



PTO Chairperson and Committee Volunteer Sign-Up 2020 - 2021 School Year

The Heartland PTO raised over \$25,000 this year to support the education of our children. To make next year successful, we need your help. Please choose the committee(s) on which you'd like volunteer or chair, and return this form to Sarah Dolan via email (sarah.dolan@me.com) no later than May 27, 2020. If you have any questions, please contact sarah.dolan@me.com. Thank you in advance for your participation!

Name: _____

Phone: _____

E-Mail: _____

AFTER SCHOOL ENRICHMENT: Work with school staff to coordinate with third parties who hold afterschool classes at Heartland. Examples this year included Language Leaders, Young Rembrandts and Pushing the Envelope Farm. We are also open to a Winter after school enrichment program if we have enough volunteers.

CHAIRPERSON (4 hours/session)

COMMITTEE VOLUNTEER

ART TO REMEMBER: Coordinate Art to Remember, a **fundraiser that raised \$1,200 this year**, and turns students' artwork into quality keepsakes. Sale takes place in the fall. Program details at: <http://www.arttoremember.com>

CHAIRPERSON (8-10 hours)

COMMITTEE VOLUNTEER

ASSEMBLIES/AUTHOR VISIT: This year an Author Visit replaced Assemblies. Work with Ms. Ruh to schedule an author to visit Heartland and give presentations to grade level groups.

CHAIRPERSON (4 hours/event) **FILLED**

Fall or Spring Trivia Night/Auction: Coordinate solicitation of parents, local and Chicagoland businesses for silent, live and online auction items. The auction will be held in the Spring.

CHAIRPERSON (8-10 hours)

COMMITTEE VOLUNTEER

BEAUTIFICATION: Show your creative side by decorating the display case to reflect the season and to coordinate with upcoming happenings in the school. Display case is decorated monthly.

CHAIRPERSON (2-3 hours/month) **FILLED**

COMMITTEE VOLUNTEER

BOOK FAIR: Plan and execute the Book Fair, **that raises over \$1000** to purchase books, that will take place on December 4th at Barnes & Noble. You will work with teachers, students, and Barnes & Noble to promote the Book Fair and the love of reading.

CHAIRPERSON (20 hours) **FILLED**

COMMITTEE VOLUNTEER

BOX TOPS: Coordinate the collection, sorting and redeeming of Box Tops, Campbell's & Tyson's Labels, **which raised over \$3000 this yr.** Promote this fundraiser using contests, posters, etc. Promotion & collection is monthly.

CHAIRPERSON (2-3 hours/month) **FILLED**

COMMITTEE VOLUNTEER

COLUMBUS DAY RACE: Coordinate the annual Race Against Columbus in the fall. Includes collecting and compiling activity logs, hanging and up display, updating the display weekly, and presenting awards to the winners.

CHAIRPERSON (12 hours) **FILLED**

RESTAURANT COMMUNITY FUNDRAISER: Responsible for organizing, preferably monthly, restaurant fundraisers with local businesses within our community.

CHAIRPERSON (TBC hours) **FILLED**

DIRECTORY: Collect, compile, publish, and arrange distribution of the HES Directory. This directory contains student, parent, and staff listings, as well as general information regarding the school and the PTO. Starts over summer to distribute in September.

CHAIRPERSON (10-15 hours)

