



Rea View PTO Committee & Coordinator Descriptions

*****Special Note***** All of these descriptions are also included in the Plans of Work for Committees which are located in the President's Google Drive in the Committees folder.

ADMINISTRATIVE COMMITTEES

Nominating Committee

Purpose:

- This committee's purpose is to create a slate of Rea View PTO Executive Board Officers for the PTO Election at the end of each school year.

Responsibilities:

- Create or update the Rea View PTO Executive Board Officer Nomination form for this school year to be posted on the PTO Website.
- PTO Website and shared in the PTO Newsletter.
- Review submitted nomination forms.
- Interview PTO Officer candidates as needed.
- Create a slate of Rea View PTO Board Officers for the upcoming school year PTO Election.
- Keep your PTO Board Liaison updated on a regular basis.

Social Media Coordinator

Purpose:

- This coordinator's purpose is to manage and update the PTO's Facebook and Twitter accounts.

Responsibilities:

- Post PTO news, updates, and alerts to the PTO's Facebook and Twitter pages in a timely manner.
- Keep the PTO images on Facebook and Twitter up to date.
- Communicate with people who send messages through Facebook Messenger and Twitter or inform the PTO President of the message.
- Reply to comments on PTO Facebook posts or inform the PTO President that a reply is needed.
- Make sure the PTO President has access to both the PTO Facebook page and Twitter feed.
- Keep your PTO Board Liaison updated on a regular basis.



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Volunteer Coordinator

Purpose:

- This coordinator's purpose is to advertise Rea View's PTO's volunteer opportunities, find volunteers, and update volunteer documents.

Responsibilities:

- Search for volunteers from the Rea View Elementary community via the PTO Newsletter, PTO Website, email, and through other communication sources.
- Post PTO Volunteer Opportunities under the Volunteer Tab of the PTO Website.
- Communicate with members of the school community who are interested in volunteering.
- Update and share the PTO Committee Chair/Coordinator Contact List.
- Update and share the PTO Executive Board Contact List.
- Update and share the PTO Org Chart.
- Be the chair for the Nominating Committee
- Keep your PTO Board Liaison updated on a regular basis.

Webmaster

Purpose:

- This coordinator's purpose is to maintain and update the PTO's Website, PTO Newsletter, and the school's Family Directory (located on the PTO Website).

Responsibilities:

- Maintain and keep the PTO Website up-to-date, including all pages of the website, the calendar, teacher lists, links, documents, sponsor ads, web-o-grams, news, programs, show/donate tab, widgets, etc.
- Make any changes or updates to the PTO Website as requested by the PTO President or President Elect.
- Update PTO Website email groups as needed.
- Send emails from the PTO website as needed.
- Collect news articles and updates from Committee Chairs and PTO Board Officers on a weekly basis during the school year to post in the PTO Newsletter on Wednesdays.
- Share a draft of the weekly PTO Newsletter with the PTO President and School's Principal, and make sure all news articles are approved before posting them to the Website.
- Respond to emails sent to the reaviewpto.webmaster@gmail.com email account.
- Ensure user accounts who have access to the PTO Website's Directory are verified as a parent of a Rea View student.
- Deactivate any users accounts that no longer need access to the PTO Website.



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- Instruct other PTO Chairs and Board Officers how to use the PTO Website's Control Panel as needed.
- Ensure that only current PTO Board Officers and Committee Chairs have user rights to access the Control Panel.
- Remove any user rights to users who no longer need access to the Control Panel
- Let MyVLink know when there is an issue with the PTO website to get it resolved.
- Inform the PTO President and Treasurer when it is time to pay for the MyVLink PTO Website and PTO Domain name from GoDaddy (www.reaviewpto.com).
- Keep your PTO Board Liaison updated on a regular basis



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TREASURER COMMITTEES

Auditor

Purpose:

- This coordinator's purpose is to provide a comprehensive audit/review of the PTO's financial records and accounts every three months to ensure there are no discrepancies or irregularities.

