

Francis Wyman PTO
2009-2010 Committee Descriptions

New Family Welcoming Committee: (Sept-June) Liaison: Becky Icken

- Be a contact person for a family as they move into or relocate within Burlington and join Francis Wyman Elementary
- Where to find information about the town, school activities, PTO, etc.

Membership Committee: (Sept - Oct) Liaison: Barbara Mozzicato

- Attend Kindergarten Orientation & Open House nights in September to support membership enrollment
- Collect \$15.00 dues envelopes from PTO mailbox, give all monies to Treasurer & enter membership data into spreadsheet
- Give copy (via email) of membership list to Co-Presidents as updated

Student Enrichment Program: (Sept - Dec - June) Liaison: Joan Ford

- Work with administration and staff to research and arrange student enrichment programs throughout the year
- Notify teachers, Principal, PTO Co-Presidents, and Community Notification Committee of dates, times and locations of programs
- Work with PTO Treasurer on projecting and tracking program expenses
- Represent the PTO (parents) on the School's Reading Incentive Program Committee

Hospitality: (Sept-Oct-Jan-March-May) Liaison: Joan Ford

- Coordinate with school janitors the placement of tables, trash barrels or any other necessary equipment needed for special meetings.
- Provide set up and clean up of refreshments for school activities including Open House nights, Arts Night, Kindergarten Orientation, Dr. Seuss Day and any special meetings as necessary.

E-News & PTO Promotion: (Sept-Nov-Feb-May) Liaison: Barbara Mozzicato

- Submit articles/information to newspapers and BCAT (Burlington Cable), and call photographer as requested from Staff and PTO
- Research and develop new communication vehicles to promote and publicize the school and PTO
- Collect information (from staff, administration and PTO), type, publish and distribute newsletter to families and staff

Fundraising: (Sub-Committees) Liaison: Joan Ford

- Wrap/Gift Drive - (Sept/Nov)
- Spring Fundraiser (April/May)

Extras Money without the Effort -

- Lowell Devils Family Day (Jan or Feb)
- SCRIP Fundraiser (Nov - May)
- Box Tops for Education - (Sept-June)
- School Spirit Wear Sale (Sept/Oct) (Feb/March)

Landscape/Beautification: (Fall/Spring) Becky Icken

- Responsible for organizing spring and fall clean-ups, plantings, and beautification of the school grounds
- Works in co-operation with school administration and the town recreation department

Welcoming/Kindergarten Orientation: (Sept - June) Liaison: Jess Inglis

- Organize PTO welcoming table at Kindergarten Orientation (two sessions) held in September
- Help assist PTO in welcoming members
- Work with Kindergarten staff and principal to welcome incoming kindergarten students. Typically there will be 3 "story hour" times set up with a theme for each session which would include a story and craft.
- Responsible for getting necessary items for the craft. Snacks and juice is usually provided to the students.

5th Grade D.A.R.E. Graduation: (Jan/Feb) Liaison: Barbara Mozzicato

- Organize and oversee (in conjunction with D.A.R.E. Officer) the decorations and refreshments for the Graduation party held in February or March (4th grade parents needed).
- Send notices to parents for volunteers to supply baked goods for the event or coordinate with 5th grade room parents to contact parents

5th Grade Yearbook/Activities:

Liaison: Becky Icken

(See Guidelines, adopted September 2002)

- Active throughout the year
- Organize, design and publish a book of memories for the 5th grade class
- Organize cake/refreshments for yearbook signing party held in June
- Coordinate design, purchase and distribution of 5th grade T-shirts to be worn at the beach day field trip in June

Teacher/Staff Appreciation Luncheon: (April-May) Liaison: Becky Icken

- Organize and oversee a luncheon, tea or breakfast for all the staff held in May (Teacher Appreciation Day)
- Send out invitations, set up, serve and clean up function
- Send notices to parents for volunteers to supply baked goods and provide recess/lunch duty for the event
- Purchase small token/gift for staff

Family Carnival Planning Committee: (Oct-March) Liaison: Joan Ford

- Organize and oversee an annual event for the purpose of having a family-oriented gathering at the school
- Coordinate the parent and teacher volunteers for the event

Other Volunteer Opportunities: Liaison: Barbara Mozzicato

- Volunteer "On Call" List - this is geared toward the parent who really wants to help but can't commit in September for activities throughout the year or doesn't know where to help out.
- Let us know if you have a special talent - like baking, maybe the hospitality committee could contact you for some tasty treats for various special events.
- Only have time when your children are in school make that known too! Maybe you could help out in the library.
- For this committee there is no pressure to say yes, but it does give those who wish to volunteer the opportunity to do so.