

CLAREMONT AVENUE PTO COMMITTEE LIST (2023-2024)

The following is a brief description of each committee.
If you would like to volunteer to participate in one or more of the committees below in the 2023-2024 school year, please complete a sign-up form and return it to school by February 15, 2023. If you would like additional information, feel free to contact Jessica McNerney at JLM54915@gmail.com.

| EXECUTIVE BOARD | | # POS | POSITION DESCRIPTION |
|-----------------|----------------------------------|-------|---|
| 1 | President/Co-President | 1-2 | Preside over meetings, official PTO representative, oversees committees, <i>ex officio</i> PTO committee member and other duties as needed |
| 2 | 1st Vice President | 1 | Perform duties of President/Co-President in their absence, chairs Budget & Membership Committees, is <i>ex officio</i> member of PTO committees and oversees Box Tops & Labels, Field Day, Good & Welfare, Hospitality, Kid's Stuff, Membership, Sign & Beautificaion, Sweets with Someone Special, Teacher Appreciation and Trunk O' Treat |
| 3 | 2nd Vice President | 1 | Oversees Annual Art Exhibition, Book Fair, Communications, Fall Activewear, Fall & Spring Fundraiser, Family Fun Night, Fundraising, Holiday Celebrations, Holiday Gift Shop, Mother's Day Sale, Student Grams & Bags, 5th Grade Celebrations and 5th Grade Yearbook |
| 4 | Treasurer | 1 | Collect, receive and manage all monies raised; deposit and disburse money, as needed, upon order of the Board |
| 5 | Corresponding Secretary / | 1 | Responsible for meeting notifications and other general PTO correspondence; chairs Nominating Committee, |
| 6 | Recording Secretary | 1 | Responsible for keeping and distributing PTO meeting minutes and attendance at all meetings |

| COMMITTEES | | # POS | COMMITTEE DESCRIPTION |
|------------|------------------------------------|-------|--|
| 1 | 5th Grade Celebrations | 2 | Organize and coordinate June picnic for 5th grade class and order 5th grade cake for graduation ceremony |
| 2 | 5th Grade Yearbook | 2 | Compile pictures, data, and anecdotes and coordinate publication of yearbook |
| 3 | Annual Art Exhibit | 1-2 | Takes place in January in conjunction with General membership meeting; distribute flyer, coordinate volunteers, work with vendor, etc. |
| 4 | Book Fair | 3 | Responsible for coordinating and overseeing Fall and Spring Book Fairs |
| 5 | Class Parent Coordinator | 2 | Coordinate each class parent, including activities, etc. |
| 6 | Communications | 2 | Responsible for monitoring main PTO gmail account, monitoring and content creation on digital communications tools (ex. Facebook, Twitter, Remind App, Instagram) to publicize/promote events/fundraising efforts, etc., updating PTO Google Calendar, submit articles/photos to Colonia Corner. |
| 7 | Good & Welfare | 1-2 | Responsible for acknowledging major community events on behalf of the PTO including purchase of cards, gifts, etc. as set out in the committee guidelines |
| 8 | Spirit/Active Wear Sale | 2 | Responsible for publicizing and coordinating sale and distribution of school active wear |
| 9 | Family Fun Night | 2 | Organize and coordinate fun-filled evening events for students and their families to include events such as pajama night, candy bingo, etc. |
| 10 | Field Day | 2 | Organize and coordinate full day of athletic activities for students in the Spring including provision of refreshments |
| 11 | Fundraising | 6 | Responsible for publicizing and coordinating outside vendor sales and distributions throughout the school year. |
| 12 | Holiday Celebrations | 2 | Publicize, organize and coordinate the Harvest Fest and Winter Wonderland daytime events |
| 13 | Holiday Gift Shop | 2 | Responsible for publicizing and coordinating gift shop for children in connection with December's holiday gift giving |
| 14 | Hospitality | 3 | Organize/Host Back-to-School Night (September), 1st Grade Reading Celebration (Spring), Kindergarten Orientation (May) and order cake for Kindergarten graduation celebration (June) |
| 15 | Membership | 2 | Coordinate collection of dues, maintain membership roster, and welcome new families to the school at the Open House |
| 16 | Mother's Day Sale | 2 | Responsible for publicizing and coordinating the student sale of gifts for Mother's Day |
| 17 | Student Grams & Bags | 2 | Coordinate Boo Grams, Valentine Grams and/or any other student fundraising grams as well as student bags for parent purchase during parent/teacher conference week |
| 18 | Sweets with Someone Special | 2 | Publicize and organize a day in May and a day in June for parents/guardians to have breakfast with children |
| 19 | Teacher Appreciation | 2 | Organize/Host Back-to-School Teachers Luncheon (August) and coordinate Teacher's Appreciation week gifts and luncheon (May) |
| 20 | Trunk O' Treat | 2 | Responsible for publicizing and coordinating Trunk O' Treat event in October held in the school parking lot |