

Pocopson Elementary School PTO Committee Descriptions for 2021-2022 School Year



**red highlighted programs are currently being worked on and will be updated asap*

3rd Grade Read-a-Thon - Third graders spend an evening in early February at the school with games, food, drinks, and time for reading. Traditionally, there is a theme for the evening, which is chosen by the Read-a-Thon committee. All games and decorations are then based on that theme. Requires three chair people, plus additional volunteer support.

NOTE: This year we will host a 3rd Grade and a 4th Grade Read-a-Thon on the same weekend (February 4&5, 2022). 3rd graders will attend on Friday night and 4th graders will attend on Saturday night, since the 2021 Read-a-Thon was canceled. We hope to create two committees for this event and one shared theme for the book choices.

4th Grade Ice Skate Party - The Chairperson for this event will help to coordinate the UCF district –wide 4th Grade Ice Skating Party along with the representatives from the other schools. The majority of the work is 1-2 months prior to the event, which is usually held in March at Ice Line in West Chester. Requires two chair people, plus volunteers if needed.

Current dates are being chosen now- will be either March 20th or 27th, 2022.

5th Grade Picnic - This event is a “graduation gift” from the PTO to the 5th Grade. It is fun for children to relax and unwind after a busy school year. After booking the date in the beginning of the year, the majority of planning is done over the months before the event in May. This includes advertising, tee shirt design, collection of money, coordination of chaperones, strong communication with 5th grade teachers and the school nurse, as well as organizing concessions at the Variety Show to raise funds for the day and/or 5th grade tee shirts. Requires two to three chair people, plus volunteers.

2022 Date- TBA

Art and Garden - This is Pocopson’s springtime fundraiser. Art & Garden is a large craft fair selling the creations of students, parents, and faculty and is typically the last Saturday in April. Chair people will be required to recruit volunteers, work closely with staff, advertise the event, run the event, and complete all follow up paperwork. Requires at least three chair people (split between the silent auction, food, vendor sales, plant sale and day-of activities) who are supported by a committee of at least six people.

Current Date- April 30, 2022. Typically, planning starts in December-January, mainly for the silent auction collection of items.

Art in Action - *Coordinate classes for art appreciation and hands on projects for students in each grade (in conjunction with Ms. Hage, the PES art teacher). The program is designed to expose students to different art genres. Parent volunteers facilitate/teach two art classes (one lesson for background on art genre, one for hands-on art activity). Comprehensive packet is supplied to all volunteers. Requires two to three chair people, plus volunteers.*

Bagged Lunch Program - *Select week during PSSA testing for 4th and 5th graders to pack and assemble lunches for local residents in need. Secure food donations, create packing schedules for classes, and arrange for delivery of meals. Requires one to two chair people.*

Beautification - This committee works with the Principal, Office manager, staff and PTO Executive Board throughout the school year to improve the aesthetic surroundings Pocopson Elementary School, both indoors and out. Includes maintaining the planters outside the main entrance and at cafeteria doors. Requires one to two chair people and volunteers if needed.

This requires a year-long commitment. Typically, done before school starts, before the fall holidays, before the winter holidays, before the spring holidays, and then at the end of the academic year.

Birthday Grams - Advertise the birthday gram option for families that would like a certificate, button, and ice cream voucher delivered to their child on his/her birthday. Chairperson will communicate with families, collect money, and deliver or coordinate the delivery of birthday grams each morning.

This requires a year-long commitment.

Book Fair - Organize and coordinate all aspects of the winter book fair (held annually in March), including communication, volunteer recruitment, decorating and creating contests. Requires at least two chair people plus volunteers.

Current Dates- March 7-11, 2022

Box Tops - Advertise and coordinate the Box Tops program, run contests, collect and submit box tops twice per year (October & February). Requires one chairperson for a year-long commitment.

Chorus Sporting Events - *Work with Mr. Jennings to organize annual sporting event for PES chorus to perform. This event is usually a Wilmington Blue Rocks game in early June. Requires one to two chair people, who are ideally parents of 4th or 5th grade choral students.*

Curriculum Council - Council is a committee consisting of administrators, principals, teachers, school board members, and parents. The role of this committee is to review all curriculum issues that arise in the district for K-12. The meetings occur 4-5 times per year from 12:30-3:30pm at the district office. Requires one chair person for a two year commitment.

Dine & Donate - Organize and manage monthly or bi-monthly dine and donate fundraising events with local restaurants. These events would be advertised around school to get families to dine in or take-out food from local restaurants that have agreed to give a portion of sales to the school PTO. Requires one to two committee members for a year long commitment.

***Diversity and Inclusion Committee** - *More data will be added to this after discussion with the district. One to two volunteers needed for several meetings throughout the year.*

Donut Days - Donut Days are scheduled for 3 mornings before school in March during the same time as the Book Fair. These days are traditionally attended by students and family before school (8:00-8:45). The primary responsibilities are: arranging for donuts and drinks, recruiting and organizing volunteers, minimal decorating and serving on the days of the event. Requires one chairperson plus volunteers.

