



ROLE/ACTIVITY	VOLUNTEERS	
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★ Elected Board positions (per By-Laws)      ■ Additional Non-Voting Board Members (appointed)

<b>President★</b> .....	Ashlyne Childs	Chelsea Schneider
<b>Vice President★</b> .....	Leigh Perrino	
<b>Secretary★</b> .....	April Sanderson	
<b>Treasurer★</b> .....	Jill Hutton	Stacy Fink

<b>Communications Chairperson ■</b> .....	Beth Tigue-Matos	HELP NEEDED!
Monitor Email Account .....	<i>Beth Tigue-Matos</i>	
Website (including Calendar) .....	<i>Beth Tigue-Matos</i>	Julia Boxler
Social Media.....	<i>Beth Tigue-Matos</i>	Julia Boxler
Principals Newsletter (Provide 1 page).....	<i>Beth Tigue-Matos</i>	
Electronic Newsletter (MailChimp) .....	<i>Beth Tigue-Matos</i>	
Flyer Creation .....	<i>Beth Tigue-Matos</i>	
Flyer Distribution .....	Connie McGrath	
Photography.....	<i>Beth Tigue-Matos</i>	HELP NEEDED!

**Outreach Liaison (to parents & teachers)**

<b>Volunteer Coordinators</b> .....		
Sign Up Sheets (SignUp Genius).....		
Room Party Coordinator.....	TURNING OVER TO TEACHERS (PTO no longer will manage). PTO can provide check-in Volunteers	

**Fundraising Chairperson ■** .....

Club's Choice (Product Fundraisers).....	Christina Burnworth	Jill Hutton (Amy Schaum to provide guidance)
Scholastic (Book Fairs).....	Laura Pizmoht	Leigh Perrino One additional CO-CHAIR would be beneficial (preferably daytime availability)
Holiday Shop (Dec).....	Stacy Fink	Angela Beck (Vendors only)
Marco's (Pizza Fundraiser).....	TURNING OVER TO SCHOOL if they choose to take on (PTO no longer will manage)	
Spirit Wear.....	TURNING OVER TO SCHOOL (PTO no longer will manage)	
Plant Sale.....	This event is the air. Lead is needed. Possibly switch to a vendor with Edison ties?	
Zero Gravity.....	Amy Schaum	NEED TO FIND CO-CHAIRS TO TRAIN (Lead will be gone after the 19-20 school year)
Restaurant Fundraiser (WILD GOOSE) .....	Alexis Pellegrini	(NO OTHER RESTAURANT FUNDRAISERS in 2019-20)
Purses 4 a Purpose (Apr).....		



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**Activities**

Ice Cream Social .....	Leigh Perrino	
After School Clubs.....		
Carnival (Oct) .....	Ashlyne Childs	ADDITIONAL CO-CHAIRS NEEDED (Games, Concessions) Otherwise this activity may be cancelled.
Popcorn Days (2x – need to pick months).....	April Sanderson	NEED TO FIND CO-CHAIRS TO TRAIN (Lead will be gone after the 19-20 school year)
Bingo (Jan).....	Wendy Fiebig / Lee Neejak	NEED TO FIND CO-CHAIRS TO TRAIN (Leads will be gone after the 19-20 school year)
<del>Edison's Birthday (Feb 11) .....</del>	<del>TURNING OVER TO SCHOOL IF THEY CHOOSE TO TAKE ON (PTO no longer will manage)</del>	
YMCA Family Night (Mar).....		
<del>Breakfast Club.....</del>	<del>(PTO no longer will manage)</del>	

**Appreciation Chairperson ■ .....**

<del>Holiday Staff Lunch (Dec).....</del>	Donating to afterhours staff party instead	
Staff Appreciation Lunch (May) .....		
Appreciation Days (cust, nur, sec, prncpl, noon aides, cafeteria).....		
Teacher Appreciation Week (May) .....		
Retirements .....		

