

LFE PTO COMMITTEES

Chairpersons of all Lake Forest Elementary PTO (LFE PTO) committees are required to gain Executive Board approval for their events. In addition, **Chairpersons** shall assume the following responsibilities for each event:

- Determine proposed cash receipts and expenditures and timing of such transactions.
- Determine volunteer requirements.
- Identify vendor requirements and participate in vendor contracting discussions.
- Determine facility requirements (e.g. location, tables, security, lighting, refreshments, etc.).
- Draft communications to promote event.
- Chairpersons may invite other parents to be members of their committee. Standing committees may have co-chairpersons, that is, two or more people sharing the position.

Further, the LFE PTO **Executive Board** shall assume the following responsibilities:

- Assist team with the activities noted above.
- Negotiate and execute contracts on behalf of the LFE PTO.
- Ensure compliance with SVUSD policies and procedures.
- Train and provide oversight on cash handling procedures.
- Approve all general communications on event.

Below is a brief description of the currently approved LFE PTO Committees:

Art Masters:

Coordinate and schedule assemblies with the Art Masters representative and communicate to the front office. Oversee and train, if necessary, the classroom volunteers monthly on each project. Maintain and prepare supplies for monthly projects as needed. Coordinate the Annual Art Show during Open House and help with matting, tagging and displaying student art work.

BOARD MEMBERS: *Vicki Zoradi & Matt Alvarez*

evp@lakeforestelementaryschool.com & recording@lakeforestelementaryschool.com

Audit:

This committee should consist of 1 to 3 people who have not had access to the PTO checkbook or accounts. They will arrange and oversee the audit of the PTO's financial records for the current school year and ensure execution as per the LFE PTO Bylaws and governing procedures. The audit should take place at the end of the school year in June or July.

BOARD MEMBERS: *Jennifer Rohrer & Matt Alvarez*

treasurer@lakeforestelementaryschool.com & recording@lakeforestelementaryschool.com

Book Fairs:

Organize, as well as promote interest and attendance. Encourage participation of teachers, staff, parents and students. Coordinate dates with a Scholastic or Mrs. Nelson's representative (based on company chosen) and assist their staff as needed. Book Fairs will occur on September 27 - October 1, 2010 and April 4-8, 2011.

BOARD MEMBER: Barbara Travers

parliamentarian@lakeforestelementaryschool.com

Box Top\$:

Collecting, cutting, counting and completing paperwork required to receive our check from the Box Top\$ company. Payments are made twice each school year, on December 15th and April 15th. The December 15th payment reflects amounts earned from March 1st through October 31st, and the April 15th payments reflects amounts earned from November 1st through February 28th. This is an ongoing task which can be done at home.

www.boxtops4education.com

BOARD MEMBER: Barbara Travers

parliamentarian@lakeforestelementaryschool.com

Campus Beautification:

Implement plans, planting and upkeep. This committee also plans and implements any outdoor projects, seasonal planting and decorations.

BOARD MEMBER: Barbara Travers

parliamentarian@lakeforestelementaryschool.com

Carnival:

Plan and organize annual Carnival fundraiser. Work with vendors for games, prizes and food. Promote interest and attendance. Oversee staff of volunteers and Room Parents for set up, booths, silent auction, prize distribution, clean up, etc. Enlist support of families and community. Serve as host/coordinators of this event. This is a large undertaking and planning should begin in January 2011. This event occurs on May 20, 2011.

BOARD MEMBERS: All PTO Board Members

Club Cards:

Encourage and facilitate parents to link their Ralphs and Target cards to our school. Re-linking **MUST** be done every year.

BOARD MEMBER: Martina Zolner

grants@lakeforestelementaryschool.com

Cultural Arts:

This committee arranges and coordinates educational programs and assemblies requested by or approved by the Principal. This committee is ongoing throughout the year requiring phone calls, arrangements and creativity. Many of the tasks required can be done from home.

BOARD MEMBER: Michele Miller

fundraising@lakeforestelementaryschool.com

Date with a Valentine:

This committee plans a simple menu (donuts with juice and coffee) on February 14, 2011. Responsible for all aspects of the event including marketing, vendor donations, volunteers, and arranging pickup/delivery of refreshments.

BOARD MEMBER: Vicki Zoradi

evp@lakeforestelementaryschool.com

Dinner Nights:

Lake Forest Elementary will schedule dinner nights each month. Families simply go to the restaurant and have dinner. A portion of the sales go to the LFE PTO. This committee will be responsible for contacting local restaurants to set up dates and terms for fundraiser nights. Volunteers are needed to plan, coordinate and advertise these events to achieve maximum participation. Works closely with the Treasurer to track income and ensure that monies come in as promised.