Responsibilities:

- Should be a person who does not have access to the PTO checkbook or bank account.
- Verify that all checks written are accounted for, approved, have proper signatures, substantiated, and not defaced, and that they have been posted to the proper budget category.
- Review the treasurers work to reconcile quickbooks reports with the bank statements.
- Verify that all deposits made have been logged accurately and assigned to the proper budget category.
- Review the bank statements for any unusual fees or withdrawals (check printing fees, for example). Verify proper recordkeeping for these items. Ensure the account was reconciled each month.
- Verify that IRS Form 990 and any state forms (incorporation renewal or state tax forms, for example) have been filed as necessary.
- Verify that the treasurer reports add up from month to month.
- Complete a worksheet that summarizes the year's financial activity, including beginning cash balance, total receipts during the audit period, disbursements, and ending cash balance, among others. This is often called the financial review worksheet.
- Suggest improvements to internal controls such as record-keeping and cash-handling, if needed.
- Assess the group's performance against its budget, if requested
- Inform the PTO President of any irregularities.
- Keep your PTO Board Liaison updated on a regular basis



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FUNDRAISING AND SPONSORSHIP COMMITTEES

Business Sponsor Coordinator

Purpose:

- This coordinator's purpose is to find local businesses and corporations to sponsor the Rea View PTO, and ensure the business sponsors are advertised to the Rea View school community.

Responsibilities:

- Update the PTO Sponsorship Flyer, and get it approved by the PTO Board.
- In the spring, reach out to all
- All current sponsors to encourage them to continue their PTO sponsorship for the next school year.
- In the spring, summer, and early fall, search for local and corporate businesses who are willing to become new PTO Sponsors by sending emails, visiting businesses, handing out the flyer, posting PTO newsletter articles, etc.
- Coordinate with the PTO Treasurer the deposit of business sponsor checks sent by business sponsors.
- Give the school's secretary the logos of sponsors that will be on the back of the student agendas.
- Coordinate any other business sponsor items (water bottles, folders, stickers, bags, etc.).
- Find a business sponsor for the back of the class t-shirts
- Have business banners made and/or replaced for the fence at Rea View Elementary.
- Send sponsor logos and information to the webmasters to be posted on the PTO website (be sure to let the webmasters know how many months the sponsorship is for).
- Send business sponsor shout outs blurbs to the Social Media Coordinator to post on Facebook and Twitter.
- Provide the Treasurer with check requests and receipts from any purchases.
- Keep your PTO Board Liaison updated on sponsorships and any other sponsorship information.

Donate Your Way at Rea View Program Coordinator

Purpose:

- This coordinator's purpose is to manage and coordinate the PTO's two main fundraisers, the Direct Give Campaign and the Run with Rocky Fun Run Fundraiser.

Responsibilities:

- Create a Donate Your Way at Rea View flyer explaining the two fundraiser options to the school community, and get it approved by the PTO Board.
- Get copies of the Donate Your Way at Rea View flyer made for Open House (if needed).



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- Work with the Webmasters to get the Direct Give Campaign donations set up on the PTO Website
- Collect Direct Give Campaign donations at Open House.
- Coordinate the Run with Rocky Fun Run Fundraiser with Boosterthon
- Attend all meetings hosted by Boosterthon.
- Advertise the Direct Give Campaign and Run with Rocky Fundraiser in the PTO Newsletter in a timely manner.
- Work with the Social Media Coordinator to get Facebook and Twitter blurbs about the fundraisers posted in a timely manner.
- Work with the Treasurer to ensure that all checks from the fundraisers are deposited.
- Work with the PTO Board to determine if the Boosterthon contract will be renewed for the next school year, and complete the contract process if needed.
- Keep your PTO Board Liaison updated on a regular basis.

Run for the Ridge Representative

Purpose:

- This representative's purpose is to coordinate Rea View Elementary's participation in and volunteers for the Run for the Ridge 5K and Mini Mav Fun Run, which benefits all schools in the Marvin Ridge School Cluster.

