



**GREENWOOD ELEMENTARY  
COMMITTEE DESCRIPTIONS &  
RESPONSIBILITIES**

## New Families and School Tours

1. Organize events to welcome new families and students
2. Organize and host New Family Interest Events.
3. Update New Family/Student packets and Interest packets.
4. Encourage each new family to enter or update their information into PTOOffice to ensure they receive information from the school and about upcoming events
5. Attend Kindergarten Orientation in April/May to welcome parents, answer questions and help them enter/update information into PTOOffice
6. Order New Family stickers for Meet & Greet/Back to School Night
7. Attend Meet & Greet and Back to School Night in August and greet everyone at the door. Provide new families with a sticker so that other volunteers know to give them extra attention. Answer questions and ensure they are signed up on PTOOffice
8. Coordinate school tour schedule with front office personnel
  - a. Coordinate school tours with front office (projected tour dates, etc.)
  - b. Assign a committee member/PTCO volunteer to each tour date
  - c. Work with Mrs. Foster and 5th Grade student council members to arrange monthly school tours
  - d. Have thorough knowledge of current after school programs and activities, PTCO activities, class sizes and demographics, programs offered for gifted and talented students, etc. to answer any parent questions
  - e. Provide a tour and further follow up once a month to new families interested in Greenwood

## School Supplies Chair

1. Work with our rep at EduKit and our rep at School Mates or feel free to vet a new company and propose changes to the PTCO Executive board/front office
2. Coordinate with the front office and/or teachers to get updated school supply lists from each grade level that are within budget. Share updated school lists and pricing from EduKit with the school via the Communications and Website Chairs and post signs in front of school advertising the sale
3. Coordinate with EduKit representative to create school fliers, ordering website, and supplies lists
4. Promote in the Greenwood Grizzly newsletter and on social media
5. Coordinate EduKit delivery in the fall ahead of the school year and arrange with the PTCO Executive Board for volunteers to help distribute kits to classrooms
6. Resolve ordering issues and/or discrepancies
7. Work with Greenwood staff to guarantee students have the correct supplies and quantities

## Spirit Wear Chair

1. Purchase and sell Greenwood logo clothing
2. Set up Cheddar Up (or other) site to sell product and have it ready by Back to School Night
3. Provide sale information and deadlines for purchases to Communications and Website Chairs by August 1
4. Promote Greenwood spirit days in the Greenwood Grizzly newsletter, on the GreenwoodPTCO.org, and on social media
5. Provide Spirit Day information to be included on the Greenwood calendar
6. Coordinate delivery of orders

## Book Fair Chairs

*The book fair chair position is perfect for someone/people with a love of books, the teachers and Greenwood elementary! Ideally there are two people do share this job!*

### Pre-Book Fair

1. Coordinate with Scholastic to arrange the book sale dates in the fall around student conferences
2. Promote the book fair in the Greenwood Grizzly newsletter, on the GreenwoodPTCO.org, through room parent emails, and on social media
3. Coordinate with the Bulletin Board Chair to create and decorate the bulletin board to advertise the book fair and motivate students with a thermometer, etc.
4. Create a volunteer list to help with assisting during the sale and also with set up and tear down
5. Create a special event during the book fair to encourage sales (i.e., donuts and coffee, cookies and milk/hot chocolate, etc.)

### Book Fair

6. Together with Scholastic and the school librarian, the Chair(s) and volunteers arrange the library for the bookcases and set up the books
7. Coordinate classroom visits the first day (or two) of the fair so the students can create wish lists
8. Communicate with parents via PTOOffice emails to promote the special event and to remind them to purchase books for students *and* teachers
9. The coordinator communicates with the PTCO to obtain seed money for the sale and to determine the school goals for the sale
10. Count the money every night, reconcile the receipts with the money earned and for ensuring the cash registers have the appropriate amount of money every day
11. Tear down the book fair and rearrange the library to the typical design

## Teacher and Staff Appreciation Chair

1. Organize various staff appreciation events:
  - a. Provide a breakfast for teachers and staff the week before school starts
  - b. Provide a dinner for teachers and staff during the fall and spring conferences
  - c. Provide a spring lunch for teachers and staff in April
  - d. Organize a week of activities/lunch/breakfast/gifts for teacher appreciation week in May
2. Coordinate teacher appreciation week in May. Some *suggestions* are:
  - a. Have posters made to hang on teachers' doors with notes from students
  - b. Have a poster in hallways with student signatures acknowledging all teachers and staff
  - c. Provide an afternoon treat (Jamba Juice)
  - d. Provide breakfast on Tuesday
  - e. Provide lunch on Wednesday
  - f. Provide a gift bag for each staff member on Friday
  - g. Each day give away (donated) prizes through a drawing
3. Use volunteers to provide meals/food items as well as paper products (plates, plastic ware, napkins, cups) so that hospitality budget can go towards prizes and treats

