

Descriptions of Shallow Brook Committees for 2009-2010

Membership: This committee is needed at the beginning of the year until mid-October. The purpose of this committee is to get information out to the parents to obtain memberships to the PTO. This committee also has to keep records of who has joined. Usually a display is put up and maintained in the school and a classroom competition occurs to see which class has the highest percentage of PTO memberships. The membership committee then makes sure that the class with the highest percentage of memberships receives a prize.

Fundraising: This committee needs to distribute sale fliers, collect & check the orders & money, set delivery dates & sort and distribute the products. The PTO will be doing three fundraisers. This committee will be working throughout the school year.

School Store: This committee purchases and sells items that students may need for class. Items are sold over the lunch periods on Fridays. Volunteers are needed on Fridays to work at the school store from 11:25am to 1:30pm. You should arrive by 11:15am to set up.

Hospitality: This committee will be in charge of the Ice Cream Social, VIP Breakfast, Teacher Conference Dinner, Bingo Night, Teacher Appreciation and the 6th Grade Honor's Breakfast.

- VIP Breakfast involves ordering the food/drinks, preparing the cafeteria the day of the event and helping the breakfast run smoothly.
- Bingo Night involves having snacks and drinks available to purchase for the families and also getting volunteers to work at the tables.
- Teacher Appreciation is in May and your group can get creative and plan a lunch or do something special for the teachers.
- 6th Grade Honor's Breakfast involves getting a gift for the students being honored.

Yearbook: This committee will be taking pictures and arranging the layout of the yearbook. The yearbook is assembled using an online program with School Annual Publishing Company. In addition to doing the yearbook, this committee also has to distribute the order sheets and envelopes and track the orders. The distribution of the yearbook is near the end of the year.

Kid's Holiday Shoppe: This committee will work with a company that supplies a wide range of items that will be available for the students to purchase for gift giving in December. The shop is scheduled during the school day on December 16 & 17. This committee will have to set up a volunteer schedule for those days so that there are cashiers, gift "wrappers" and people to assist the students if needed.

Book Fair: This committee will be organizing the set-up of our book fair in the Spring and will run the event so that children have the opportunity to purchase books.

Yard Sale: This committee will make copies of the flyers to distribute to the students and places in the community. You will make signs to post and place ads in the newspaper. The night before the yard sale, you mark the parking lot spaces with numbers, hang signs and balloons. The day of the yard sale, people are needed to set up tables for the food and PTO yard sale table. People are also needed to volunteer at the food and PTO yard sale tables.

Fun Fest: This committee is in charge of planning a fun, entertaining end of school year event. Planning should start in February and end with the event in June.