Responsibilities:

- Participate in the Marvin Ridge cluster planning meetings for Run For the Ridge
- Promote the Run for the Ridge race to the Rea View school community through signs, newsletter articles, banners, etc.
- Work with the PTO's social media coordinator to promote the race on Facebook and Twitter
- Coordinate any necessary Rea View volunteers for race day.
- Coordinate with the Spirit chair the use of the Rocky mascot costume race for advertising the race at carline, cluster pictures and race day.
- Help the Run for the Ridge team on race day as needed.
- Provide the PTO Treasurer with check requests and receipts from any purchases.
- Regularly keep your PTO Board Liaison updated.

School Rewards Coordinator

Purpose:

- This coordinator's purpose is to set up and/or maintain accounts with various business corporations that provide funds to schools, including (but not limited to) Harris Teeter Together in Education, Publix Partners, Box Tops for Education, Coca-Cola Give, and AmazonSmile.

Responsibilities:

- Provide sign-ups and find volunteers for a Harris Card VIC Card Sign-Up table at Open House.

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FAMILY FUN COMMITTEES

All Pro Dad Committee

Purpose:

- This committee's purpose is to focus on fatherhood to help dads love and lead their family well, as well as encourage dads to become more involved at their children's school by offering father centric events.

Responsibilities:

- Create a schedule for the school year of when All Pro Dad events will occur, and share the schedule with the PTO Board by mid-August for approval.
- Plan and manage All Pro Dad events, including Back to School Kick Ball Game, Father Son Wiffle Ball Game, Breakfast Meetings, Dads' Carpool, Father Daughter Dance, and Dribbling with Dads.
- Create sign ups for volunteers (when needed)
- Provide announcements in the PTO Newsletter about All Pro Dad events
- Work with their PTO Board liaison to share and get approval for new All Pro Committee events and programs with the PTO Board.
- Work with the Webmaster and President Elect to get event registration set up for the Father Dance on the PTO website in a timely manner.
- Ask the PTO Board Liaison to get All Pro Dad events approved by the school's administrators.
- Provide the Treasurer with check requests and receipts from any purchases
- Keep your PTO Board Liaison updated on a regular basis.

All Pro Dad Father Daughter Dance Committee

Purpose:

- This committee's purpose is to help dads' focus on their relationship with their daughter(s).

Responsibilities:

- Create a plan for the Father Daughter Dance.
- Confirm dance date with the All Pro Dad Committee Chair to include in the All Pro Dad schedule that will be submitted to the PTO Board in mid-August.
- In December, provide announcements in the PTO Newsletter about All Pro Dad Father Daughter Dance Registration (be sure to include these announcements before winter break begins).
- In December, work with the PTO Webmasters to set up dance registration and fees on the PTO Website.
- When the dance registration is closed, request a registration list from the PTO Webmasters.
- Work with the PTO's Business Sponsorship Coordinator and Staff Appreciation Committee Chair to search for food donations such as SAS cupcakes and Harris Teeter pastries (checking with these two PTO volunteers ensures that duplicate requests are not being made of the same businesses).
- Purchase dance decorations (streamers, flowers, etc.) and food not donated.
- Work with the school's secretary to order extra tables for the dance.



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- Work with the school's administrator to close the gym earlier for dance set-up and to open the divider between the cafeteria and the gym on the day of the dance.
- Work with the school's custodians to ensure there will be access to the school's chairs, trash cans, and cleaning tools.
- Create sign ups for volunteers for dance set-up, during the dance, and dance clean-up.
- Manage all activities on the day of the dance.
- Provide the Treasurer with check requests and receipts from any purchases
- Keep your PTO Board Liaison updated on a regular basis.

