

WOODLAWN PTO COMMITTEE DESCRIPTIONS

8th Grade End of Year Party

Organize 8th grade end of year party and breakfast. (April/May)

Cultural Arts

Review, schedule and host programs and assemblies working with School Administration and track financials with the budget. (Ongoing)

Dessert Day

Work with local vendors to order desserts; set-up and serve monthly dessert during lunch hour; organize volunteers and track financials. (Ongoing)

Fall Party

Organize and work at the Halloween party hosted by the PTO in the evening; coordinate volunteers, food, decorations, activities and track financials. (September/October)

Gym Clothes

Manage the ordering, distribution and sale of gym clothes and locks at Locker Set Up Day. Work with the PE teachers on re-ordering needs throughout the school year and track financials. (June/July/August)

Locker Clean Out Day

Organize volunteers to assist with the collection of new/gently used school supplies during Locker Clean Out Days. Help students sort and clean out their lockers. (May/June)

Locker Shelving Rentals

Coordinate orders with the vendor, organize sales and distribute locker shelves before and during Locker Set Up Day. (July/August)

Parent to Parent Network

TBD

Thought Exchange Partnership Committee

TBD

PTO Concessions

Organize concession stand at Track and Field Conference Meet. (April/May)

PTO Lunch Day

Plan the PTO lunch for students and staff during the last month of school and track financials. (April/May)

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Special Lunch

Work with local vendors to order lunches; set-up and serve monthly lunches during lunch hour; organize volunteers and track financials. (Ongoing)

Spirit Wear

Work with local vendors to design apparel and place orders. Manage sales and promote sales during Locker Set Up Day. Distribute orders once delivered and track financials.
(July/August/September)

Scholastic Book Fair

Coordinate week long Scholastic book fair at the school for students. Schedule volunteers, track financials and work with Scholastic and Learning Center staff. (October/November)

Spring Fling

Organize, promote and work the spring party after school, including the 3 on 3 basketball tournament and DJ party. Schedule volunteers, work with Woodlawn staff, provide food, favors and raffle prizes. (February/March)

Staff Hospitality

Plan and organize meals for Woodlawn teachers and staff during Parent/Teacher Conferences. Also plan and organize two luncheons for teachers and staff – a Back to School luncheon in August and an Appreciation Luncheon during Staff Appreciation Week in May.
(August/November/March/May)