

LANSDOWNE PTO EVENT DESCRIPTIONS 2022-2023

The following are descriptions of what duties and committee breakdowns have been in the past. Chairs and Committees are free to add or subtract duties if appropriate. Likewise the Board and Membership may decide to remove or add events. The 2022-23 calendar is in the process of being finalized.

MAIN EVENTS

FALL FESTIVAL

In the past we held an end of the year carnival, but with the new school opening and Fun Run moved to the spring, we will hold a Fall Festival. This will be the first big PTO event of the year and will serve as a celebration of the new school and welcome to new and returning families. This event needs a chair or co-chairs, a committee to help plan the event and eventually, volunteers to staff it.

Potential items to be coordinated: BOUNCE HOUSES, GAMES, FOOD TRUCKS, SCHOOL STORE, OTHER ENTERTAINMENT LIKE FACE PAINTING.

Chairperson / Co-chair – Coordinate, plan, and book vendors for games/activities; Layout “map” of event; Manage pre-sale tickets

- **Volunteer Coordinator** - set up Sign Up genius for volunteers, recruit volunteers, assign responsibilities.
- **Food & Beverage Coordinator** - Arrange food trucks or, if Committee wants, plan and purchase items for concession stand during event
- **Entertainment Coordinator:** Manage set up of bounce houses and any games.

EVENT DATE: OCTOBER 15, 2022

COMMITMENT LEVEL: HIGH

**This event is coming soon, so we should get started in the planning!*

BOOK FAIR

Our annual book fair is scheduled for December 5-9. Students have opportunities to shop during their Media Specials and before school. Families will be invited to come shop with their kids one evening during the week.

Co-Chair or Chair in Training- Work with our Scholastic Book representative to coordinate book delivery & assist with advertising. Form committee to set up, break down, assist students in selecting books

Book Fair Volunteer Coordinator -set up Sign Up genius for volunteers to help set up, break down and assist students in selecting books during their media time and before school

Evening Shopping Event - Publicize shopping event, collect RSVPs

EVENT DATE: DECEMBER 5-9, 2022

COMMITMENT LEVEL: HIGH

LUCKY'S FUN RUN

This is our biggest revenue generating event of the year! Committee is needed to help volunteer to staff the run, assist in soliciting for donations, organize set-up and break down. Also seek ‘sponsors’ for the event.

Fun Run Chair/Co-Chair: work with Booster and school Admin to organize and facilitate the run

- **T-shirts/Sponsor Coordinator** – Gather Corporate sponsors for t-shirts; help design t-shirt for event
- **Hype-Person** – Be the face of event; Appear on school News and Pep Rally to get students excited for run
- **Prize Captain** - in charge of storing and organizing prizes at the school, running prize reports, and daily coordination of prize distribution. Does not require daily visits to school - just the coordination of volunteers.
- **Volunteer Coordinator** - set up Sign Up genius for Volunteers and recruit volunteers

EVENT DATE: APRIL 18-27 (RUN IS ON 4/27)

COMMITMENT LEVEL: HIGH

FATHER/DAUGHTER DANCE

This is a beloved event for our community. Committee is needed to plan event, recruit and manage volunteers, book DJ, organize decorations, photos, refreshments, favors and ticket sales. It's best if we have two co-chairs or a committee to manage this event.

EVENT DATE: MARCH 17, 2023

Commitment level: HIGH

BEGINNER'S DAY

This is a partnered event with the school administration as we welcome rising Kindergarten families to visit the school and listen to our Principal, Assistant Principal, various teachers and the PTO.

We help the staff with rising kindergartners and parents visiting on Beginner's Day at Lansdowne. Plan activities for students and welcome the parents. Assist the Committee Head with any needs. (Numerous volunteers needed). This position often works closely with our Principal and IB Coordinator for this event.

EVENT DATE: MAY 4, 2023

COMMITMENT LEVEL: HIGH

ADMINISTRATION, COMMUNICATION, SCHOOL STORE

LANSDOWNE SCHOOL STORE & SPIRIT WEAR: Order product, promote, sell goods, collect payment.

Commitment level: HIGH—store open on Friday mornings before school & at most PTO events

PTO NEWSLETTER – The newsletter has been evolving since we started using Parent Square last year. Work with PTO Secretary to put together a newsletter that communicates PTO accomplishments and upcoming events. Ask Principal, PTO board and grade level lead teachers for input. Decide on ways to distribute.

Commitment level: MEDIUM

PTO WEBSITE – Manage Lansdowne PTO website. This person should be prepared to put in a little more work in the beginning of the year to update the site, then it's mostly maintenance.

Commitment level: MEDIUM at first, then LOW

ROOM PARENT COORDINATOR – Recruit classroom Room Parents. Act as a liaison between PTO and Room Parents sending reminder emails for common room parent responsibilities. Update room parent handbook and provide short room parent orientation to new room parents as needed.