Gingerbread House Night Committee

Purpose:

- This committee's purpose is to organize an enriching winter family fun event for Rea View families

Responsibilities:

- Create a plan for the Gingerbread Night event.
- In July (or as soon as possible), order 300 (or more) pre-assembled Gingerbread House from Costco. (It's important that the Gingerbread houses are pre-assembled because there is not enough time at the event for families to assemble the houses, and let the frosting harden before they bring them home.)
- Contact a food truck to sell food during the event.
- In early November, work with the PTO Webmasters to set up the sale of the Gingerbread Houses. The sale needs to be separated into two sessions because there is not enough room for all families to decorate the houses at the same time.
- In early November, provide announcements in the PTO Newsletter about purchasing Gingerbread houses and reserving a decorating session (supplies are limited).
- In late November, pick up the houses from Costco, and find a place to store the Gingerbread Houses before the event. (Three mini vans or very large SUVs should be enough room to transport 300 houses)
- When the gingerbread house registration is closed, request a registration list from the PTO Webmasters to use as a checklist at the event.
- Purchase plastic table tablecloths (two tablecloths per table; one for each session) and baby wipes to make clean-up easier.
- Work with the school's secretary to order extra tables for the event.
- Work with the school's music teacher to confirm that Rea View Voices can sing between the two decorating sessions.
- Work with the school's administrator to open the divider between the cafeteria and the gym on the day of the event (if needed).
- Work with the school's custodians to ensure there will be access to the school's chairs, trash cans, and cleaning tools.
- Create sign ups for volunteers for the event set-up, during the dance, and dance clean-up.
- Manage all activities on the day of the event (be sure to get the PTO's scissors as families will need these to cut open bags from the kits).
- Provide the Treasurer with check requests and receipts from any purchases
- Keep your PTO Board Liaison updated on a regular basis.



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Mother Son Night Committee

Purpose:

- This committee's purpose is to provide an enriching event where moms' focus on their relationship with their son(s).

Responsibilities:

- Create a plan for the Mother Son Night event.
- Contact Kinetic Heights (or another activity business vendor) to schedule the event for January, and share the event date with your PTO Liaison and the PTO Webmasters.
- If you plan to use a vendor or business, other than Kinetic Heights, get approval from the PTO Board.
- Create event sign ups either through the vendor or with the PTO Webmasters.
- In late November, send an article to advertise the event in the PTO Newsletter.
- Manage all activities on the day of the event.
- Keep your PTO Board Liaison updated on a regular basis.

Pumpkin Decorating Contest Committee

Purpose:

- This committee's purpose is to organize an enriching fall family fun event for Rea View families.

Responsibilities:

- Create a plan and theme for the pumpkin decorating contest.
- Work with the school's librarian to plan a space to display the pumpkins.
- Create an online form for students to vote for the favorite pumpkins.
- In late September/early October, provide the webmasters with an article for the in the PTO Newsletter about the contest rules.
- Create a sign up for volunteers to help with pumpkin drop off.
- Create number tags to display under the pumpkins (for student voting).
- Manage all activities on the day of the dance.
- Provide the Treasurer with check requests and receipts from any purchases
- Keep your PTO Board Liaison updated on a regular basis.

Rocky Spring Fling Committee

Purpose:

- This committee's purpose is to organize an enriching spring family fun event with activities for Rea View families, and host a basket raffle to provide the PTO with funds for the Spring.

Event Responsibilities:

- Create a plan for Spring Fling event activities, such as BINGO game for kids, a DJ, and a video game truck. (Special Note: we cannot charge for BINGO per NC non-profit rules if we have a raffle at the same event)

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- Hire three food truck vendors and one dessert truck, a video game truck (or other activity vendor), and a DJ.
- Create cost-free prize certificates for the kid game (e.g. book fair bucks from the librarian, donuts with the cop, extra recess for my class, lunch with principal, etc.).
- Organize PTO Rocky Spring Fling decorations and BINGO supplies, and purchase any extra event decorations and BINGO supplies needed.
- Work with the school's librarian and PTO's media center coordinator if the Book Fair will be part of the event.
- Work with the basket chair raffle chair to provide the webmasters with an article for the in the PTO Newsletter about the event activities.
- Work with the webmaster to set-up event rsmps (we have not required parents to rsvp in the past but encourage them so we can give vendors an estimate on the number of attendees).
- When the event registration is closed, request a registration list from the PTO Webmasters, and share the number of attendees with food truck vendors.
- Work with the school's secretary to order extra tables for the dance.
- Work with the school's administrator to get the divider between the cafeteria and the gym open on the day of the event.
- Work with the school's custodians to ensure there will be access to the school's chairs, trash cans, and cleaning tools.
- Create sign ups for volunteers for event set-up, to sell raffle tickets during the event, to assist with event activities, and help with event clean-up.
- Manage all activities on the day of the dance.
- Provide the Treasurer with check requests and receipts from any purchases
- Keep your PTO Board Liaison updated on a regular basis.

