

McCormick PTO

Committee Descriptions 2018-2019



Academic Enrichments

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ASSEMBLIES AND SCHOOL PROGRAMS

(Chairperson – Filled)

This committee identifies and contracts educational and learning programs to visit our school during the school year (i.e. Author Day, Science Day, COSI visits, Zoo visits). The committee is responsible for scheduling the programs, communicating with teachers about these programs, recruiting volunteers, and supporting the program with their presence.

STUDENT INCENTIVE PROGRAM

(Chairperson – Open)

The “HATS Off to You” Student Incentive Program is designed to encourage our students to perform good deeds daily during school. When students or staff members recognize any student performing a good deed, they complete a nomination form describing the good deed. Monthly, one primary student and one intermediate student will be chosen from the nominations provided and the students will be rewarded.

McCCOCA CAFÉ FAMILY READING NIGHT

(Chairperson – Filled / Committee Members Needed)

This event is designed to encourage reading amongst our students and families. The event includes coordinating short readings from staff members, contacting our local library for entertainment, providing crafts and trivia for families/children and organizing refreshments (i.e. hot cocoa, coffee, cookies).

McMATH FAMILY MATH NIGHT

(Chairperson – Filled / Committee Members Needed)

This event is designed to encourage math amongst our students and families. The event includes coordinating short math activities with staff members, providing crafts and trivia for families/children and organizing refreshments.

McCulture FAMILY SOCIAL STUDIES NIGHT

(Chairperson – Filled / Co Chair Needed/ Committee Members Needed)

This event is designed to provide social studies enrichment amongst our students and families. The event includes coordinating short math activities with staff members, providing crafts and trivia for families/children and organizing refreshments.

McEARTH DAY

(Chairperson – Filled / Committee Members Needed)

This event is designed to encourage our students and families to give back while helping clean up the grounds at school all while learning about science and conservation. The event includes coordinating short science activities with staff members, ordering mulch and flowers and coordinating volunteers.

Community Connections

COMMUNITY OUTREACH

(Chairperson – Filled / Co Chair needed)

This committee organizes community outreach projects for local organizations and recognizes outstanding community members. Subcommittees include:

- **Veteran's Day Program:** Works with the music teacher to plan and organize refreshments for military family members of students.
- **Faces Without Places Magic Show:** Works with Mr. Jacobs, sixth grade teacher and magician, to plan and organize refreshments for magic show. All proceeds benefit Faces Without Places.
- **Community Collections Drives:** Initiates collection of items needed for local organizations. Collection Drives include the Mitten/Hat Tree, Cereal Box Drive, and Flip Flop Drop.

ELECTRONIC COMMUNICATIONS

(Chairperson – Filled)

This committee utilizes & maintains the McCormick PTO website. This committee may also help with creating and maintaining Sign-up Genius lists as well as assisting with Facebook postings for PTO committees.

GREEN THUMB

(Chairperson – Filled / Committee Members Needed)

This committee maintains school gardens by planting seasonal flowers, weeding and mulching.

ROOM PARENT ORGANIZER

(Chairperson – Filled)

This person informs the designated room parent and co-room parent for each class about policies and procedures with regard to classroom holiday parties, teacher appreciation and activities. This involves a meeting at the beginning of the school year and regular contact and updates via email. Room Parent Interest Forms will be sent home at a later time.

NOTE: This committee does not coordinate the volunteers who work in the individual classrooms. Teachers work directly with their own classroom's volunteers.

SCHOOL DIRECTORY

(Chairperson – Filled)

This committee coordinates the school directory by gathering and confirming directory information (i.e. class lists, family addresses, emails, and phone numbers) entering directory information into a database, and printing and distributing the directory to PTO members.

STAFF RECOGNITION

(Chairperson – Filled / Committee Members Needed)

This committee recognizes teachers and staff throughout the school year. Subcommittees include:

- **Fall & Winter Conference Dinners:** Coordinates food, drinks, paper goods, etc. for teachers' dinners provided by the PTO during spring and fall conferences. (Chairperson – Filled / Committee Members Needed)
- **Staff Appreciation Week Festivities:** Organizes and provides activities, snacks and small gifts to staff during the Staff Appreciation Week. (Chairperson – Open / Committee Members Needed)

- **Staff Appreciation Week Luncheon:** Organizes a final Friday luncheon for the staff during Staff Appreciation Week. The committee will work with the chairperson in selecting a theme and incorporate it through food, drinks, and decorations. (Chairperson – Filled / Committee Members Needed)
- **Sunshine:** Recognizes staff birthdays by providing themed treats in the lounge on monthly basis; could chose to recognize staff birthdays w/ individual treat or card from PTO. Could also acknowledge other staff events like births, get wells, weddings, etc. (Chairperson – Open / Committee Members Needed)

YEARBOOK / PICTURE DAYS

(Chairperson – Filled / Co Chair and Committee Members Needed)

This committee photographs students in preparation for the development of the McCormick Yearbook. The committee photographs school events, classrooms, students and creatively interprets school days. The committee works with Lifetouch to adhere to specific deadlines and requirements, processes yearbook orders, and assists with school picture days.

