

Monroe School PTO Committee Descriptions 2019/2020

Chairperson Requirements:

- A Chairperson should attend the 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.
- A 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 ensures all of their committee members do the same. If receipts are past 30 days, the Exec Board will decide if receipts will be reimbursed.

School Auction/Fundraiser

Volunteers organize this important event that helps raise enough funds to support our Monroe PTO sponsored programs for 2 years. This event takes place every 2 years, and typically planning starts late winter of the non-fundraiser year. The event includes a themed night of fun for the parents, while money is being raised through the live and non-live auction. Along with the head chairs, there are many sub committees needed for this event to aid in marketing, party planning, donations, etc.

5K Fitness Walk/Run

Volunteers organize this family-oriented fundraiser that usually 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, 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. Parents assist with attendance, photos and act as an extra set of hands at the lunch.

Brick Pavers

This committee chair advertises the sale and coordinates the installation of the engraved bricks used between the flagpole and the breezeway doors of Monroe School. *Chairperson only. No additional committee members.

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 and Box Tops to name a couple. 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 chair people needed. No additional committee members.)

Culture Night Committee

Promote and coordinate a multi-cultural open house in which Monroe families, students and staff share a culture of their choice through activities and displays. The committee will communicate the various avenues to share culture for the event: displays, hands-on tables, crafts/activities, food, drinks, music, dance, language and more. Lead committee member in fostering creativity participants and encourage students to take an active roll.

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 assemblies 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 if necessary. The committee may also assist with organizing special assemblies.

D181 Liaison

This committee will attend district Academic Success and School Board meetings (or listen to the podcasts/read the board docs) and provide the PTO Board with the write-ups if and when there are topics discussed that are meaningful and impactful to the Monroe Community.

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.

Educational Staff Grants

This program is designed to award funds for projects, programs, and materials that enhance the school curriculum and environment at Monroe School and would not otherwise be funded through the traditional school or district budgets. (Living Classroom, Bees, etc.)

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 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 the “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 the school and may also consider scheduling light cleanups and planting 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 an unanticipated extraordinary circumstance (illness, loss). Support can range from school related needs such as carpooling, to external needs such as student seasonal clothing, meal rotations, and additional needs identified by the committee.

Hospitality

This 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 (1st day of school), three PTO meeting (one being a luncheon in Jan) and a Monroe hosted district meeting.

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 and 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 connects with the 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. Many parent volunteers will be needed on the day of Café.

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.

Miles the Mascot

If you have a zest for school spirit, then this committee is for you! We are looking for people to dress as Miles on designated events and days throughout the school year! Dads can wear the Miles costume too!

MRC Enrichment

This team will work closely with Mrs. Wodka to support and enrich the MRC environment and mission. This will include seasonal displays, special event support, school initiative support and daily organization.

Newcomers

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.

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. A training session will be offered to all new members of this team. This committee 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.

Publicity (PR) 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. *Chairperson only. No additional committee members needed.

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 (1 of 2 committees)

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

Science Night (2 of 2 committees)

This committee will organize a fun science night at the school. Science based activities will be available for all students to participate in. This night is also designed for families to walk around the school and look at all of the science projects created by the students. Science Board awards will also be distributed this night.

Spirit Wear

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

Staff Appreciation

This committee will be run by at least 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, Bus Drivers 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. 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.

Wrapping Paper

This fall fundraiser offers a wonderful opportunity to stock up on attractive, high quality paper and gift items before the holidays and at great prices. This is a wonderful PTO fundraiser, providing an annual source of income to fund many progress. Volunteers are needed to help organize and distribute materials and products.

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

Kindergarten: Holiday Tree

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.

3rd Grade: Bicycle Safety

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 then coordinates volunteers at the beginning of the school year, for the bicycle safety event in the fall.

3rd-5th Grade: Junior Great Books

Students will meet once per week during lunchtime for a period of 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 this committee.

5th Grade Committees

DARE Luncheon: This committee works with the DARE officer to organize the end-of- program luncheon.

Robert Crown Night Coordinator: A volunteer is needed to organize the 5th grade student/parent visit by Robert Crown for the "Linda/Michael" Program. This takes place in early spring.

Sale for Outdoor Ed: Parents of 5th graders are needed to help coordinate and distribute wreaths, poinsettias and a third gift option sold by 5th 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 5th grad year-end recognition ceremony and identify, plan and execute special events for the 5th grade students. You will work closely with the 5th grade teachers.

5th Grade Yearbook Section: The chairpersons & committee members of this team would be responsible for gathering photos and 'interviews' of the 5th graders and would work with the Yearbook team to design/layout this section of the yearbook.