Basket Raffle Responsibilities:

- Create a plan for the baskets that will be raffled.
- Create a sign up for parents to donate items for the baskets.
- Purchase basket items not donated.
- Put raffle baskets together.
- Work with the basket chair raffle chair to provide the webmasters with an article for the in the PTO Newsletter about the event activities.
- Work with the webmaster to set-up basket raffle ticket sales on the pto website (for families that cannot attend the event, but want to participate in the raffle; and for families who will attend the event, but want to write their name on the back of the tickets before the day of the event).
- Purchase additional raffle tickets rolls (if needed).
- When the raffle ticket sales is closed on the PTO Website, request a purchase list from the PTO Webmasters.
- Sort and deliver raffle tickets to students of families who ordered tickets online at least one week before the event.
- The week before the event, display baskets (or pictures of the baskets) with basket descriptions at the school for parents and students who cannot attend the event but want to participate in the raffle.
- On the day of the event make sure the baskets are set up in the gym or cafeteria.
- Provide the Treasurer with check requests and receipts from any purchases
- Keep your PTO Board Liaison updated on a regular basis.



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STAFF SERVICES COMMITTEES

Copy Pool Committee

Purpose:

- This committee's purpose is to make copies for Rea View's teachers.

Responsibilities:

- Provide training to new volunteers on the copy process and how to make copies on the school's copiers.
- Maintain a process and schedule for volunteers to be able to visit the Rea View's teacher work rooms and find copies teacher's have requested
- Follow the teachers' copy directions and make the copies requested.
- Deliver or place the completed copies in a designated area.
- Be mindful of the amount of paper used, as paper copies are expensive for a school
- Keep your PTO Board Liaison updated on a regular basis.

Media Center Coordinator

Purpose:

- This coordinator's purpose is to find, train, and schedule volunteers to assist in Rea View's library.

Responsibilities:

- Find volunteers to assist the school's librarian by checking out books to students, checking in returned books, and shelving checked in books.
- Create a sign up for days and times volunteers can help in the Media Center.
- Provide training for new volunteers on how to help in the Media Center.
- Find volunteers to assist the librarian with both the Fall and Spring Book Fairs.
- Check in occasionally with the librarian to make sure volunteers are doing what is needed.
- Keep your PTO Board Liaison updated on a regular basis.

Room Parent Coordinator

Purpose:

- This coordinator's purpose is to find, organize, and manage Rea View's room parents.

Responsibilities:

- Update the Room Parent Guideline Guide before the start of school, and have the guide approved by the PTO Board.
- Share the Room Parent Guide and other relevant room parent documents with the webmasters to be posted on the PTO Website.
- Create a Room Parent Sign-up Sheet for each teacher who wants a Room Parent (Typically the room parent coordinator only finds room parents for the K-5 classrooms. AIG does not



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need room parents; though one parent can organize class gifts. ACC teachers often do not want a room parent, but be sure to double check before Open House.)