BOARD MEMBER: Michelle Miller

fundraising@lakeforestelementaryschool.com

Directory:

Gather and compile data from the PTO "Classroom/PTO Directory Form" to prepare the LFE Directory. Work with office for new student and classroom assignment information. Work with office and PTO for printing and distribution.

BOARD MEMBER: Matt Alvarez

recording@lakeforestelementaryschool.com

Election:

Establish slate of candidates for the annual elections of the LFE PTO. Ensure execution of election process as per the LFE PTO Bylaws and governing procedures.

BOARD MEMBER: Vicki Zoradi

evp@lakeforestelementaryschool.com

Gift Wrap:

Organize all aspects of the gift wrap sale including obtaining the vendor, marketing the sale, collecting the money and distributing the merchandise. This event occurs September 20 – October 8, 2010.

BOARD MEMBERS: Damien Pallanes & Jennifer Rohrer

president@lakeforestelementaryschool.com & treasurer@lakeforestelementaryschool.com

Holiday Boutique:

Pre-Holiday shopping event provides students with a safe shopping experience that teaches them the value of money and the benefits of giving. Volunteers are needed throughout the week to help students make selections and purchases. This event occurs December 6-10, 2010.

BOARD MEMBERS: Damien Pallanes & Jennifer Rohrer

president@lakeforestelementaryschool.com & treasurer@lakeforestelementaryschool.com

Jog-A-Thon:

Chair works with the school to secure pledges, volunteers and student refreshments for this day during the event. This event occurs on March 8, 2011 with a rain date of March 22, 2011.

BOARD MEMBER: Damien Pallanes

president@lakeforestelementaryschool.com

Marquee:

Responsible for the School Marquee located near the street in front of the school. Instrumental in communicating with the LFE community and needs to be updated weekly to reflect upcoming events and news.

BOARD MEMBER: Barbara Travers

parliamentarian@lakeforestelementaryschool.com

Movie Nights:

This committee's responsibilities include: securing all materials/supplies needed, determining seating arrangements and coordinating with school custodians, scheduling volunteers, providing refreshments, securing fire certificate and after hours use of building, staying within budget and in contact with assigned board member, promoting the event and creating excitement with flyers and posters/banners and completing all PTO paperwork related to the event.

BOARD MEMBER: Vicki Zoradi

evp@lakeforestelementaryschool.com

Red Ribbon Week:

Help plan and decorate for Red Ribbon Week from October 19-23, 2009. This committee works closely with staff to create daily prevention activities to encourage healthy drug-free lifestyles. Red Ribbon Week is the nation's oldest and largest drug prevention program in the nation reaching millions of Americans during the month of October every year. By wearing red ribbons and participating, young people pledge to live a drug-free life.

BOARD MEMBER: Brenda Ciampa

volunteers@lakeforestelementaryschool.com

Room Parent Coordinators:

Designate room parents for each class based on volunteer sign-up. Set phone tree in motion for emergencies and information dissemination. Set up orientation meeting to train room parents at the beginning of the year. When necessary, shop for items for classroom parties. Be available throughout the year to oversee issues pertinent to room parents.

BOARD MEMBERS: Damien Pallanes & Jennifer Rohrer

president@lakeforestelementaryschool.com & treasurer@lakeforestelementaryschool.com

Spirit Wear:

This Chair will order all spirit wear and coordinate school sales of spirit wear throughout the year. The chair and committee members will secure all spirit wear orders, delivery of spirit wear, collection of money, and provide customer service regarding spirit wear to LFE students and parents during the year.

BOARD MEMBER: Vicki Zoradi

evp@lakeforestelementaryschool.com

Teacher Appreciation:

This committee is responsible for organizing the teacher and staff luncheon on May 11, 2011 as well as the breakfast treats and coffee on May 13, 2011. From drinks, to dishes, dessert and decorations, this committee is responsible for both events.

BOARD MEMBER: Jennifer Rohrer

treasurer@lakeforestelementaryschool.com

Yearbook:

Arrange and oversee the publication of the Lake Forest Yearbook. Coordinate with the vendor, design the layout, take pictures at school events, publicize the sale and distribute final yearbook at the end of the school year.

BOARD MEMBER: Matt Alvarez

recording@lakeforestelementaryschool.com