

PTO Committee Descriptions

Art Smart- Organizes volunteers to visit classrooms quarterly to promote art appreciation

Art Smart Co-Chair- Assists chair & assumes chair the next year

Battle of the Books- Reading club/competition for 4th and 5th graders. Chair reads all books (12-13) and writes questions for several books. Develops plan for style of competition for the year and leads those battles. Option to lead practice scrimmages which would take place in late fall, winter. Busy times - September, January through Battle Week (typically first week of March).

Battle of the Books Co-Chair- Assists chair. Creates student groups with parent volunteer leaders. Helps read books and write questions for competitions. Assumes chair next year. Busy times - September and January/February.

Book Fair- Organizes & conducts Book Fair which usually takes place in November. Busy time - fall.

Book Fair Co-Chair- Assists chair & assumes chair next year

Box Tops for Education- Coordinates the collection & submission of GM Box Tops 4-5 times throughout the year

Building & Grounds- Help plant and maintain our vegetable garden beds

Care & Concern- Available to help LES families & staff in times of need

Catwalk- Organizes Walk-a-thon for school, which takes place in mid-September. This is our biggest fundraiser of the year. Chair oversees co-chairs helping with sponsors, donations, t-shirts, prizes, communications. Busy time - August/September

Catwalk Co-Chairs (4) - Assists chair in organizing Walk-A-Thon. A great place to get connected to PTO and other families. Busy time - August/September

Chat and Chew- This position organizes reading groups for 2nd/3rd grades. They select books and create student groups with parent leaders which meet several times throughout the year. Busy time - fall

Community Service- Organizes community service projects for students and families. Busy time - off and on throughout the year

Community Service Co-Chair- Assists chair & assumes chair the next year

Creative Artworks - This position works with Art Teacher, overseeing communications between parents and Original Works, a company which creates gifts with student's artwork. Orders are delivered to school in time for the holidays. Busy time - November/December.

Family Fun Night- Organizes Family Fun Night. Inflatables, DJ, caterer, Cake Walk, etc. Date tbd

Family Fun Night Co-Chair- Assists chair & assumes chair next year

Field Day- With the PE teacher's help, organizes Field Day which takes place in May. Busy time - April/May.

Field Day Co-Chair- Assists chair & assumes chair the next year

Fifth Grade Head Room Mom- Resource for other 5th grade parents to navigate all of the activities for the year.

Historian/Yearbook- Oversees committee to prepare yearbook, arranges school pictures in fall & spring. Busy times - Fall and Spring

Historian/Yearbook Co-Chair- Assists chair & assumes chair next year

Hospitality/New Families- Organizes all-school function in conjunction with Back to School Night (August) & Curriculum Fair (May). Reaches out to families new to the school, organizes New Family Orientation, assigns mentors/buddies

Directories- Oversees printing of school directory in the fall

PALS - Pairs teachers with parent helpers who volunteer once a week in that teacher's classroom (not necessarily your child's teacher) Busy time - August/September

Parent Social- Organizes parent social in the spring

Photographer/Videographer- Takes pictures at school functions and films class musicals

School Clothing- Oversees ordering, sale & distribution of school spirit wear. Busy time - August

School Clothing Co-Chair- Assists chair & assumes chair the next year

School Supplies- Arranges the sale of school supplies recommended by teachers. Busy time - Spring

School Supplies Co-Chair- Assists chair & assumes chair the next year

Silent Auction Chair- Organizes the silent auction at the Parent Social in the spring

Skating/Bowling Parties- Arranges & advertises parties, which take place throughout the school year

Teachers' Treasures- Works with teachers to organize donations from teachers. We are bringing this back due to popular demand (teachers and students!!); timing tbd but may take place a few times throughout the school year.

Veterans Day- Arranges speaker for Veterans Day assembly and food for the Veterans reception. Busy time - October/November

Watch DOGS- Works with principal in organizing volunteer opportunities for father figures (fathers, grandfathers, step-fathers, uncles) at the school throughout the year.

**** If you would like to get involved in PTO at LES, there are several ways to do so.**

- 1) **Volunteer!! We need many helpers with Catwalk, PALS (teacher helpers), Book Fair, Class Photographers, Teacher Appreciation, and Watch DOGS. There is a place for EVERYONE.**
- 2) **Attend PTO meetings. These will be advertised and we would love for you to come and learn more about our school and how we serve the needs of the students, parents, teachers and staff.**
- 3) **Be thinking about what areas interest you in the above list and consider serving in the coming years. If you have questions, please contact us:**

Stephanie Battison - stephaniebattison@gmail.com or 913.980.2069
Melissa Earnest - mearnest2005@gmail.com or 913.548.2718