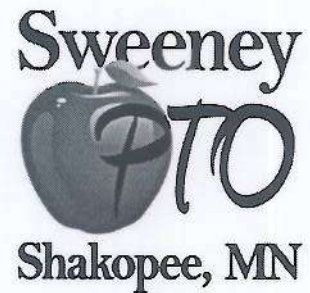


## **Sweeney PTO Committees and Events Next Year 2016-2017**

*Have you planned a child's birthday party? Or hosted a large family gathering? Your skills and experience are an asset!* The volunteer level of commitment is entirely up to you and can range from an hour or two to leading an event on your own or with a co-leader. In this hectic world of commitments pulling us in every direction, the Sweeney PTO appreciates any amount of time you can give.

If you're interested, but you would like to know what to expect, ask a parent who has volunteered in the past. They are a great resource! For questions or ideas for a new event or committee, please email us [SweeneyElemPTO@gmail.com](mailto:SweeneyElemPTO@gmail.com).



### **BIG BLAST PARTY**

*The Big Blast Party is a reward and celebration for the students' success and hard work on the Fall fundraiser.*

#### **Responsibilities:**

- Scheduled on January \_\_, 2017
- Reserve Sweeney gym and cafeteria
- Coordinate bounce house rental
- Prepare event flyer (English and Spanish)
- Purchase snacks and bottled water
- Request and coordinate volunteers
- Set up and clean up

### **BINGO NIGHT**

*Sweeney families have a fun night of Bingo and prize giveaways.*

#### **Responsibilities:**

- Scheduled on April \_\_, 2017
- Reserve Sweeney cafeteria
- Prepare event flyer (English and Spanish)
- Contact local businesses for prize donations and send thank you notes
- Purchase snacks and bottled water
- Request and coordinate volunteers
- Set up and clean up

### **BIRTHDAY BOOKS**

*Sweeney students receive a book from the PTO to celebrate their birthdays.*

#### **Responsibilities:**

At the beginning of the year, purchase books for distribution on students' birthdays.

### **BOX TOPS**

*Sweeney classes receive 10¢ for each Box Top sent to Box Tops for Education.*

#### **Responsibilities:**

- Coordinate two Box Tops collections (Sept., Jan.)
- Prepare flyer (English and Spanish)
- Communicate with teachers
- Collect Box Tops from teachers
- Sort and count Box Tops
- Send in Box Tops on behalf of Sweeney

## **END OF YEAR CARNIVAL**

*The carnival celebrates another wonderful year at Sweeney. Students play carnival games for prizes.*

### **Responsibilities:**

- Scheduled on May \_\_\_, 2017
- Reserve Sweeney gym, cafeteria and playground
- Prepare event flyer (English and Spanish)
- Plan all games
- Purchase prizes and food
- Request and coordinate volunteers
- Set up and clean up

## **SCHOOL DANCE**

*In addition to dancing, students can enter prize drawings.*

### **Responsibilities:**

- Scheduled for March \_\_\_, 2017
- Reserve Sweeney gym and cafeteria
- Prepare event flyer (English and Spanish)
- Choose music/DJ and theme
- Purchase snacks and prizes
- Contact local businesses for prize donations and send thank you notes
- Request and coordinate volunteers
- Set up and clean up

## **STUDENT DIRECTORY**

*The Student Directory includes students' contact information (with parent consent) for connecting with other Sweeney families (i.e. parties, play dates).*

### **Responsibilities:**

- Excel experience a plus
- Begin preparation in August or September
- Communicate with principal
- Prepare contact info request/consent form (English and Spanish)
- Collect students' completed forms
- Compile into excel
- Coordinate directory printing
- Distribute to students (one per family) in October
- Request and coordinate volunteers

## **FAMILY DINNER NIGHTS**

*As a fundraiser, a local restaurant agrees to donate a percentage of the evening's profit based on Sweeney families' purchases.*

### **Responsibilities:**

- Choose nights throughout the year to have the dinners
- Contact local restaurants asking them to host (McDonalds, Taco Loco, Culvers, etc.)
- Prepare event flyers (English and Spanish)
- Send thank you notes to the hosting restaurants
- Request and coordinate volunteers (parents and teachers)