**OTHER/ADMINISTRATIVE:**

Calendar & Building Reservation Forms .....	PRES / VP / ACTIVITY LEADS	
Ordering Copy Paper .....	Amy Schaum	
Weekly Emails.....	PRES / SEC / COMM	
By-Laws Committee .....	Laura Pizmoht	Bill Boxler
Auditing Committee .....		
Nominations Committee .....		
Donation Disbursements .....		
Fifth Grade Activity Liaison.....	Amy Schaum	
Soaring Eagles Liaison.....		
Playground Liaison.....		
Library Liaison .....		



Activity/Event	Sponsor	When this occurs	What's Involved	Volunteers Needed	Amount of Time Commitment Required	Future Status of activity
1. <b>New Student Orientation</b>	School	August (one day — two times: 12pm and 5pm)	<ul style="list-style-type: none"> <li>— Setup Sign up Genius for Volunteers</li> <li>— Someone to speak on behalf of PTO</li> <li>— Setting up PTO Table (Display and information)</li> <li>— Selling Spirit Wear</li> <li>— Giving Tours to new families</li> </ul>	6 to 8 volunteers to run tours for new families	2-3 hours advance prep (PTO Display/materials) 1.5 hours for each tour	No longer assisting. School can send out communication to solicit volunteers.  PTO Can provide someone to speak and a PTO table with information
2. <b>Kindergarten Orientation</b>	School	August (first two days of school)	<ul style="list-style-type: none"> <li>— Setup Sign up Genius for Volunteers</li> <li>— Setting up PTO Table (Display and information)</li> <li>— Selling Spirit Wear</li> </ul>	1 to 2		No longer assisting. School can send out communication to solicit volunteers.
3. <b>Meet the Teacher</b>	School	Aug (multiple evenings)	<ul style="list-style-type: none"> <li>- Setup Sign up Genius for Volunteers</li> <li>- Setting up PTO Table</li> <li>- Speaking with Parents to promote PTO</li> <li>- Getting families signed up for email list</li> <li>- Giveaway for kids (Encourages parents stop at the table)</li> </ul>	2 to 3 volunteers	1 to 2 hours to prep display board and materials for table  1 to 2 hours to prep giveaways  1 hour for each event	stays
4. <b>PTO Meetings</b>	PTO	Monthly (Sept – May; Could skip Dec if so choose)	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Prepping agenda / making copies</li> <li>- Officer/Committee Reports</li> <li>- Setting up any guest speakers/topics</li> <li>- Making sure all Board members have reports prepped and ready</li> <li>- Contacting Key Club for Childwatch Volunteers</li> </ul>	PTO BOARD	1 to 2 hours advance of meeting  1 hour meeting monthly	Stays
5. <b>Ice Cream Social</b>	PTO	Sep	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Setup Sign up Genius for Volunteers</li> <li>- Soliciting Ice Cream donations and/or purchasing additional supplies</li> <li>- Getting Club's Choice cookie dough donations</li> <li>- Cookie bakers</li> <li>- Setting up PTO Table (Display and information)</li> <li>— Selling Spirit Wear</li> <li>- Contacting Key Club for Volunteers</li> </ul>	1 to 2 to lead  <b>8 to 10 to help with Ice Cream scooping and other activities</b>	5 hours Prep time? (soliciting donations, buying supplies)  3 hours (event time when you figure setup and cleanup)	Stays