## Greenwood Gathering Event Chairs

The goal of Greenwood Gatherings is to create fun activities that will bring our children and their families together outside of the classroom, while raising money to support our school. Most proceeds from Greenwood Gatherings go directly to the PTCO. Chairs of Greenwood Gatherings are given a minimal budget, if any, for these events, and are instead expected to fund the events through committee donations (up to \$125/committee member).

The following pertain to ALL Greenwood Gathering Event Chairs:

### Spring/Summer

1. Determine chairperson(s) for each event and find additional parent committee members/sponsors for all events
2. Get the budget, if available, for the event from Treasurer
3. Secure the location and insurance for each event. If event will be at the school, reserve the room and schedule security and engineering for the event with the front desk

### School Year

1. Promote your respective Greenwood Gathering at Back to School Night and Orientation (i.e., sit at table, distribute event flyers, solicit sponsorships and volunteers)
2. Promote each event prior to the date to solicit additional attendance through GreenwoodPTCO.org, Greenwood Grizzly newsletter, and social media. Distribute flyers to teachers, if applicable
3. Provide status/budget updates to Fundraising Chair prior to Executive Board meetings
4. Send list of volunteers and sponsors to the Communications Chair to put in the Greenwood Grizzly to thank them
5. Submit photos of event to Website Chair post party
6. Email thank you notes to hosts and sponsoring families after the events

## *Greenwood Gathering Event: Mom's Night Out*

1. Coordinate a committee and volunteers for the event
2. Secure a location (home, restaurant, etc.) and set date
3. Create the menu/adult beverages/etc.
  - a. Food
  - b. Adult beverages
  - c. Bartender, if needed
4. Select decorations
5. Promote through Greenwood Grizzly newsletter, flyers, room parents, social media, etc.
6. Coordinate set up and tear down of the event
7. This event has been coordinated a few different ways over the years
  - a. Committee members donate a small sum and then bring food items, etc. to the event
  - b. Committee members donate a large sum and are not required to bring an item to the event



## ***Greenwood Gathering Event: Trunk or Treat***

### Chairperson -

1. Recruit committee members
2. Work with PTCO to determine the best date - typically the Thursday before Halloween
3. Work with the front desk to reserve the spaces needed for the event

### Committee Members -

1. Communication
  - a. Design/create a flyer
  - b. Create dedicated emails/advertisements
  - c. Promote in the Greenwood Grizzly newsletter, GreenwoodPTCO.org website, room parent emails, and social media
  - d. Hang signs around school and/or distribute in Friday folders closer to event
2. Trunk Coordination - the most important piece!
  - a. Create an Evite/Sign up genius to send out for parents to sign up
  - b. Target based on spacing is 20-25
3. Food & Beverage
  - a. Decide what F&B items to have for sale
  - b. Find donors/sponsors if possible
  - c. Determine where F&B will come from and who will purchase
4. Decorations
  - a. Decide what, if any, decorations are needed (not much!)
  - b. Think about lighting in the parking lot - especially near food/beverages being sold
5. Other Entertainment
  - a. Music
  - b. Depending on space - games? Crafts? Fire truck? Police car?

## ***Greenwood Gathering Event: K-2 Events***

### **Chair:**

1. Host Coffee and Kleenex for the first day of kindergarten. Provide coffee and treats and welcome new families.
2. Arrange entertainment or activity for an after-school gathering for kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> graders. Around 100 kids in previous years. (Examples: movie, animal presenter, magician)
3. Communicate plans with PTCO volunteer coordinator, principal, and relevant staff
4. Distribute paper fliers in teachers' boxes and posters around school.
5. Communicate with PTCO treasurer regarding cheddar up sign up. Final head counts will be in a cheddar up excel sheet
6. Promote in the Greenwood Grizzly newsletter and on social media
7. Check students in and out and chaperone at the event
8. Help pay for event. Last 3 years has been \$30-\$40/per committee member with 10 members

