

## **COMMITTEES** **Washington West PTC**

The President of the PTC shall appoint committees and their chairpersons as required to carry out the goals, policies, interests and work of the PTC. The committees shall include, but are not limited to, Fundraising, Scholastic Book Fairs, Beautification, Trunk or Treat, Holiday Store, Family Winter Event, Trivia Night, Newsletter, Social Media, and Nominating Committee. Special committees may be formed at any meeting of the PTC, as specific needs arise. The chairpersons and members of each committee shall be members of the PTC. The chairperson of each committee will be given verbal/written instructions on the function of the particular committee. The term of office for each chairperson shall be one year (to coincide with the term of the President of the PTC), or until the function, event, fundraiser, or assignment has been completed. The chairperson of each active committee shall present plans of work to the President of the PTC, who shall discuss the same with the Principal of Washington West Elementary School, before approval. No committee work shall be undertaken by any committee chairperson or member without the consent of the President of the PTC, after discussion with the Principal of Washington West Elementary School. Reports on the status of each active committee shall be prepared by each chairperson and submitted to the President before the regular meeting of the members of the PTC, or at the request of the Board of Directors. *Following each PTC function, the chairperson shall submit to the President a detailed report detailing the success of the function and/or any notes of interest concerning the event. These reports will be beneficial to future chairpersons of the same event.*

### **COMMITTEE DETAILS**

#### **TEACHER/STAFF APPRECIATION WEEK**

The PTC recognizes Teacher/Staff Appreciation Week and provides a small token of appreciation on various days of Teacher/Staff Appreciation Week, which usually occurs the first week of May. A "Teacher/Staff Appreciation" Luncheon for the teachers and staff is provided on one of the days. The Chairperson is responsible for arranging the luncheon and other events through the funds of the PTC.

#### **OPEN HOUSE**

Open House is usually held the week before the first day of school at Washington West. It gives the students and their families a chance to meet their teachers and view the classrooms and school. The presence of the PTC at this event is vital for introducing the current members and bringing in new members to join the PTC. The Chairperson for this event will arrange to have a table at the event with participating members and forms of information available for handout to the families attending the open houses.

#### **WASHINGTON WEST PTC NEWSLETTERS (Monthly)**

The Washington West PTC is a very active organization. The Washington West PTC Monthly Newsletter is the PTC's greatest tool in getting information about the PTC home to the parents. The Chairperson of this committee is responsible for typing, copying and distributing the actual newsletters to the teachers' mailboxes for distribution to the children. Volunteers are needed to

help compile articles, information, important dates, etc. to be included in the monthly newsletters.

### **BEAUTIFICATION COMMITTEE**

Did you ever notice the landscaping in the front of Washington West Elementary School? This landscaping was provided by the Washington West PTC, and thus needs to be managed by the Washington West PTC - not an easy job, those weeds don't know when to stop! The Chairperson of this committee would be responsible for scheduling several Saturdays, or evenings, throughout the school year when volunteers can come to the school for a couple of hours and "tidy up" the landscaping.

### **FUND-RAISING**

It would be ideal to have at least two fundraisers per school year - one near the beginning of the school year (Fall Fundraiser) and one around March or April (Spring Fundraiser). The proceeds from the school fundraisers are used to purchase large items, such as playground equipment, sound systems, computers, etc. The funds generated from the fundraisers are also used to finance class field trips, student assemblies, class fun nights, etc. The Chairperson of this committee would be responsible for submitting ideas to the PTC about different fundraising ideas, scheduling the actual fundraisers for the students, distributing information and tallying orders, etc. Additional committee members will be needed to help with deliveries from the school cafeteria on the scheduled delivery days.

### **BOOK FAIRS**

The Scholastic Book Fairs give the students the opportunity to purchase good quality books at reasonable prices. There are two book fairs held each year, both running for about one week in the school cafeteria - one in October and the other in March. The Chairperson of this committee would be responsible for scheduling the book fairs, setting up the displays, and coordinating the efforts of needed volunteers to help run the book fairs. Other committee members are needed to help staff the book fairs during both the school hours and one evening, per book fair. Washington West receives profits from the sale of all books at the book fairs and expends the funds back on the purchase of books for the school library and individual classrooms.