- Deliver the Room Parent Sign-up Sheets to the classrooms before Open House, and ask teachers to display them.
- Collect the sign-ups from the teachers.
- Work with the teachers, school administrators, your PTO Board liaison, and (if needed) the PTO President to choose the room parents in classes that have more than three volunteers. (No more than 3 room parents per classroom.)
- Contact parents in classrooms that did not have anyone sign up to be a room parent to find a volunteer.
- Inform the volunteers who were chosen to be room parents.
- Provide a room parent training at the beginning of school for all (new and experienced) room parents, and share the Room Parent Guide at that time.
- Collect Teacher Favorite lists from the school's secretary, and share them with room parents
- Ask the Webmasters to post the Teacher's Favorites lists on the PTO Website.
- Communicate regularly with room parents via email to give them reminders throughout the year (especially at the time of year when teacher class gift funds are collected and when room parents host class parties).
- Work with your PTO Board liaison and the PTO President to deal with any issues that may arise with room parents
- Keep your PTO Board Liaison updated on a regular basis.

Staff Appreciation Committee

Purpose:

- This committee's purpose is to plan, organize, and manage events, treats, and a Staff Appreciation Week for Rea View's staff members.

Responsibilities:

- Create a Staff Appreciation plan and schedule with the school's principal, and submit to the PTO board for approval by mid-August.
- Find and communicate with committee member volunteers.
- Organize and manage staff luncheons to be held once during the beginning of the year work days, once during the end of the year workdays, and on early release days.
- Create a sign up for parents to donate snacks for the monthly Staff Meetings.
- Organize and manage the monthly Staff Meeting Snack events.
- Organize and manage other Staff Appreciation events throughout the school year. Possible event ideas include food truck visits, breakfast and lunch food carts, cookie exchange, pie exchange, etc.
- Plan and manage a Staff Appreciation Week.
- Plan and manage a staff holiday gift from the PTO
- Work with their PTO Board liaison to share and get approval for new staff appreciation events with the PTO Board.
- Provide the Treasurer with check requests and receipts from any purchases.
- Keep your PTO Board Liaison updated on a regular basis.



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Teacher Book Room Committee

Purpose:

- This committee's purpose is to find, train, and schedule volunteers to assist in Rea View's Teacher Book Room.

Responsibilities:

- Find volunteers to assist in the Teacher Book Room.
- Create a sign up for days and times volunteers can help in the Teacher Book Room.
- Sort and organize new book packs and instructional materials.
- Provide training for new volunteers on how to check in and shelf returned book packs and other instructional materials.
- Keep your PTO Board Liaison updated on a regular basis.



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STUDENT SERVICES COMMITTEES

Back to School Kit Coordinator

Purpose:

- This coordinator's purpose is to manage a back to school kit sale for Rea View's parents.

Responsibilities:

- Set up and/or maintain a back to school kit sale with a school supply company, such as 1st Day School Supplies.
- Get a list of supplies for the kits from each grade level at Rea View, and send the list to the school supply company.
- Work with the school supply company to set up the online store.
- Advertise the school supply kit through the PTO Newsletter and social media sites.
- Confirm delivery of the kits with the school kit company for before the start of school.
- Work with the school's data manager to get a list of which classrooms where student kits should be delivered.
- Find volunteers to help sort and deliver the kits to the teacher's classrooms before Open House.
- Work with the school kit company and the PTO Treasurer to ensure the PTO receives and deposits a check for it's portion of the kit sales.
- Keep your PTO Board Liaison updated on a regular basis.

Compassion in Action at Rea View Elementary (C.A.R.E.) Committee

Purpose:

- This committee's purpose is to help develop the social and emotional needs of Rea View students through events and service programs.

Responsibilities:

- Create and manage events to help develop the social and emotional needs of Rea View students. Possible events include (but not limited to) after school C.A.R.E. Club events for students, Rea View race teams at local charity runs, school community service events, parent/teacher book clubs, parent education events, school campus beautification days, etc.
- Organize school service programs (for example, a food share bin in the cafeteria to help hungry children in our area, a TerraCycling program, etc.).
- Create a plan and schedule for the school year of when C.A.R.E. events and service programs will occur, and share the plan with the PTO Board by mid-August.
- Provide announcements in the PTO Newsletter about local community service opportunities for Rea View families.
- Work with their PTO Board liaison to share and get approval for new C.A.R.E. Committee events and programs with the PTO Board.
- Ask the PTO Board Liaison to get the C.A.R.E. Committee events and programs approved by the school's administrators.



