

# Beaver Creek PTO

## 2017-2018

*We invite you to check out these opportunities to serve our children, staff and teachers next school year!*

Please look through the committees below and check those that you would enjoy being a part of. Some committees will need volunteers to serve as committee members and some will need individuals to lead the committee. A PTO member will reach out to share more info for the committee(s) you indicate interest in.

### BC PTO Committees

- BC Market Spirit Wear:** This committee will select items included on the BC Market order form, work table at school events, place orders and distribute orders.  
*Time: 3-4 Orders per year- Meet the Teacher/Conferences- Fall/Spring*
- Book Fair:** This committee will organize, set up and run the Fall and Spring Scholastic Book Fairs. Committee positions include: Book Fair Chair, Fair Set-Up/Take Down Lead, Decorating and Advertising Lead, Volunteer Organizer Lead and Summer Reading Program Lead  
*Time: One Fall, One in the Spring and a Summer Reading Program*
- Box Tops:** This committee is responsible for collecting, clipping, bagging and submitting box tops 2 times per year for reimbursement.  
*Time: One Fall, One Spring Promotion*
- Budget/Grants:** This committee reviews submitted teacher grants, makes recommendations to the PTO based on current budget, and distributes the awards to the teachers. This committee will also meet to set the budget for the following school year.  
*Time: Typically one Fall Meeting, Two Spring Meetings (approximately 1.5 hours each)*
- Donation Squad:** Volunteer to be on our mailing list of people willing to donate needed items for the Teacher Wish List and PTO events like Teacher/Staff Appreciation meals and the Cookie Walk.
- Fundraising:** This committee coordinates the year's fundraisers. We have held a variety of fundraisers in the past and are open to new ideas! There is also an opportunity for BC PTO to coordinate our fundraising efforts and grants process with the Johnston Foundation. This chair person would be involved in those discussions and possible implementations.
- Friends of Beaver Creek:** This committee coordinates the "straight" donation fundraiser and acknowledges gifts with thank you notes and tax receipts.  
*Time: Forms are sent out with the Fall and Spring Fundraiser.*
- Family Activities:** This committee plans 2 to 4 family events throughout the school year, including an event to welcome new families. Examples are: Movie Nights, New Family Ice Cream Social, Skating Party, etc.  
*Time: Depends on the activity chosen by the committee- 2-4 evenings per year.*
- Homecoming:** This committee plans the festivities for homecoming week. Decorating the halls, planning daily dress up themes, and an end of the week event.  
*Time: planning for one week during the Fall, set up and take down of decorations.*
- Original Works Artwork:** This committee works with the art teacher to collect orders for children's artwork. Proceeds of the fundraiser benefit the art program.  
*Time: Early Spring*

- ❑ **Picture Day:** This committee coordinates volunteers to help with picture day.  
*Time: One day in the Fall/One Day in the Spring*
- ❑ **School Supplies:** This committee coordinates the school supplies kit sales in the spring and then distributes the kits before school starts in August.  
*Time: Spring order forms, 2-3 hours before school starts to deliver to the classrooms.*
- ❑ **Fifth Grade Celebration:** This committee will organize the “field trip” type outing for the whole 5<sup>th</sup> grade class. This event will be held during the school day in May based on the school schedule.  
*Time: Planning throughout school year, celebration is one day in May*
- ❑ **Teacher & Staff Appreciation:** This committee is responsible for planning staff appreciation events/activities such as Fall Appreciation Days, Spring Appreciation Days , Fall and Spring Conference Dinners, December Cookie Walk  
*Time: Varies with event*
- ❑ **Volunteer Squad:** Volunteer to be on our email list of people willing to give an hour or two at PTO and school events such as Book Fair, Picture Day, and Spring Fundraiser Fun Run.
- ❑ **Wish List:** This chairperson will maintain the classroom wish lists and provide the updates to the website administrator.  
*Time: Monthly walk through to update the current needs.*
- ❑ **Website/Facebook:** This committee will maintain the website and Facebook posts/activities.
- ❑ **Yearbook:** This committee is responsible for creating and publishing the school’s yearbook.  
*Time: Planning and sales throughout the school year*

If YOU have any skills that you would be willing to share with our school or suggestions that will make our school even better, please do not hesitate to contact the BC PTO. We are always happy to hear new ideas and welcome all BC parents. If you have questions, please reach out!

**Please return this form to the PTO mailbox in the school office, or reach out directly to Carolyn Miner at [bcpto.vicepresident@gmail.com](mailto:bcpto.vicepresident@gmail.com) to share your interests or ask questions.**

**Parent/Volunteer Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I would like to be on the PTO email list to receive info about meetings and volunteer opportunities.

**Child(ren)’s name and grade for 2017/2018 school year**

\_\_\_\_\_

BC PTO website: [bcpto.org](http://bcpto.org) OR like us on Facebook at *Beaver Creek Elementary PTO*