FAMILY FUN: Plan and execute 2-3 fun events for families to enjoy throughout the school year. (i.e. Ice Cream Social, Bingo Night, Movie Night, Reading Night, Skate Nights, etc.). Open to ideas, and schedule is flexible!	
<input type="checkbox"/> CHAIRPERSON (10 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
5TH GRADE SEND-OFF: 5th grade parents coordinate and execute the end of year activities to celebrate the graduation of our 5th graders as they head to middle school. Events take place at the end of May and/or early June.	
<input type="checkbox"/> CHAIRPERSON (10 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
FUN FAIR: Oversee all Fun Fair Committees for our carnival-like fundraiser, which raised over \$4500 this year , held at the school. The event includes games, food, and a raffle. Planning starts in August, event date is TBD. This event could be moved to late October or early November for next year.	
<input type="checkbox"/> CHAIRPERSON (40 hours). FILLED	
FUN FAIR DECORATIONS: Plan and execute themed decorations, including display case, signage, and tabletop supplies.	
<input type="checkbox"/> CHAIRPERSON (5 hours). FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
FUN FAIR RAFFLE: Plan and execute the Children's Raffle, including soliciting parents and staff for donations.	
<input type="checkbox"/> CHAIRPERSON (8 hours) FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
FUN FAIR CONCESSIONS: Plan and execute the concessions, including soliciting for donations and coordinating dinner service in the lunchroom.	
<input type="checkbox"/> CHAIRPERSON (15 hours) FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
FUN FAIR GAMES: Plan and execute all of the games, plan prizes and coordinate prize redemption.	
<input type="checkbox"/> CHAIRPERSON (15 hours) FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
FUN FAIR VOLUNTEERS: Coordinate all volunteers needed to execute the event. Includes recruiting volunteers, assigning duties and managing volunteers during the event. Sign-up was done online at mysignup.com this year.	
<input type="checkbox"/> CHAIRPERSON (25 hours/event) FILLED	
HOSPITALITY: Coordinate refreshments/baked goods/snacks for specific school events throughout the year. Plan Coffee & Conversation for parents on the 1st day of school. Plan dinner for teachers during parent/teacher conferences. Coordinate Teacher Appreciation Week activities during the first week of May.	
<input type="checkbox"/> CHAIRPERSON (6 hours) FILLED	
GRAPHIC DESIGNER: A parent with graphic design experience is needed to design logos for several events and activities throughout the year.	
<input type="checkbox"/> CHAIRPERSON (4-6 hours)	
KIDS WITH HEART: Work with Student Council to plan and promote service projects during the school year, including Red Ribbon Week to promote drug awareness in October, Bell Ringing and Toy Drive in December, and Pop Tab Collection throughout the year.	
<input type="checkbox"/> CHAIRPERSON (6-8 hours/event) FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
MUM SALE: Coordinate the annual Mum Sale, which raised \$1,200 this year, held in September.	
<input type="checkbox"/> CHAIRPERSON (6 hours) FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
Permanent Art Display: Work closely with the art teacher to organize the vote of the children's permanent artwork at the March Board meeting, coordinate framing of all artwork, print certificates for winners, and organize the unveiling presentation at the April Open House.	
<input type="checkbox"/> CHAIRPERSON (3 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
PHOTO PARENTS: Assist the Yearbook Committee by taking and then submitting photos of all students at school events. The Yearbook Committee has a goal of putting two pictures of every student in the Yearbook.	
<input type="checkbox"/> CHAIRPERSON (3 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
ROOM PARENT COORDINATOR: Coordinate PTO sponsored grade level classroom activities and oversee all head room parents. This responsibility is ongoing throughout the year.	
<input type="checkbox"/> CHAIRPERSON (15 hours) FILLED	
RUN FROM THE HEART: Plan and execute this run/walk event with proceeds going to charity. Event takes place in October.	

<input type="checkbox"/> CHAIRPERSON (6 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
SCHOOL SUPPLY PACKS : Organize the ordering and distribution of school supply packs. Vendor selection and orders <u>begin in April and distribution is in August.</u>	
<input type="checkbox"/> CHAIRPERSON (10 hours) FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
SCRIP GIFT CARD PROGRAM : Organize the monthly ordering and distribution of gift cards for local retailers. Each gift card purchase made by parents will earn a profit for the PTO.	
<input type="checkbox"/> CHAIRPERSON (3 hours/month)	
SPIRIT WEAR: Promote this fundraiser, which raised over \$300 this year. Includes collecting orders and distributing spirit wear <u>2 to 3 times per year.</u>	
<input type="checkbox"/> CHAIRPERSON (6 hours) FILLED	<input type="checkbox"/> COMMITTEE VOLUNTEER
SPORTS DAY: Plan and execute this exciting day of sporting events <u>held during the last week of school during the day</u> for all students.	
<input type="checkbox"/> CHAIRPERSON (15 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
WALK TO SCHOOL DAY: Work with Kane County Fit for Kids to organize this morning event held in October.	
<input type="checkbox"/> CHAIRPERSON (4 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
YEARBOOK: Work with the yearbook vendor, photo parents, and the 5th Grade Student Yearbook Committee to compile pictures throughout the year for online submission and design of the yearbook. Yearbook chair also helps with Student Picture Day. Committee volunteers will learn the software and then hopefully move to Chairing the yearbook the following year.	
<input type="checkbox"/> CHAIRPERSON (75 hours)	<input type="checkbox"/> COMMITTEE VOLUNTEER
ART EXPLORERS: Share your love of art by coordinating presentations to students in each grade level 3x/year, <u>during Fall, Winter, and Spring.</u> Kits and training are provided. Three to four parent volunteers per classroom are recruited at Back to School Night.	
<input type="checkbox"/> CHAIRPERSON (5 hours/session)	

Please return this form to Sarah Dolan via email no later than May 27, 2020. If you have any questions, please contact Sarah Dolan at sarah.dolan@me.com. Thank you in advance for your participation!