## **FUNDRAISER**

*The funds collected from PTO fundraiser go directly to the PTO, which are then used to fund our events throughout the year.*

### **Responsibilities:**

- Scheduled for Fall 2016
- Prepare flyer/form (English and Spanish)
- Set fundraiser dates, collect money and forms
- Request and coordinate volunteers

## **GINGERBREAD HOUSE NIGHT**

*Sweeney students assemble gingerbread houses from a kit.*

### **Responsibilities:**

- Scheduled on December \_\_\_, 2016
- Reserve Sweeney cafeteria
- Prepare event flyer (English and Spanish)
- Purchase all supplies (graham crackers, frosting, candies, bowls, baggies, etc.)
- Assemble kits
- Recruit and coordinate volunteers
- Set up and clean up

## **SWEENEY GIVES BACK**

*The PTO donates allotted funds and/or coordinates giving to charitable organizations.*

### **Responsibilities:**

- Choose the recipient(s) or organization(s)
- Prepare flyer (English and Spanish)
- Coordinate the donation
- Set up and clean up
- Request and coordinate volunteers

## **MOVIE NIGHT**

*In addition to watching a movie in the gym with their friends, students can win prizes.*

### **Responsibilities:**

- Scheduled on February \_\_\_, 2017
- Reserve Sweeney gym
- Prepare event flyer (English and Spanish)
- Choose a kid-friendly, 90 minute movie
- Contact local businesses for prize donations and send thank you notes
- Schedule A/V equipment
- Purchase snacks, bottled water
- Set up and clean up
- Request and coordinate volunteers

## **SCHOOL SUPPLIES**

*To alleviate the expense to Sweeney families and teachers, the PTO donates hand sanitizer, disinfecting wipes, tissues and dry erase markers to classrooms.*

### **Responsibilities:**

- Distribute items in September and February
- Calculate each classes' items
- Communicate with teachers
- From Sam's Club: order, purchase, pick up the supplies
- Deliver to classrooms
- Request and coordinate volunteers

### **SPIRIT WEAR SALES**

*At various Sweeney events, the PTO sells Sweeney and Saber gear.*

#### **Responsibilities:**

- Choose designs and order the items (shirts, socks, head bands, etc.)
- Prepare flyer (English and Spanish)
- Sell the items at various Sweeney events
- Request and coordinate volunteers

### **TEACHER/STAFF APPRECIATION LUNCH**

*As a thank you for their dedication and hard work, during Teacher Appreciation week the first week of May the PTO provides a lunch and contributes to other meals at Sweeney for teachers and staff.*

#### **Responsibilities:**

- Communicate with office staff regarding the lunch schedule for the week
- Choose the menu
- Request and coordinate volunteers
- Contact local businesses for food donations and send thank you notes
- Purchase food, supplies
- Set up, clean up

### **TEACHER/STAFF CONFERENCE DINNERS**

*To alleviate the long days and evenings during conferences, the PTO provides dinner at Sweeney for teachers and staff on conference nights twice a year (Fall and Winter).*

#### **Responsibilities:**

- Choose the menu for each night
- Request and coordinate volunteers
- Contact local businesses for food donations and send thank you notes
- Purchase food, supplies
- Set up, clean up

### **TRANSLATOR/INTERPRETER**

*The PTO welcomes all Sweeney families, therefore we provide our flyers and newsletters in both English and Spanish.*

#### **Responsibilities:**

- Needs the fluency to translate English to Spanish
- Return translation in approximately one week
- Access to email and MS Word
- Interpret PTO meetings as needed

### **YEARBOOK**

*From start to finish, the Chairperson communicates with Lifetouch and is involved in the Yearbook process (lay out, order forms, payment, etc.).*

#### **Responsibilities:**

- Communicate with Lifetouch at the beginning of the year
- Take photos at Sweeney events
- Request and collect candid photos from parents and teachers
- Send and collect order forms and payment
- Set up yearbook layout
- Coordinate yearbook orders and distribution