**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)

**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)