Commitment level: MEDIUM (AT-HOME, EMAIL, PHONE)

FUNDRAISING

COMMUNITY PARTNERS – contact Harris Teeter, Amazon Smile, Target, Publix & Food Lion to get school access codes and communicate that to teachers and parents to use at checkout. A portion of proceeds are donated to our school. This is FREE money for our school!

Commitment level: LOW (AT-HOME, EMAIL, PHONE)

SPIRIT EVENTS / RESTAURANT NIGHTS – contact local restaurants if they will partner with us on Spirit Nights where a portion of the proceeds come back to our school. Discounts are often included! Past partners have been YAFO Kitchen, City BBQ, Brixx Pizza, Hungry Howie's, Mooyah, City BBQ, Grace O'Malleys

Commitment level: LOW (AT-HOME, EMAIL, PHONE)

SPIRIT ROCK – create a Sign-Up Genius for parents to sign up to have the Spirit Rock reserved to paint for their students' birthday or other special day.

Commitment level: LOW (AT-HOME, EMAIL, PHONE)

SPECIAL EVENTS – ONCE A YEAR

POPSICLES AT THE PARK - Organize event at Boyce Park for rising kindergarten families to meet other incoming students and parents, PTO Board members & our Principal.

EVENT DATE: AUGUST 16, 2022

Commitment level: LOW

MOTHER/SON EVENT: Plan event for moms and their sons in late fall. We have held a Minute to Win It and Scavenger Hunt at Boyce Park, met at Kinetic Heights and Big Air. New ideas welcome!

EVENT DATE: NOVEMBER 19, 2023

Commitment level: MEDIUM

IB CURRICULUM NIGHT: This is a partnered event with the IB Coordinator and Counselors. Service related stations are set up and food is sold to raise money for selected charities. We support what activities they have planned.

EVENT DATE: FEBRUARY 23, 2023 (tentative)

Commitment level: MEDIUM

STORYTELLING DAY: Recruit story tellers in our communities to read stories with enthusiasm and dress up in character, schedule classrooms for rotation.

EVENT DATE: APRIL 6, 2023

Commitment level: MEDIUM-HIGH

CAREER DAY: Recruit volunteers from area businesses who will speak and share their work experiences with our students. Set up schedule, purchase small gifts, and send emails with information to speakers.

EVENT DATE: MARCH 10, 2023

Commitment level: MEDIUM-HIGH

FIELD DAY: Last big event of the year! Recruit volunteers. Work closely with Coach Stephany to support him. Collect donated snacks.

EVENT DATE: MAY 11 & 12, 2023

Commitment level: LOW

SCHOOL SUPPORT

STAFF APPRECIATION WEEK: Coordinate volunteers to provide special tokens of thanks for our wonderful Lansdowne staff. This includes events for 5 days from small fun things to a mid-week teacher luncheon.

EVENT DATE: FEBRUARY 13-17, 2023

Commitment level: HIGH

LOST & FOUND: Monitor the lost and found in the cafeteria, post reminders on Facebook page and send unclaimed items to Goodwill. Works closely with school guidance counselors to reuse items needed for students.

EVENT DATE: MONTHLY

Commitment level: MEDIUM

CAMPUS BEAUTIFICATION: Work with the Principal, identify projects and coordinate volunteers for a campus clean-up twice a year – one in fall, one in spring. Work with our church partners to coordinate volunteers as well.

EVENT DATE: NOVEMBER 5, 2022 & APRIL 1, 2023

Commitment level: LOW

COPY CREW: Assemble “copy crew” – assign a parent to come in each day of the week to run copies for teachers and coordinating volunteers.

EVENT DATE: ALL YEAR

Commitment level: LOW

SNACK THE STAFF: Order catered lunch for the staff. Meet caterer and set up and facilitate clean up.

EVENT DATES: SEPTEMBER 21, OCTOBER 26, FEBRUARY 8, MARCH 8

Commitment level: LOW-MEDIUM

MEDIA CENTER: Assist Media Center Specialist with various duties as time permits. Recruit and manage volunteers, if needed.

EVENT DATE: ALL YEAR

Commitment level: LOW

BUS DRIVER APPRECIATION: Coordinate and distribute gifts for bus drivers for winter gift and appreciation day.

EVENT DATE: DECEMBER & FEBRUARY

Commitment level: LOW

STAFF COOKOUT: Plan cook-out or special lunch at year end for Faculty & Staff. Volunteers are needed to coordinate and run this FUN DAY that the staff thoroughly enjoys!

EVENT DATE: MAY 10

Commitment level: LOW

SCHOOL SUPPLY KIT: Work with school supply kit company for lowest kit prices. Communicate with grade level leads on supply list, work with school admin and coordinate on delivery.

EVENT DATE: ONGOING: FEB-JUNE; AUGUST

Commitment level: LOW