Fundraising

MCCORMICKFEST

(Chairperson – Filled & Committee Members Needed)

McCormickFest is our major PTO fundraiser of the school year. The committee has been busy for the past year planning the 5th Annual McCormickFest, however, we are seeking interested volunteers for the **2019-20 school year** to lead these areas. Planning for the 7TH Annual event will begin later this Fall.

- **Project Manager:** Schedule, plan and coordinate location of event, oversee all other committees.
- **Student Fundraising / Awards:** Develop student fundraising packet, track income, plan & distribute student incentives.
- **Corporate Sponsorship:** Contact local businesses for donations of money or products to help pay for 5k & festival, keep track of and record donations, collect logos and advertising information for t-shirts and signage, make sure each business receives the advertising benefit based on their level of donation, send out thank you notes to businesses that donate.
- **Registration & T-shirts:** Track registrations, t-shirts and head the registration table at event, set up signup and organize volunteers for day of event, design t-shirt and coordinate printing.
- **5K Race:** Plan course route, order bibs, oversee set up of race course and volunteers, keep track of timing and submit for posting results online
- **Advertising/Promotions:** Update FB pages, post updates regularly to FB, coordinate set up of registration page online, send picture to paper with event info prior to race, create and post event flyer at local businesses and running type stores, advertise on JogRunRace.com and other sites, collect pictures taken at event and post to FB and send in to paper, send a few pics to yearbook staff.
- **Spirit Week Coordinator:** Makes copies of flyers to go in Friday folders, keeps track of homeroom points during spirit week, places collection boxes in cross hallway & collects donations that are sent in (bottled water & canned goods last year); coordinates donations where they need to go (contact MMM to pick-up week after & stocking bottled water in a designated are), determines winning homeroom based on highest points

SCHOLASTIC BOOK FAIR

(Chairperson – Filled / Co Chair and Committee Members Needed)

The book fair is held in the fall during parent/teacher conference week. This committee works with Scholastic and the school librarian to set-up, run and tear down the book fair. This committee is also responsible for coordination of volunteers to decorate, scheduling of shifts, community publicity, and teacher wish lists.

McCORMICK KIDS' CONSIGNMENT SALE

(Chairperson – Filled / Committee Members Needed)

This committee plans & organizes the Feather Your Nest Sale (McCormick Consignment Sale). The sale will include maternity, baby & kids clothing, baby gear, toys, books, etc. Committee members may be involved in advertising the sale, collecting and working with parent vendors, set-up and tear down of the sale, working cash registers/checking out buyers.

COMMUNITY REWARDS PROGRAMS

(Chairperson – Filled / Committee Members Needed)

The chairperson would lead & coordinate add'l rewards programs that are deemed to benefit PTO and McCormick families such as but not limited to Kroger, Box Tops, Amazon Smile, Target Take Charge of Education, Buffalo Wild Wings Home Team Advantage, etc.

McFAMILY FUN EVENTS

(Chairperson – Filled / Committee Members Needed)

This committee coordinates with community partners to schedule family events throughout the school year. Past events have included "Dining Out" evenings at local restaurants and skating outings at Castle Skateland. A portion of sales during these events is returned to the PTO. Responsibilities include contacting businesses to schedule dates, creating flyers to send home with students and collecting the final donation check from the selected community partner.

SPIRIT WEAR

(Chairperson – Filled / Committee Members Needed)

The chairperson coordinates the sales of Spirit Wear that students and their families may purchase. This committee coordinates with a vendor to pick out logos, set prices, and communicates sale information through order forms sent home with students during specified periods during the school year.

Social Events

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FIELD DAY

(Chairperson – Filled / Committee Members Needed)

This committee assists the physical education teacher with coordinating volunteers and activities for Field Day, which is held during the last week of school.

DANCES (MOTHER-SON & FATHER-DAUGHTER)

(Chairperson – Filled / Co Chair and Committee Members Needed)

This committee coordinates the mother-son and father-daughter dance. Specific sub-committees include:

- **Entertainment:** coordinate DJ, dance contests, and special appearances (outside dance companies or artists) as well as select and purchase dance favors and prizes.
- **Food:** coordinate, purchase, and set up of food and refreshments.
- **Decorations:** coordinate, purchase, and set up decorations according to selected dance theme
- **Photo:** coordinate photographers, create backdrop, manage photo area during dance and distribute photos after event.
- **Souvenirs:** Create or purchase items for parents and/or students to receive at the dance. For example: corsages, sunglasses, necklaces.

FALL FESTIVAL

(Chairperson – Filled / Committee Members Needed)

This committee plans the games, activities, food and entertainment for the Fall Festival held in conjunction McCormickFest. This includes planning, contacting vendors, coordinating setup, and overseeing volunteers.

SIXTH GRADE RECOGNITION

(Chairperson – Needed/ Committee Members Needed)

This committee organizes a recognition night for the graduating sixth grade class that includes a slide show, student acknowledgements, presentation of class gift to the school, and refreshments. Committee members assist with invitations, gather images for the slide show, select appropriate class gift (given to the school by the class), arrange drinks and snacks, and communicate with the 6th grade teachers and Mr. Baker to meet their vision.

TALENT SHOW

(Chairperson – Filled / Co Chair Needed/ Committee Members Needed)

This committee coordinates and promotes the McCormick Talent Show. This includes reviewing performances, organizing the show into Acts, and coordinating the production of the talent show, including programs, stage set, stage crew recruitment, and a dress rehearsal.