### **Committee Members:**

1. Attend Coffee and Kleenex
2. Help brainstorm ideas for activity
3. Help pay for event. Last 3 years has been \$30-\$40/per committee member with 10 members. You don't have to pay for ticket(s) if you help pay for event
4. Check students in and out and chaperone at the event – need at least one chaperone per class

## ***Greenwood Gathering Event: 3-5 Event***

1. In the past, this has been a pool party; however, other activities may be considered
2. The committee pays for the pool rental cost, and it has always been held at the Lone Tree Rec center pool in the past
3. Approximately 150 students attend and are driven to and from the event by parents individually or in a carpool
4. Coordinate with Treasurer to set up Cheddar Up account. The cost is \$10-15 per student
5. It typically begins 15-30 minutes after school ends and lasts 1.5-2 hours.
6. Committee members/Parent volunteers (via sign up genius) are needed to check kids in, serve kids and corral them
7. A safety waiver must be signed by each parent.

***Greenwood Gathering Event:***  
***Father-Daughter Event/Mother-Son Event***

1. Recruit committee members
2. Plan and organize an event /activity (dance, sport event, bowling, etc.), secure location, and set date
  - a. Decorations
  - b. Food and beverage
3. The committee pays for the event site, decorations, etc.
4. Promote the event through the Greenwood Grizzly newsletter, room parent emails, and social media
8. Work with treasurer to set up Cheddar Up for tickets - The cost is \$10-15 per student
5. Create and print invitations and distribute to teacher boxes

## ***Greenwood Gathering Event: Carnival***

1. Recruit committee members
2. Set up Sign-Up genius with list of games/activities/food/clean up
3. Email families who volunteer regarding responsibility for set up, hosting, prizes, tear down of game
4. Work with treasurer to set up Cheddar Up for tickets
5. Promote the event through the Greenwood Grizzly newsletter, room parent emails, and social media
6. Create and print invitations and distribute to teacher boxes
7. Create and print Posters and hang around school
8. Call Food trucks/Kona Ice and reserve
9. Work with principal to schedule date
10. Get custodial help for last hour
11. Create map of games so families know where to set up
12. Purchase decorations
13. Reach out to teachers to host games
14. Carnival Day: check in families, allow ticket purchases at the door, be available for food trucks who have questions about set up, help families locate their spots on 3-5 field, run games, clean up

## Fall Fundraising (Fun Run) Event Chair

1. Contact Run4Funds to coordinate the event <https://r4funds.com/run4fund/>
2. Coordinate a committee and volunteers for the fundraiser
3. Promote fundraiser at Meet & Greet/Back to School Night. Have a sign-up sheet available, if needed, at Meet & Greet/Back to School Night
4. Coordinate with the principal to solidify dates
  - a. Assembly to introduce the event
  - b. Dates to distribute and collect packets
  - c. Date for the race
  - d. Date for prize day
5. Work with Communications Chair to promote in the Greenwood Grizzly newsletter, GreenwoodPTCO.org, and social media throughout the fundraiser
6. Coordinate volunteers needed on day of race

## Website/PTOffice Chair

### Website

1. Manage and maintain the PTCO's website, GreenwoodPTCO.org
2. Update the website by August 1st with new information for school year
3. Work with event chairs to publicize and promote events throughout the year
4. Proactively seek out school calendar and event information to include on GreenwoodPTCO.org
5. Coordinate with Communications Chair to update website throughout year to include up to date information from Greenwood Grizzly, fundraising efforts, new news, etc.

### PTOffice

6. Manage the PTCO's database software, PTOffice
7. Coordinate the updating of all existing families' entries and addition of new families' entries at Kindergarten Orientation in May, over the summer, at Orientation in August, and throughout the year
8. Provide a letter to each new family to inform about and sign up for PTOffice
9. Train Room Parents on how to use PTOffice to send classroom emails
10. Maintain overall integrity of the system

## Directory Chair

1. Recruit committee members – ideally at least 3
2. Secure sponsorships and sell ads in the directory – summer/early fall – online and in print
3. Compile contact information for students from PTOffice for the directory
4. Send completed directory to district printing by fall break
5. Coordinate printing and distribution to the students



## Auction Co-Chairs

*Recommend at least 3 committee chairs. It is helpful if at least one chair has professional and/or social relationships within the community.*