Activity/Event	Sponsor	When this occurs	What's Involved	Volunteers Needed	Amount of Time Commitment Required	Future Status of activity
6. <b>Fall and Spring Club's Choice Fundraiser</b>	PTO	Fall: Sep / Oct Spring: Feb/ Mar	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Setup Sign up Genius for Volunteers</li> <li>- Booking Vendor (Sale Dates/Product Delivery)</li> <li>- Arranging Assembly</li> <li>- Distribution of Packets</li> <li>- Distribution of Incentive Prices</li> <li>- Collection of Orders</li> <li>- Processing Orders (Verifying orders/\$\$ match)</li> <li>- Accepting Delivery</li> <li>- Organizing Orders</li> <li>- Distribution of Orders</li> <li>- Limo Lunch Coordination (Dates/Permission Slips/Volunteers)</li> <li>- Coordinating items for carnival (Bounce House, Snow Cone and Cotton Candy Machines)</li> </ul> <p><i>THERE IS A SET OF NOTES FROM AMY FOR RUNNING CLUB'S CHOICE</i></p>	<p>1 to 2 to lead</p> <p>1 to 2 to distribute packets</p> <p><b>1 (x 10 days) to help with incentive distribution</b></p> <p>3 to 4 to process orders</p> <p><b>4 to help with order organization</b></p> <p><b>5 per shift to help with distribution</b></p>	<p>??? as Lead (Lots of communication involved)</p> <p>2 hours to distribute packets</p> <p>30 min (x 10 days) to help with incentive distribution</p> <p>2 – 3 hours order processing</p> <p>2 hours for order organization</p> <p>3 hours for order distribution</p>	Stays
7. <b>Carnival</b>	PTO	Oct	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Setup Sign up Genius for Volunteers</li> <li>- Checking games for repairs</li> <li>- Repair games as necessary</li> <li>- Coming up with new games (if desired)</li> <li>- Contact Community Organizations to see if they want tables (Police/Fire, Scouts, Sports Groups, Parks and Rec, Library, Y, Fine Arts, etc.)</li> <li>- Purchase Prizes and establish which games get what items</li> <li>- Figuring Layout of Carnival</li> <li>- Working with Concessions Lead to price items</li> <li>- Setup and Clean up of event (with Volunteer help)</li> <li>- Contact Key Club for Volunteers (Be sure when picking carnival date – we are not near South Homecoming)</li> </ul> <p><i>THERE IS A SET OF NOTES FROM CASSANDRA FOR RUNNING CARNIVAL</i></p>	<p><b>1 to 2 lead</b></p> <p><b>1 to 2 concession leads</b></p> <p>1 community group liaison lead</p> <p><b>75 volunteers per hour</b></p>	<p>Setup</p> <p>Clean up 2 hours</p>	<p>Stays if we can get coordinators.</p> <p>Otherwise this will go away.</p>
8. <b>Fall and Spring Picture Days</b>	School	Sept/ Oct	<ul style="list-style-type: none"> <li>- <del>Setup Sign up Genius for Volunteers</del></li> <li>- <del>Volunteers to help escort classes</del></li> </ul>	3 to 4	Four Hours (each day)	No longer assisting. School can send out communication to solicit volunteers



