

## PTCO Event and Program Chairs

### FUNDRAISING COORDINATOR 1

Seek and plan restaurant and retail reward events. PTCO Contact; VP.

### FUNDRAISING COORDINATOR 2

Shop with Scripts, Amazon Smile, grocery and box tops rewards. PTCO Contact: VP.

### DASH – 2 co-chairs

Manages August fun run fundraiser. Works with Treasurer on collecting donations and budget. Organizes planning committee and day of volunteers. Works with schools to coordinate with teachers and staff event day logistics. On-site day of event. Collects decorations and prizes. Prefer 2-year commitment. PTCO Contact: VP.

### BUZZ BOOK

August compiles a student directory. Manages sales, printing and distributions. Proficient in Excel. PTCO Contact: Secretary.

### YEARBOOK

Late winter into early spring compiles a student yearbook with grade level yearbook coordinators and yearbook vendor. Coordinates sales and delivery. PTCO Contact: Secretary.

### SCHOOL SUPPLY KITS

Work with vendor, school staff to coordinate school supply kit lists in the spring prior to the upcoming school year. Coordinate ordering and delivery of kits to the school at the beginning of the school year. PTCO Contact: Secretary

### SCHOOL SIGN – 2 co-chairs

Update marquee weekly. Coordinates with front office and PTCO for postings. PTCO Contact: Communications.

### SPIRIT WEAR

Create Homestead spirit wear with vendor. Promote purchase options and August delivery. PTCO Contact: Communications.

### ROOM PARENT

1 chair / teacher

Room parent to recruit volunteers for teacher dates/events. Create, collect donations and

execute holiday and grade level specific events. Coordinate teacher gifts twice a year. PTCO Contact: Volunteer.

### ART – 2 co-chairs

Recruit volunteers for Art Teacher dates/events. Hang artwork and take pictures of artwork for on-line gallery of student art portfolios. PTCO Contact: Volunteer.

### MUSIC

Recruit volunteers for Music Teacher dates/events. PTCO Contact: Volunteer.

### CHOIR

Recruit volunteers for Choir dates/events. PTCO Contact: Volunteer.

### HEALTH & WELLNESS

Nurse: Recruit volunteers for September vision screening.

Health and Wellness Committee: Attend grant meetings. Coordinate Birthday Book Program. PTCO Contact: Volunteer.

### STAFF APPRECIATION – 2 co-chairs

Organize Staff Appreciation Week (May) and monthly snacks. Staff Wellness Room check-ins. PTCO Contact: Volunteer.

### CONFERENCE DINNERS – 2 co-chairs

Organize meals for November and March dinners during conferences. Coordinate volunteers to cook, set up and clean up. PTCO Contact: Volunteer.

### EDUCATOR OF THE YEAR

Coordinates with school administration in Spring to get selection process started and submitted by deadline. Works aside Admin to coordinate Announcement Ceremony. Solicit letters for scrapbook teacher gift. PTCO Contact: Volunteer.

### FALL FESTIVAL – 2 co-chairs

Community event in September. Coordinates food, games, prizes, drawings, decorations, and vendors. Organizes planning committee and day of volunteers. Works with Treasurer on cash handling and budget. On-site day of event. Prefer 2-year commitment. PTCO Contact: Events.

### COMMUNITY EVENT – 2 co-chairs

Community event in April. Organize snacks, prizes, supplies, etc. Track financials. Coordinates volunteers for set up, event and clean up. Works with Treasurer on cash handling. On-site day of event. Prefer 2-year commitment. Contact: Events.

**INNOVATION NIGHT – 2 co-chairs**

Plans family steam event in February with District STEAM activities and Homestead Integrated Arts (Music, Steam, Health, Library) activities. PTCO Contact: Events.

**WELCOME WEEK – 2 co-chairs**

Plans August week with theme filled days, clap-in, chalk the sidewalks, etc. PTCO Contact: Events.

Plans new student welcoming meeting with informational handouts. Coordinates snacks for Koffee and Kleenex for new Kindergarten parents after drop off on the first day of school. PTCO Contact: Events.

**2<sup>ND</sup> GRADE MUSICAL – 2 co-chairs**

Creating costumes and stage set decorations for February musical. Coordinate with Music Teacher on theme. Coordinate costumes with students.

**5<sup>TH</sup> GRADE CONTINUATION – 2 co-chairs**

Responsible for 5<sup>th</sup> grade Continuation Day in May. Creates stage decorations and coordinates with 5<sup>th</sup> grade teachers. Plan, set up, and work pool party to follow after ceremony.

**HOMESTEAD HEROES**

Coordinate and host student's special guests day/event in Spring. PTCO Contact: Events.

**BOOK FAIR**

Coordinates November and March Scholastic book fairs with Librarian and Scholastic.

**NEWCOMERS – 2 co-chairs**