1. Organize an Auction and fundraiser in the spring
  - a. Secure location
  - b. Liability Insurance
  - c. Entertainment/AV (DJ, etc.)
  - d. Auctioneer/MC
  - e. Food
2. Plan and coordinate a committee and volunteers for the event
3. Organize date with Executive Board and coordinate with front office
4. Promote in the Greenwood Grizzly newsletter, on GreenwoodPTCO.org, on social media, and through PTOOffice emails
5. Attend Exec Board meetings as needed
6. Secure sponsorships and items for live and silent auction, as well as auctioneer
  - a. Decorations
  - b. Raffle, if able/desired
  - c. Corporate and Family Sponsorships
  - d. Acquisitions
  - e. Greenwood Experiences – coordinate with teachers (PTCO President-Elects may be able to help)
  - f. Class Baskets
  - g. Class Creations, if possible
7. Set up auction website, biddingforgood.org – data entry and organize acquisitions
8. Update info with the Communication chair to keep his/her committees updated about the event and with the Treasurer and Assistant-Treasurer to set up the Cheddar Up site and keep up to date with budget
9. Complete several walkthroughs at the site to ensure everything is ready
10. Create invitations and marketing/promotional materials
11. Coordinate check in and check out at the event – best to have PTCO Treasurers assist with check out
12. Coordinate set up and tear down of event
13. Thank you notes and receipts – Treasurers and Auction Chairs

## Yearbook Chair

1. Coordinate with Yearbook vendor
  - a. Create the yearbook
    - i. Set up pages for different grades/classes and events
  - b. Proof the yearbook
  - c. Review the yearbook to ensure ready for print
  - d. Print the yearbook
2. Coordinate with front office as needed
3. Coordinate with room parents and event chairs and solicit through the Greenwood Grizzly for photos and content
4. Promote to families via [GreenwoodPTCO.org](http://GreenwoodPTCO.org) website, Greenwood Grizzly newsletter, and social media

## 5<sup>th</sup> Grade Continuation/5<sup>th</sup> Grade Yearbook Section

1. In May of prior year, take down decorations (so the 5th grade parents can go to the party immediately following continuation). This will be the same next year when your 5th graders graduate so you won't have to deal with the decorations after continuation
2. Store decorations until next year
3. Coordinate with front office on date and time of ceremony. Communicate with front desk staff for chairs and tables for the afternoon before the event
4. Meet with 5th grade teachers to discuss the program cover (TA may handle this)
5. Organize the event including decorating, refreshments, etc.
6. Recruit volunteers and organize responsibilities and/or subcommittees as needed (in the past they have had about 10 volunteers)
7. Collect baby photos of 5<sup>th</sup> grade students for the yearbook

## Community Outreach

*Community outreach includes, but is not limited to, our Holiday Giving program*

1. Recruit committee members
2. In early November the chair(s) identify both a non-profit as well as identify needs within our own Greenwood community with the principal/social worker/school psychologist
3. Create the community outreach project (i.e., "Angel Tree", general toy drive, general household items/diapers/wipes drive, etc.
4. For within the Greenwood community, coordinate with the principal (i.e., gift cards for grocery and holiday gifts, etc.). Privacy is important for these families, so we don't usually do more than create a signup genius to collect donations
5. Delivery is usually the 2nd week of December for the Holiday Giving Program. This may be done by the coordinating gift basket creation with parents, one or two people dropping off the items, etc.
6. Lost & Found – choose an organization to donate lost & found items
7. Promote to families via GreenwoodPTCO.org website, Greenwood Grizzly newsletter, and social media

## Health & Wellness

*The Health and Wellness committee aims to incorporate physical, social, and emotional wellness into our students' daily lives by engaging them with challenges to participate in throughout the year. The challenges promote health and wellness and hopefully initiate conversations in the classroom and at home.*

1. Create challenges throughout the year
2. Print sheets for the students to complete for the challenge
3. Acquire (by purchasing or receiving donations for) prizes for students and staff winners
4. Work on the bulletin board throughout the school year
5. Promote any community health and wellness initiatives that are introduced

## Back to School Picnic

1. Recruit committee members – 6-10 is ideal
2. Contact a caterer/food trucks
3. Contact vendors for possible games/activities (i.e., Bounce house, dunk tank, Landmark theaters, photo booth with props, etc.)
4. Contact Cherry Creek High School for volunteers
5. Promote in Greenwood Grizzly newsletter, GreenwoodPTCO.org website, social media, and room parent emails
6. Consider incorporating Bake Sale, if choose to do so, coordinate with Bake Sale Chair
7. Purchase decorations
8. Create sign up genius for volunteers to assist with set up and tear down, if not enough committee members