Activity/Event	Sponsor	When this occurs	What's Involved	Volunteers Needed	Amount of Time Commitment Required	Future Status of activity
<del>9. Vision &amp; Hearing Screenings</del>	School	Sept/ Oct	<del>Setup Sign up Genius for Volunteers Volunteers to help escort classes to picture area</del>	3 to 4	Four Hours (each day)	No longer assisting. School can send out communication to solicit volunteers
<del>10. Dental Screenings</del>	School	Sept/ Oct	<del>Setup Sign up Genius for Volunteers Volunteers to help escort classes</del>	3 to 4	Four Hours (each day)	No longer assisting. School can send out communication to solicit volunteers
<del>11. Flu Shot Clinic</del>	School	Sept/ Oct	<del>Setup Sign up Genius for Volunteers Volunteers to help escort classes t</del>	3 to 4	Four Hours (each day)	No longer assisting. School can send out communication to solicit volunteers
12. Zero Gravity Nights	PTO	Oct Feb	<ul style="list-style-type: none"> <li>- Scheduling Event with Zero Gravity</li> <li>- Working with Communications to get Flyer out</li> <li>- Working door at the event (Collecting Ticket Money)</li> </ul>	1 to 2	1/2 hr to get money 2 hrs at the event	stays
13. Popcorn Days	PTO	Oct Jan Apr	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Setup Sign up Genius for Volunteers</li> <li>- Work with Communications to get flyers out</li> <li>- Collecting Orders</li> <li>- Tracking orders (to get set for distribution)</li> <li>- Purchasing Popcorn Supplies</li> <li>- Popping Popcorn and Distribution to classes (With Volunteer help)</li> <li>- Maintaining Popcorn Machine (Clean up and sending for end of school year Cleaning)</li> </ul>	1 or 2 to Lead  <b>6 (x2 shifts) to assist with Popping and Distribution</b>	??? Prep work (compiling orders, buying supplies)  3.5 hours (x2 days for popping/ distribution)	ONLY DOING TWO PER YEAR (instead of 3) Could replace one popcorn day with Candy Grams (Possibly run by Soaring Eagles?)
14. Book Fair (Fall and Spring)	PTO	Nov Apr	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Setup Sign up Genius for Volunteers</li> <li>- Coordinate with Scholastic on dates</li> <li>- Event Setup (with Volunteer help)</li> <li>- Working event (with Volunteer help)</li> <li>- Event Breakdown (with Volunteer help)</li> <li>- Submitting sales to scholastic</li> <li>- Coordinating with Library to use Scholastic Dollars</li> </ul>	1 or 2 to Lead  <b>4 for Setup</b>  <b>7 to assist with student shopping</b>  <b>4 for breakdown</b>	??? Prep work  1 to 2 hours setup  5 hours per day to help during fair  1 to 2 hours breakdown	Stays – but new Leads need to be identified.

Activity/Event	Sponsor	When this occurs	What's Involved	Volunteers Needed	Amount of Time Commitment Required	Future Status of activity
15. Holiday Shop	PTO	Nov	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Work with Vendor Coordinator</li> <li>- Line Up Santa</li> <li>- Line up Bake Sale (Miss Diana or Parents)</li> <li>- Choose Items from Clubs Choice for Sale</li> <li>- Figure out pricing on items</li> <li>- Receive Clubs Choice items / sort</li> <li>- Set up and Clean up on event day (with Volunteer Help)</li> <li>- Contacting Key Club for Volunteers</li> </ul>	<p>1 to Lead</p> <p>1 to coordinate vendors</p> <p>4 to help with setup and clean up</p> <p><b>9 volunteers for event (x2 shifts)</b></p>	<p>4 to 5 hours prep time</p> <p>3 hours setup</p> <p>4 hours event time</p> <p>2 hours clean up</p>	Stays
16. Holiday Luncheon	PTO	Dec	<ul style="list-style-type: none"> <li><del>- Submitting Building Request Forms</del></li> <li><del>- Communicating date with Teachers and Staff</del></li> <li><del>- Selecting Caterer and Menu</del></li> <li><del>- Submitting Order to Caterer</del></li> <li><del>- Setup and Cleanup of Luncheon</del></li> </ul>	<p>1 to lead</p> <p>2 to 3 to work luncheon</p>	<p>2 to 3 hours (line up caterer, menu, figure out décor, purchase paper products)</p> <p>4 hours for luncheon (includes setup/cleanup)</p>	Donation to afterhours Holiday party instead
17. Family Bingo Night	PTO	Jan	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Working with Communications to get Flyer Complete</li> <li>- Organizing making sure we have enough Bingo supplies</li> <li>- Purchasing Prizes</li> <li>- Purchasing Snacks</li> <li>- Setup / Clean Up (With Volunteer help)</li> <li>- Contacting Key Club for Volunteers</li> </ul>	<p>2 to 3 to Lead</p> <p><b>10 to 15 event volunteers (Split in shifts)</b></p>	<p>4 to 5 hours prep time (buying prizes)</p> <p>4 hours event time (includes setup and clean up)</p>	<p>Stays</p> <p>But we need additional co-chairs to take over for the 2020-21 school year</p>
18. Family Night at the Y	PTO	Mar	<ul style="list-style-type: none"> <li>- Coordinating with Y to select Date</li> <li>- Someone to sit at table at Y to sign in Edison families and get them to sign waivers</li> </ul>	<p>1 to lead</p> <p>1 to sign in families at the event</p>	<p>2 hours prep time</p> <p>2 hours event time</p>	In the air
19. Plant Sale	PTO	Apr/ May	<ul style="list-style-type: none"> <li>- Coordinating with Vendor on Plants available</li> <li>- Flyers/order forms (Create or get from vendor)</li> <li>- Collection of Orders (making sure money/orders match)</li> <li>- Submitting order to Vendor</li> <li>- Coordinating with Vendor for Plant Delivery</li> <li>- Organizing Plants by order</li> <li>- Distributing orders at Edison</li> </ul>	<p>1 to 2 to lead</p> <p><b>12 to help sort orders</b></p> <p><b>3 to 5 to help distribute orders (x2 shifts)</b></p>	<p>4 to 5 hours prep time</p> <p>5 hours to sort orders</p> <p>4 hours to distribute orders</p>	<p>In the air.</p> <p>Lead is needed.</p> <p>Possibly switch to a vendor with Edison ties.</p>

