to get your hands dirty!

### **Locker Photos**

Pictures are taken of students during the first week of school to be placed on their lockers for the school year.

### **Monroe Café**

This popular optional lunch is offered on select Fridays throughout the school year. Volunteers are needed to plan the menu, coordinate with our local food vendors, and assist in serving lunch to the students on those scheduled Fridays in the lunch room.

### **Monroe Cares**

This committee will plan 3-4 events to facilitate our relationships with organizations in our community who can benefit from our assistance. This committee's goal is to engage our children in fundraising and volunteering efforts to share with those less fortunate than us. This committee organizes a shoe and oatmeal drive in the fall to support our sister school in Tanzania, as well as a Day of Service in the late winter/early spring.

### **Mustang the Mascot Coordinator and Volunteers**

If you have a zest for school spirit, then this committee is for you! We need a chairperson who will coordinate the mascot's schedule throughout the year and be the liaison with the PTO and Monroe teachers and staff. We also need a small group of volunteers who can wear the mascot costume for these brief appearances. Mistie Lucht will clean and maintain the costume and have it available when needed.

### **Newcomers and Parents Night Out**

This committee's responsibility is to organize a friendly "Welcome to Monroe" event for all families who are new to the school. This event is usually held in the early fall. The committee also works in conjunction with the school to organize kindergarten registration in the spring and welcome yard signs as the school year begins.

In addition, this committee will create a fun social event to bring the entire Monroe parent community together (new and not-so-new parents) in the spring. The gathering is self funded and is typically held at a local venue to have a casual evening where parents can enjoy getting together outside of school. This event only occurs during a non-auction year.

### **Newsbytes**

This committee is responsible for electronic communication via our weekly "Newsbyte". This position involves a significant time commitment throughout the year but can be done from your home. It is nice role for parents who work during the day or those with young children at home. A training session will be offered to all new members of this team. This is a nice way to know what is happening within the school at all times.

### **Pinch Hitters**

Members of this committee will be emailed when extra hands are needed from other PTO committees. Examples of needs could include helping to set up for the Book Fair, collecting Science Fair projects from the carpool line, helping to line up students for picture day, as well as other last minute needs that come up for a committee. Sign up for this committee to be included in the group emails when extra help is needed and agree to help when it fits your schedule!

### **PTO Grants**

This committee will work with the PTO board to evaluate applications for grants submitted by Monroe School teachers and staff. Grants will be awarded to applications that are deemed to support learning initiatives and enhance school curriculum. This committee will have funds to award annually. In addition, this committee will

work with the PTO on developing and maintaining plans for PTO fundraising efforts.

### **Publicity Coordinator**

This position involves a yearlong commitment to work with the local newspapers and District 181 Community Relations staff in promoting and publicizing Monroe School activities and events. Plan on a monthly outreach email to publications, with potential for proactive article submissions and special, exciting projects to be worked into media outreach. This is a nice way to know what is happening within the school at all times.

### **Room Parent/Room Parent Coordinator**

The co-chairs of this committee help secure the room parents for each classroom in August and guide them through their duties and responsibilities throughout the year. You may volunteer to chair this committee or serve as a room parent in your child's classroom. This is a yearlong commitment and the time involved varies from class to class. Priority will be given to those parents who have not previously served in this capacity.

### **School Pack**

This is a service provided by the PTO to make buying school supplies convenient and hassle free. In the spring, the coordinator will work with the school secretary to order students' school supplies for the following year. Additional volunteers are needed for supplies delivery day, which will be just prior to the first day of school. (Chairperson only. No additional committee members needed.)

### **School Pictures**

This committee is responsible for assisting with the picture day(s) scheduled by the committee chair with the School Secretary.

### **Science Fair**

K-5 students are given an opportunity to create and display their science experiments. This committee determines a winter date, distributes materials and offers support to the participants. They will recruit a team of impartial judges and will coordinate recognition ribbons and prizes for the winners. The event culminates with an Awards Recognition Night.