## Bake Sales

1. Create sign up genius for baked goods and volunteer slots for bake sale table and clean up.
2. Create a raffle give away for extra money (not required but tends to bring in some good money and is fun).
3. Decide pricing.
4. Find signage/cute decor for table set up.
5. Get in touch with front office about tables that can be used day of.
6. Have people drop off baked goods at morning drop off the day of bake sale to the front desk.
7. Recruit volunteers to help package and price baked goods the morning of or after school the day of bake sale.
8. Get in contact with treasurer about cash and square for credit cards. Also, about doing the end of bake sale profit sheet.
9. Promote to families via GreenwoodPTCO.org website, Greenwood Grizzly newsletter, and social media

## Run Club

1. Determine dates. Meets once a week in the fall for 6 weeks beginning after labor day on k-2 black top
2. Send out sign up genius, permission slip -recommend capping members based on what is comfortable for the chairs (between 30-50)
3. Order feet charms, necklaces, cards to track laps
4. Ask for volunteers to help track laps for kids (minimum 3 per week)
5. Know where kids are going after club (i.e., bear club or home with a parent)
6. Promote to families via GreenwoodPTCO.org website, Greenwood Grizzly newsletter, and social media



## Bulletin Boards

1. Create and decorate the bulletin board in the hall leading to the gym and lunchroom for different seasons
2. Coordinate with committee chairs to determine when the bulletin board is needed to promote an event (i.e., Fun Run, Book Fair, etc.)

## Health Screenings

*The Health Screening person works under the school nurse. The school nurse will contact the Health Screening person to let them know of the 2 dates during the year that they will be needed (Hearing screening and Vision screening)*

1. Coordinate with the school nurse to get the date/time of the screenings
2. School nurse will provide cards with the student's name and classroom and the schedule for the day
3. Collect and accompany the students from their classroom and return them after the screening
4. Do your best to keep to the schedule so that all runs smoothly
5. May be required to weigh or measure height of students

## ***SCRIP Teacher Support/Amazon Smile/King Soopers/Box Tops***

### SCRIP Teacher Support

1. Coordinate with Principal/front office staff to compile a list of current staff/teachers
2. Coordinate with Treasurer to establish a Cheddar Up account with list of current staff/teachers
3. Promote in the Greenwood Grizzly newsletter and on social media for three weeks
4. Occurs twice a year - in December for the Holidays and at the end of the school year in May for end of year/Teacher Appreciation
5. From cheddar up donations, organize Teacher scrip cards requests based on individual donation amounts
6. Order scrip cards
7. Deliver to staff with assistance from Secretary/Principal
8. Delivering scrip rebate to Treasurer at the end of the school year

### Amazon Smile

### King Soopers

### Box Tops

1. Create a Coordinator account with the Box Tops web site which has great informational materials to help facilitate the collection process
2. Encourage parents to download the Box Tops app
3. Promote/Remind parents to scan their receipts for Box Tops in the Greenwood Grizzly newsletter, on GreenwoodPTCO.org website, and on social media periodically throughout the year (monthly basis, etc.) – change the mode of promotion monthly to ensure access to all families
4. Host friendly competitions between grades (i.e., which classroom has the most downloaded apps, and/or which classroom has accumulated the most Box Tops, etc.)
5. Host a party for the winning classroom

## Outdoor Learning Space/Front Garden Boxes

*Mrs. Allen, 5<sup>th</sup> grade teacher, created an outdoor learning space for the school. Her vision is to have the students plant and maintain a garden throughout the school year.*

1. Assist Mrs. Allen with plans for the garden - ideas to include all grade levels (each class has an area to plant and maintain or each class maintains the garden for a week in a rotating cycle, etc.), and ideas to make it more community based with parent involvement (parents volunteer to assist the students in the garden, collect and accompany students to the garden, etc.)
2. Secure sponsorships (corporate or family) to provide seeds/seedlings, gardening equipment, etc.
3. Secure sponsorships (corporate or family) to either provide seeds/seedlings/plants for the front garden boxes OR to maintain the garden boxes.

## **G/T Support**

1. Assist Mrs. Foster with communication to G/T families
2. Help facilitate G/T events as needed.