Current dates- March 9-11, 2022

Family Fun Nights - Organize back-to-school family fun night in September and another family fun night in January. The evenings typically involve a movie night in the gymnasium, Bingo, Staff & Faculty Fact Trivia, or another event. Requires one or two chair people plus volunteers. Duties include organizing the movie or game, selling food, and advertising.

Current Dates- September 24, 2021 & January 21, 2022

FOCUS- This volunteer or volunteers will act as a PTO liaison between the school and FOCUS committee. FOCUS is a special committee of the UCF Education Foundation in the Unionville Chadds Ford School District which provides information and education to parents, students, and the community through parent seminars and workshops, student assemblies, and educational materials. The mission of

FOCUS is to promote healthy choices and behaviors for youth while supporting and educating parents in our community.
Requires one to two people for a year-long commitment.

Foreign Language Program - Coordinate the foreign language enrichment program by working with the teachers, school staff, and parents to process registrations for before-school foreign language classes. Distribute paperwork, collect funds, arrange classes and distribute information to students, volunteer teachers, and school staff as needed. *Requires one chairperson for a year-long commitment.*

Giving Tree - Coordinate with local partners and the school nurse to determine what families/children are in need of holiday gifts and gift cards. Create gift tags for each gift recipient, assemble and decorate holiday trees and hang gift tags. Communicate program goals and needs to the school community; collect and deliver gifts to local partners. Requires two chair people.
Current Start Date of November 11, 2021 and ends on December 3, 2021.

Green Team - Advertise and provide opportunities for school community to recycle and reuse. Promote "green" programs to reduce the school's environmental footprint. Assist, as needed, with the outdoor learning classroom and raised garden beds. Requires one to two chair people plus volunteers as needed.

Holiday Gift Shop – Coordinate with an outside vendor to set up a week-long holiday sale during the school day for the students to purchase gifts for family and friends. Set-up in the band room is done the week before the event. November/December time commitment with the holiday gift sale typically during early December. Requires two to three chair people plus volunteers.
Current Dates: November 29- December 3, 2021 (set up November 23-24)

Hospitality - Coordinate refreshments for school events throughout the year, such as Boo Hoo Social (August 30, 2021), PTO meetings and other events as needed and Grandparent's Day (May 6, 2022). The committee should consist of volunteers willing to supply refreshments for these events as needed throughout the year. Requires one chairperson for a year-long commitment.
PTO General Meetings are typically the 2nd Tuesday of every month

New Parent Partners - Welcome and act as liaison between new families and the PTO. Organize functions as needed throughout the year. Typically, there is a new-parent social in late September/early October, which is organized by New Parent Partners and paid for by the PTO. The last event was held at Northbrook Marketplace. This person may create a new outreach program for new families, like the *Adopt-a-Family* initiative. Requires two chair people for a year-long commitment.

Patriot Press - Educate families about the Patriot Press Writing program, which culminates in a printed and bound "book" created by each student involved. Volunteers will encourage the online submission of stories to be printed, bound, and shared with the school community. The Chairs will work with the Scribblitt company- <https://www.scribblitt.com/>. There is a possibility of hosting writing sessions in school as well, to help with brainstorming and drafting; these are typically taught by teachers. Chairs will also coordinate a year-end party for the new authors with the Principal, who will read excerpts of the published stories. Requires two chair people plus volunteers.
This process typically starts in late February/ early March and ends in May.

School Pictures - Recruit volunteers to help on picture days in Fall and Spring and work with the front office and *Lifetouch* to promote the events. Requires one chairperson plus volunteers. Chair people must be present on picture days.
Current dates- October 6, 2021 and February 24, 2022.

School Supply Sale - Organize the school supply sale for the following school year. Preparation will begin in spring of 2022 to coordinate needed supplies with PES teachers and set up online supply sale

with the vendor (this year is *1st Day School Supplies*). School supplies must then be delivered to the classrooms the week before school starts. Requires one or two chair people plus volunteers.
Orders are usually submitted in March-April

Showcase - Organize and maintain the appearance of the showcase window by the front office and the monthly calendar at the entrance of school. Coordinate schedule for committees who would like to use the showcase. Requires one chair person for a year-long commitment.

Spirit Wear - Responsible for working with outside vendor on selection of items, distribution of materials, processing orders and distribution of items. Requires one to two chair people plus volunteers as needed.
The commitment is year-long.

Square One Art - Operation of the Fall Square One Art Program. Position requires closely working with the Art teacher, distributing materials to parents, working with vendor- *Square One Art*, collection of funds, and distribution of orders. Requires two chair people.
All work is done in the Fall.

Staff Appreciation- *Information will be added about this initiative asap.*

UCFEF Representative - Represent PES at Unionville Chadds Ford Education Foundation monthly meetings and communicate between the UCFEF and PES PTO. *Requires one person for a year-long commitment.*

Variety Show - Organize production of the variety show that showcases the fourth and fifth grade students in mid March. Chair people work closely with staff, parents, and students. Requires two to three chair people plus volunteers.
Current date- March 18, 2022

Wellness Committee - *Information will be added about this initiative asap.*

Yearbook - Organize and manage the year long process of creating the annual yearbook. Chair people will be working closely with staff, parents and outside vendor- *Balfour*. Use and familiarity with computer, camera, and internet is required. Requires two chair people plus volunteers.
This is a year-long commitment.