### **Six-Hour Reading Club**

Volunteers are needed to coordinate this reading incentive program in the winter. The committee chair distributes and collects reading logs. If the children meet their goal they receive a free admission pass to Great America theme park. (Chairperson only. No additional committee members needed.)

### **Spelling Bee**

The Spelling Bee takes place in January. This committee works with the teachers to coordinate class and grade level Spelling Bees. They also coordinate the school-wide Spelling Bee. The winner represents Monroe at the D181 competition.

### **Spirit Wear**

The committee coordinates the selection and sale of several clothing items imprinted with the Monroe Mustangs logo. Items are available for purchase by parents and students in throughout the school year.

### **Staff Appreciation**

This committee will be run by 2 chairpersons who will organize ways to thank the Monroe School staff throughout the year, culminating in a celebration in early May. Many volunteers are needed to help plan and carry out these activities. This is a yearlong commitment with activities throughout the school year and now includes recognizing and coordinating appreciation for Crossing Guards, Principal, Custodian, and Secretary Appreciation Days.

### **Student Activities Chairs**

The chairs of this committee oversee all PTO-sponsored clubs, activities, and competitions (designed to enhance student knowledge in a particular area). The chairs of this committee will act as the liaison between Monroe parents/students and the person or group in charge of running the activity (including Chess Club, Destination Imagination, Geography Bee, Junior Great Books, and Spelling Bee). In addition, they work closely with the school secretary to assist in coordinating with independent organizations to provide after school enrichment classes at Monroe. (Co-chairs only. No additional committee members needed.)

### **Vision and Hearing Screening**

A group of volunteers is needed to assist the school nurse with vision and hearing screening for one week in the winter. (Chairperson only. No additional committee members needed.)

### **Walk to School Day**

Each fall, a special day is designated to highlight the health and environmental benefits of walking to school. The chairperson will coordinate with the P.E. teachers and D181 to make this a fun morning for our school community. This event takes place in early October. (No committee)

### **Wrapping Paper**

This fall fundraiser offers a wonderful opportunity to stock up on attractive, high quality paper and gift items before the holidays at fantastic prices. This is a wonderful PTO fundraiser, providing an annual source of income to fund many programs. Volunteers are needed to help organize and distribute materials and products. The sale takes place in September and products are distributed in November. (Chairperson only. No additional committee members needed.)

### **Yearbook**

This committee develops the annual Monroe School Yearbook that is distributed at the end of the school year. The Yearbook includes professional photographs of both students and staff. Volunteers are needed to be classroom photographers to capture individual classroom events. These parents attend various classroom activities throughout the year to take and compile photos to be used in the final layout.

### **Grade Level Committees**

#### **Holiday Tree (Kindergarten)**

The committee chair will plan an ornament making activity for the kindergarten classes, and then utilize the ornaments to decorate the annual kindergarten holiday tree displayed in the office foyer.

#### **Bicycle Safety (Third Grade)**

At the start of each school year several volunteers are needed to coordinate our 3rd Grade bicycle safety program in conjunction with the Hinsdale Police Department and other local vendors. This committee selects a date for this event in the spring of 2016 and then coordinates volunteers for the bicycle safety event in the fall.

## **Fifth Grade Committees**

### **D.A.R.E. Luncheon**

This committee works with the D.A.R.E. officer to organize the end-of-program luncheon.

### **Robert Crown Night Coordinator**

A volunteer is needed to organize the fifth grade student/parent visit to Robert Crown for the “Linda/Michael” program. This takes place in the early spring.

### **Sale for Outdoor Ed**

Parents of fifth graders are needed to help coordinate and distribute wreaths, poinsettias and a third gift option sold by the fifth grade students to raise money for Outdoor Education. This takes place in October and November.

### **Year-End Culmination**

The chairperson of this committee guides a group of volunteers from each class to coordinate the fifth grade year-end recognition ceremony and identify, plan and execute special events for the fifth grade students. You will work closely with the fifth grade teachers.