Activity/Event	Sponsor	When this occurs	What's Involved	Volunteers Needed	Amount of Time Commitment Required	Future Status of activity
20. Purses 4 a Purpose	PTO	Apr	THIS IS A PRODUCTION ALL ITS OWN. Coordinators needed for: <ul style="list-style-type: none"> <li>- Overall</li> <li>- Communication</li> <li>- Purse Sponsorship</li> <li>- Donation Solicitation</li> <li>- Accessory Wall</li> <li>- Wheelbarrow of Cheer</li> <li>- Wheelbarrow of Cheer Ticket Sales (PRE-EVENT)</li> <li>- DJ/Photographer</li> <li>- Class Baskets</li> <li>- Donation Basket Assembly</li> <li>- Decorations</li> <li>- P4P Event Ticket Sales</li> </ul>	<b>11 Coordinators for various areas</b>  <b>At least 6 to 8 for event setup/cleanup</b>  <b>At least a dozen volunteers during the event</b>	3 to 4 months  (actual time commitment varies by job)	Stays
21. Breakfast Club	PTO	Fall or Spring	<del>Submitting Building Request Forms</del> <del>Working with Communications on Flyers</del> <del>Shopping</del> <del>Coordinating with Fruit Cutters</del> <del>Event Setup and Clean up (with volunteer help)</del>	1 to 2 to lead  5 to 7 to work event	4 to 5 to purchase and prep food for event  2 hours for event (includes setup and cleanup)	GONE (possibly replace with other family activity like a movie night, game night if a Lead can be identified)
22. Field Day	School	May	<ul style="list-style-type: none"> <li>- Purchasing Supplies</li> <li>- Helping Line Up volunteers</li> </ul>	1 (if help needed purchasing water/popcicles)	1 to 2 (purchasing items and dropping at school)	Monetary Donation (Bounce Houses, Water, Popcicles) <b>Teachers to line up volunteers for Mrs. Arnold</b>
23. Teacher Appreciation Week	PTO	May	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Purchasing items for teachers</li> <li>- Distribution of teacher items daily (if done over five days)</li> </ul>	1 to 2 to lead  3 to 4 to help with distribution	3 to 4 to make decisions and purchase on gifts  2 hours (Daily) to distribute items	daily items in the air
24. Teacher STAFF Appreciation Luncheon	PTO	May	<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Communicating date with Teachers</li> <li>- Selecting Caterer and Menu</li> <li>- Submitting Order to Caterer</li> <li>- Setup and Cleanup of Luncheon</li> </ul>	1 to lead  2 to 3 to work luncheon	2 to 3 hours (line up caterer, menu, figure out décor, purchase paper products)  4 hours for luncheon (includes setup/cleanup)	Stays Will now be open to all staff (since Holiday luncheon is gone)