### **TRUNK OR TREAT**

This is a fun and exciting event for the students and families of Washington West. The Chairperson of this committee is responsible for planning the events for the trunk or treat. Families are asked to participate by decorating the trunks of their vehicles and distributing candy or providing games at the back of their vehicle. Students and their families are encouraged to attend and take advantage of this fun event by dressing up in costumes and "trick or treating". The PTC will have a trunk or table at this event treating the families.

### **HOLIDAY STORE**

The Holiday Store gives the students the opportunity to buy presents for everyone on their holiday shopping lists, within a child's budget. The students love this event! This event is usually held one week during December. The Chairperson of this event is responsible for purchasing the necessary items to be offered the students for sale, coordinating volunteers to assist the students with their purchases and wrapping needs, as well as scheduling the individual classrooms for

their daily visits to the Holiday Store. This event takes a lot of organization and planning. Volunteers are needed to help the students with their selections and wrapping. This event is not a fundraiser for the PTC.

### **FAMILY WINTER EVENT (SKATING PARTY W/ SANTA)**

A Saturday in December is reserved for Washington West students at the Nothing Fancy Skating Rink in Union - referred to as the Family Winter Event. The Chairperson for this event will reserve the skating rink and handle all activities, refreshments, etc. connected with this event. This event is a lot of fun for the students and their families and a fun way to kick off the holiday season. Volunteers are needed to help "oversee" the activities at the skating rink.

### **ROOM PARENTS / HOLIDAY PARTIES**

A Volunteer is needed for each classroom to act as the "Lead Room Parent" for the year. This volunteer will handle the coordination of the holiday parties for their classroom (Halloween, Christmas, Valentine's Day). The lead room parents will coordinate the efforts of the other parents of the classroom to arrange for snacks, activities, crafts, etc. for the scheduled party days.

### **HOLIDAY DECORATING / TREE LIGHTING**

The PTC will provide a Christmas Tree for the school. The Chairperson of this event will be responsible for putting up the Christmas Tree and lights the week before the Thanksgiving break and taking down the Christmas Tree the week after the children return from the Christmas break. The PTC will provide basic ornaments and the students are encouraged to make an ornament, per classroom or grade level, to put on the tree for the decorations. This is a school-wide event.

### **FACEBOOK PAGE / SOCIAL MEDIA**

The PTC does have a Facebook page entitled "Washington West Elementary PTC" on Facebook and this is where the events of the PTC are posted. The Chairperson of this event would be responsible for accurately posting events and happenings of the PTC on the Facebook page, after receiving information and approval by the PTC Board of Directors.

### **TRIVIA NIGHT**

This is a fundraising event for the PTC and an adult night out! The Chairperson of this event will be responsible for obtaining the venue for the event, arranging the spokesperson for the actual set of trivia games, obtaining donations for the "silent auction" and any other activities for this event as decided by the PTC membership. This event takes a lot of planning and organization. This event is usually held in early Spring, during the month of March.

### **BOX TOPS FOR EDUCATION**

This is a year-long fund-raising event. Parents are asked to send in their Big G Box Tops from certain General Mills products. Each box top redeemed is worth so many points to Washington West. For every box top that is collected, Washington West receives cash to spend as deemed necessary. Different challenges are set up for the students throughout the year with this event, offering awards for the highest classroom participation. REMEMBER to turn those box tops in!!! The Chairperson of this committee would be responsible for coordinating the efforts of committee volunteers in collecting the box tops and preparing them for mailing.

## **NOMINATING COMMITTEE**

A Nominating Committee, consisting of three (3) members of the PTC, shall be appointed by the then acting President of the PTC in March. The Nominating Committee shall send written notification, calling for nominees to serve in the office of President, First Vice President, Secretary and Treasurer (the Second Vice President shall be the then acting Principal of Washington West Elementary School), to all members of the PTC in March and compile a ballot of nominees for each office to be voted on by the members at the Annual Meeting of Members held in April of each year. This Committee shall follow the guidelines as set out in the Washington West PTC Bylaws.

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