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- Provide the Treasurer with check requests and receipts from any purchases.
- Keep your PTO Board Liaison updated on a regular basis.

Fifth Grade Rock Coordinator

Purpose:

- This coordinator's purpose is to provide an end of elementary school celebration activity for Rea View's fifth grade students.

Responsibilities:

- Find a local landscaping business or quarry to donate river rocks for 5th grade students to paint.
- Purchase needed paint supplies.
- Work with the school administrators to find a location to paint the rocks.
- Work with the 5th grade teachers to set up times for students to paint the rocks.
- Find volunteers to help students with the rock painting.
- Seal the rocks with a waterproofing coat.
- Distribute the rocks in the rock river in Rea View's courtyard.
- Create a sign to display the school year the rocks were from.
- Get a list of supplies for the kits from each grade level at Rea View, and send the list to the school supply company.
- Work with the school supply company to set up the online store.
- Advertise the school supply kit through the PTO Newsletter and social media sites.
- Provide the PTO Treasurer with check requests and receipts from any purchases.
- Keep your PTO Board Liaison updated on a regular basis.

New Family Welcome Committee

Purpose:

- This committee's purpose is to plan and organize events and school tours to welcome new families to Rea View.

Responsibilities:

- Create a New Family Welcome folder with information new families need to start their experience at Rea View Elementary.
- Plan Host K-5 summer play dates for all Rea View students (old and new) to meet new friends before the school year begins.
- Create a newsletter article to announce the summer playdate schedule.
- Coordinate with the Read with Rocky Committee so the Summer Media Center Days and summer playdates are on the same day
- Plan and host a Back to School Chalk Shout Out in August (for parents to leave messages for their kids on the school's sidewalks before the first day of school)
- Plan and host a new parent coffee social at the beginning of the school year
- Create a school tour online sign up to be posted on Rea View Elementary's and the PTO's websites.
- Give school tours to new families.
- Provide the Treasurer with check requests and receipts from any purchases.
- Keep your PTO Board Liaison updated on a regular basis.



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Read with Rocky

Purpose:

- This committee's purpose is to provide a summer reading incentive program for students who will be attending Rea View in the new school year (including all rising Kindergarten through fifth graders).

Responsibilities:

- Update the Read with Rocky Program information flyers and reading log.
- Find donations and coupons from local businesses to give as rewards for reading.
- Purchase prizes for top readers or purchase one small prize for every participant).
- Work with Rea View's Media Center Coordinator and the PTO's Welcome Committee to organize Summer Media Center days so students can check out books during the summer break.
- Find volunteers to assist with book check out and activities during the Summer Media Center Day events.
- Provide announcements in the PTO Newsletter about the Read with Rocky Program.
- Collect completed reading logs.
- Distribute prizes.
- Offer a celebration event at the start of the new school year.
- Work with their PTO Board liaison to share and get approval for Read with Rocky program prizes with the PTO Board.
- Provide the Treasurer with check requests and receipts from any purchases.
- Keep your PTO Board Liaison updated on a regular basis.

Spirit Committee

Purpose:

- This committee's purpose is to provide Rea View Spirit Wear sales, and help promote school spirit activities.

Responsibilities:

- Work with a vendor to design Rea View spirit wear and class t-shirts
- Order, sell, and deliver new spirit wear at Open House and PTO Events
- Collect t-shirt sizes for all students and staff for class t-shirts
- Order and deliver the class t-shirts
- Work with a vendor to offer spirit wear sales online throughout the school year
- Sell old spirit wear stock at clearance prices at PTO events
- Organize appearances as Rocky throughout the year at PTO and school events
- Distribute, collect, and count the ballots for the Red Wolf Spirit Trophy Fridays (first Friday of each month)
- Plan and organize Dr. Seuss Week and/or other spirit events
- Get approval for spirit events from the PTO Board and school administrators (if needed)
- Provide the PTO Treasurer with check requests and receipts from any purchases.
- Keep your PTO Board Liaison updated on a regular basis.