



ANTHONY WAYNE PTO

COMMITTEE CHAIR

VOLUNTEERS 2017-2018

Attached is the list of the Anthony Wayne Middle School Committees for the 2017-2018 school year. A basic description and duties of each committee is listed below. If you have any questions, please contact Ann-Marie Imbriano at amimbriano@yahoo.com. Thank you for your interest in becoming a Committee Chair!

COMMITTEE DESCRIPTIONS

Board of Education Representative

Liaison between the Board of Education and the PTO; attend BOE meetings and provide updates at PTO meetings.

Book Fair Coordinator

Coordinate event, including set-up and break down. Will also supervise volunteers on the days of the sale. The Book Fair takes place in December for three days (including set-up/break down.)

Book Fair Cafe Coordinator

Responsible for collecting food, snacks and drinks donations to sell during the book fair and coordinating volunteers for assist with the Cafe.

Box Tops for Education Liaison

Responsible for collecting and submitting box tops to vendor. Coordinates Box Tops school homeroom contests.

Canteens Food Room Coordinator

Collect food and water donations and coordinate volunteers for operating the food room the night of canteen. (Fall/Winter)

Canteens Tickets & Permission Slips Coordinator

Collect student canteen fees and parental consent forms. Sell canteen tickets during all lunch periods the week of the canteen.

Canteens Volunteers Coordinator

Coordinate volunteers for all aspects of the student canteen including chaperoning dance room, games, and handing out refreshments.

Community Donation Coordinator

Coordinate donations from school community, assemble items to be given to those in need during the holidays.

Drama/Play Coordinator

Liaison with teacher/director in charge of annual school musical with tickets, t-shirts, and fundraisers. Assist musical directors as needed.

Fall Fundraiser Coordinator

Coordinate all aspects of the fundraiser including disbursing sales forms, collecting money, etc.

Field Day Food Coordinator

Responsible for ordering food and water from Sodexo for each grade level Field Day

Field Day Event Coordinator

Coordinate the ordering and distributing the Field day t-shirts to homeroom teachers for their students. Work with volunteers to assist during the event. One chair per grade level.

Field Trip Coordinator

Responsible for working with administration and teachers to plan Work with the school secretaries to verify payments & permission slips are received for each student scheduled to attend the class field trip. One committee chair per grade level.

Food Advisory Representative

Attend district Food Advisory Committee monthly meetings and report important information at PTO Meetings. Meetings are attended by the food service as well as health services.

Food Bank Coordinator

Collect donations from students and deliver to Food Bank or assemble baskets for special occasions (Thanksgiving).

Membership Coordinator

Collect all membership fees and register new members to the PTO. Maintain list of all paid PTO members.

Parent Coffee Coordinator

Coordinate, set up, and clean up refreshments for the Parent Coffees held twice a year during the morning of the school day.

School Beautification Coordinator

Assist in coordinated efforts between school and district office to maintain school grounds by providing seasonal decor. (cornstalks, mums, flowers, wreaths, etc).

School Directory Administrator

Responsible for the collecting the information to be published in School Directory. Coordinate with the school secretary for printing.

School Picture Day Liaison

Organize Picture Day as well as Picture Retake Day. Disburse order forms, coordinate with Photo Company, oversee volunteers, and distribute picture once received to the school to the students' homerooms.

School Store Coordinator

Responsible for ordering appropriate merchandise and selling items during school store business hours.

***MUST be available weekly during all lunch periods.**

Spirit Wear Coordinator

Coordinate with current apparel vendor in ordering clothing and/or merchandise to be sold (items approved by PTO President).

Responsible for picking up/distributing apparel to students.

Coordinate LockerWorks orders, collect, and distribute.

Sunshine Coordinator

Responsible for sending out cards from the Anthony Wayne PTO for life events (birth, weddings, bereavement, illness.) Also responsible for purchasing gifts to acknowledge special days such as Secretaries Day, Nurses Day, etc.

Talent Show Coordinator

Coordinate with teacher/principal to set up audition and rehearsal dates for event. Assist with selling tickets to event.

TREP\$ Coordinator

Coordinate with teacher/principal to organize after school club for students; liaison with vendor for any specific needs relating to the curriculum. Organize annual TREP\$ Marketplace night.

Wayne Alliance Representative

Attend the Wayne Alliance meetings and report of any important information at the Anthony Wayne bi-monthly PTO Meetings.

6th Grade Orientation Coordinator

Responsible for refreshments for incoming 6th graders during their Anthony Wayne tour (May).

8th Grade End of Year Breakfast

Coordinate refreshments for the 8th Grade End of Year Breakfast. This event in the morning of the last day of school.

8th Grade Volleyball Tournament

Coordinate with administration and gym teacher to plan the annual 8th Grade Volleyball Tournament. Responsible for collecting permission slips and student fees.