Activity/Event	Sponsor	When this occurs	What's Involved	Volunteers Needed	Amount of Time Commitment Required	Future Status of activity
25. Other Appreciation (cust, nur, sec, prncpl, noon aides, cafeteria)	PTO	Oct/Apr/ May	<ul style="list-style-type: none"> <li>- Select gift items or gift cards</li> <li>- Purchase items</li> <li>- Distribution of items</li> </ul>	1 to 2	3 to 4 hours? (purchasing gift cards and distribution)	stays
26. Communications	PTO	Ongoing	<ul style="list-style-type: none"> <li>- Newsletters                             <ul style="list-style-type: none"> <li>o Eagle Edition (Principal's Newsletter) – writing and one page of PTO information twice monthly to Administration for inclusion in their newsletter to families</li> <li>o PTO News (Electronic Newsletter) – MONTHLY. Includes writing/creating graphics; gathering financial information for distribution; gathering volunteer information for listing</li> </ul> </li> <li>- Facebook Page                             <ul style="list-style-type: none"> <li>o Creating Graphics and Writing Posts</li> <li>o Posting Pictures from events</li> <li>o Sharing posts from School or District as relevant</li> <li>o Setting up each event page</li> </ul> </li> <li>- Webpage                             <ul style="list-style-type: none"> <li>o Updating activity information and uploading attachments</li> </ul> </li> <li>- Flyers                             <ul style="list-style-type: none"> <li>o Creating flyers for each event</li> <li>o Coordinating to get copies made and distributed to teacher mailboxes</li> </ul> </li> </ul>	3 to 4	When done by yourself.... 4 to 5 hours a week depending upon activities coming up.  <b>HELP IS NEEDED!!!!</b>	Stays





Activity/Event	Sponsor	When this occurs	What's Involved	Volunteers Needed	Amount of Time Commitment Required	Future Status of activity
27. Class Parties	School	October February December	<ul style="list-style-type: none"> <li>— Providing sign up sheets to teachers</li> <li>— Collecting sign ups and logging everything into Sign up Genius</li> <li>— Compiling list of all volunteers</li> <li>— Sharing volunteer information with each head room parent/teacher</li> <li>— Emailing Head room parents in advance of each party with information on how parties work and deadlines to submit final lists of volunteers</li> <li>— Collecting final volunteer lists to compile for check in lists</li> <li>— Printing Lists and Name Tags</li> <li>— Volunteers for Checking Parents in</li> </ul>	2 to 3 to lead	4+ hours (3x per year)	<p>No longer assisting.</p> <p>Teachers will have to coordinate volunteers and submit names to office.</p> <p>Office will need to print name tags.</p> <p><b>PTO can assist with providing check-in volunteers (unless school prefers to recruit the help).</b></p>
28. Restaurant Nights	PTO	Monthly ONE TIME (Jan?)	<ul style="list-style-type: none"> <li>- Booking restaurants</li> <li>- Coordinating with Communications on Flyers (if not provided by restaurant)</li> </ul>	1 to lead	2 hours?	<p>No more monthly restaurant fundraisers</p> <p><b>ONLY DOING ONE AT THE WILD GOOSE.</b></p>
29. Marco's Pizza Nights	PTO	Monthly	<ul style="list-style-type: none"> <li>— Working with Marco's Rep</li> <li>— Setting Dates</li> <li>— Working with Marco's to get flyers monthly</li> <li>— Distribution of Flyers/stickers in teacher mailboxes</li> <li>— Pizza day signage</li> <li>— Box Nights                             <ul style="list-style-type: none"> <li>○ Coordinating to get boxes from Marco's</li> <li>○ Generating stickers to ID each student/teacher</li> <li>○ Distribution of Boxes to Classes</li> <li>○ Pick up of Boxes from Classes once Complete</li> <li>○ Drop of of Boxes to Marcos</li> </ul> </li> </ul>	<p>1 to lead</p> <p>4 to 5 to help with flyer distribution, pizza box nights, etc</p>	3 to 5 hours a month	<p>PTO will no longer manage.</p> <p>School has option to take this on and get financial benefit.</p>
30. Special Assemblies	PTO		<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- Lining up Assemblies</li> </ul>			
31. Edison's Birthday	PTO	Feb	<ul style="list-style-type: none"> <li>— Decide on activity/giveaway</li> <li>— Write Announcements</li> <li>— Find student volunteers for announcements</li> </ul>	1 to lead	?	<p>PTO No Longer assisting. School can decide whether or not they want to do this each year</p>



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32. Spirit Wear	PTO	Fall or Spring	<ul style="list-style-type: none"> <li>— Selecting Vendor</li> <li>— Selecting Designs</li> <li>— Deciding on dates of item sales</li> <li>— Selecting Items to be sold (types/colors of shirts/sweatshirts/hats, etc)</li> <li>— Working with communications on order Forms</li> <li>— Order form Copies/Distribution</li> <li>— Processing Orders</li> <li>— Order Delivery</li> </ul>	<p>1 to lead</p> <p>1 for designs (if you don't use vendor art)</p> <p>2 to help distribute items</p>	5 to 6 hours	School to take this on (PTO will no longer manage)
33. Cleaning Supply Drops	PTO	Fall Winter Spring?	<ul style="list-style-type: none"> <li>— Submitting Building Request Forms (if required)</li> <li>— Pricing Items</li> <li>— Compiling list of items needed</li> <li>— Ordering items</li> <li>— Pick up of items</li> <li>— Distribution of items</li> </ul>	<p>1 to lead</p> <p>1 to 2 to shop</p> <p>1 to 2 to distribute</p>	5 to 6 hours (To figure counts of items, Shopping, Distribution)	Gift Card alternative at is being considered so teachers can shop on their own for cleaning items
34. After School Clubs	PTO		<ul style="list-style-type: none"> <li>- Submitting Building Request Forms</li> <li>- What else?</li> </ul>			
35. Teacher Grants	PTO	Fall (until Jan 31)	<ul style="list-style-type: none"> <li>— Send email regarding grant deadline</li> <li>— Check Mailbox for forms/receipts</li> <li>— Process Grants (send reimbursement checks)</li> </ul>	TREASURER		Gift Card alternative at start of year is being considered in lieu of FORMS/RECIEPTS
36. Teacher Incentives	PTO	Ongoing	<ul style="list-style-type: none"> <li>- Informing teachers of how much incentive they received and communicating how to receive incentive</li> <li>- Receive lists of items from teachers</li> <li>- Order items from club's choice</li> <li>- Receive order</li> <li>- Split up order and distribute to teachers</li> </ul>	1 to 2 (Ordering and distribution)	5 to 6 hours post events (Depending on how many teachers/orders involved)	No more club's choice orders.  TBD if / how / what incentives for volunteering will be offered to staff.

New ideas:

- Candy Grams (to replace a popcorn day). Involve Soaring Eagles in this? *NEED TO DISCUSS WITH MRS. ZAVERL*
- Family Movie or Family Game night. FREE EVENT for families (to replace Breakfast Club) *ONLY IF WE HAVE A LEAD*
- Back to school Pool Party (August). FREE EVENT for families. PTO pays for rental of Euclid Ave OR Osborn Pool (capacity at Euclid Ave is about 350 swimmers and adults on the deck.). This would have to be an RSVP event to ensure compliance with capacity. *THIS WOULD NEED A LEAD*