

2018-19 PROSPECT PTO COMMITTEE DESCRIPTIONS

ART AWARENESS:

Art Awareness is an educational program for students presented by parents. Work with the principal/Mrs. Tiemstra to select previously compiled art and schedule parent volunteers per class 3 times per year. Parent volunteers will go into the classrooms (Kindergarten through 4th grade) three times per year to present the artwork to the students and engage the children in discussion. No prior art knowledge necessary! All materials are supplied and each presentation takes approximately 30 minutes.

ASSEMBLIES:

The **Assemblies** committee supports logistical needs for assemblies planned by the principal or other committees such as Dash n Bash, SELAS, and author visits as required.

BATTLE OF THE BOOKS:

Assist with communication by posting important dates to the newsletter for Battle of the Books which is open to 4th and 5th grade students. You do not need to attend any of the Battle of the Book meetings.

BIKE RODEO:

This committee plans the annual school **Bike Rodeo** hosted after school one day at the beginning of the school year for 3rd – 5th graders. It's a fun rite of passage for our older students who would like to receive their "license" to ride their bike to school. Prospect works with a local bike shop, the Clarendon Hills Police Department, and State Farm Insurance to create stations where kids receive a safety check for their bike and helmet, ride through a bicycling safety course, and finally get their bike registered with the school and the Clarendon Hills Police Department.

BOOK FAIRS (FALL AND SPRING):

Working through Anderson's Book Store, Prospect holds two **Book Fairs** for the student body and parents (one in Fall, one in Spring) as a fundraiser for the MRC. Prospect's own MRC Director, Mrs. Swanson, takes primary responsibility for the scheduling and planning the events. The co-chairs of this committee work closely with Mrs. Swanson to set up and run the book fairs.

BOX TOPS:

The **Box Tops** Committee is the perfect committee for someone who cannot devote much time to the more hands-on committee events or wants to do something from home! Volunteers promote this fundraiser for Prospect (via articles in the Prospectus) and coordinate the collection of those little Box Tops you see on so many products you purchase.

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BREAKFAST WITH DADS:

Breakfast with Dads has become a much-loved event for Prospect school students and their Dads, or other special guest (uncle, grandfather, caregiver, etc.). This committee plans a low-key "breakfast" generally held in September on a Friday morning before school (8am – 8:35am). It may consist of doughnuts, juice, coffee, fruit and more importantly, a fun morning for the kids with their special "guy".

CHESS CLUB:

Chess Club is a once-a-week, after-school club available to the entire student body which begins in September and runs through May. Instructors are currently supplied by Illinois Chess Teachers and those instructors structure the time with the kids. There is no prior chess knowledge necessary for the students or volunteer parents.

CLASS PICTURES:

In the Fall, Prospect holds both an **All School Photo** and a **Class Picture Day** where individual student and staff photos are taken. The All School Photo is completed outdoors in September. Generally it has been held in the morning and the afternoon kindergarten class is invited to come join in. The Class Picture Day is scheduled for September or October. This committee helps schedule & communicate picture days and provides assistance at school on days photos are taken.

COMMUNICATION COMMITTEE:

The **Communication** Committee is responsible for collecting, formatting and distributing the weekly Prospect Newsletter content in addition to sending out E-blasts to the Prospect Community when necessary and maintaining the Prospect PTO website. The committee is also the liaison to our local media contacts and provides information or photographs where appropriate. They keep a scrapbook of any clippings that occur involving Prospect Elementary events throughout the school year.

DASH N' BASH:

Lace up your sneakers and participate in Prospect School's premier fundraiser! A 1K Dash open to all students and run through Prospect Park is followed by a not-to-be-missed Bash outside Prospect School. The Bash is open to all Prospect families, neighbors, & supporting sponsors; it features a DJ, food & drink, cake walk, face painting, bounce house and MORE! Funds are raised through sponsorships, dash pledges, and proceeds from the Bash. 100% of proceeds will fund educational tools, enhancements to the art, music, & PE classrooms and the Outdoor Learning Center. The **Dash n' Bash Committee** will plan and organize this exciting school fundraiser to be held after school at the end of September. Committee volunteers are needed for everything from securing sponsorships, coordinating Bash vendors, securing student Dash prizes, managing course logistics & safety, to helping on day of event with the Dash or working a shift at the Bash. There is something for everyone on this committee!

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DIRECTORY:

Working closely with the school office to edit contact information for families and staff for the directory app. This is a Fall activity. Each year, the Prospect PTO publishes a ***Directory phone app*** for all school families that elect to be included.

ECO PANTHERS:

Eco Panthers is Prospect School's "Green" Club and adheres to the motto "Respect Ourselves, Respect Each Other, Respect the Environment. The club meets every other week throughout the year. The Eco Panthers promote Waste Free Lunches, recycling, the nurturing of our environment and assist with the upkeep of our very own Outdoor Learning Center. Meetings may include activities such as: composting, clean-up initiatives, touring a recycling center, and making 'go green' tutorial videos for the school website.

ENRICHMENT:

The ***Enrichment*** Committee plans and helps execute a variety of educational and fun activities for the kids over a 4 or 5-week time period in February and March, traditionally held immediately after school. Some classes may be taught by parents, some by local industry pros and some classes may be held off-site. There can be both free and fee-based classes offered to kids of all grade levels.

FIFTH GRADE ACTIVITIES:

The ***Fifth Grade Activities*** Committee is a committee of *Fifth Grade parents* who plan and execute fun and engaging activities/parties for the 5th grade students throughout the school year. Generally, there is one party per "season." Most parties are held outside of school hours (generally Sunday evenings) and off of school premises. The final activity is the making of a video of the 5th grade students, to be shown to the students and their parents at the "Clap Out" held on the last day of school in June.

FUNDRAISING COMMITTEE:

The ***Fundraising Committee*** has the very important responsibility of investigating and recommending fundraising initiatives for the Prospect PTO, primarily student-centered fall fundraisers such as a fun run or read-a-thon or raising funds through the sale of products like gift wrap or candy. Ideally, this committee will be comprised of individuals who have had experience on the PTO Executive Board or those who have been actively involved with a PTO fundraising committee.

FUTURE PROJECTS:

The purpose of the ***Future Projects*** Committee is to recommend for PTO approval the annual PTO gifts to Prospect School. Gifts are purchased from available funds raised by the PTO over and above its annual operating budget. Projects, initiatives, and items can be suggested to the Committee by Prospect parents, teachers, staff, and administration using the Request For Funding Form. Requests are evaluated and prioritized by the

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Committee with input from the Prospect principal and teachers. Funding requests are mapped by the Committee to establish fundraising goals and subsequent available funds.

GIFT WRAP FUNDRAISER:

The ***Gift Wrap Fundraiser*** committee coordinates this popular fall fundraiser working with a company representative to provide catalogues to families so they may purchase gift wrap and related items. The committee chair and volunteers handle the publicity, collection of orders forms, and oversee the distribution of the gift wrap orders. This fundraiser has been an annual favorite of Prospect families!

GOOD GUYS CLUB:

This exciting new club is open to 3rd and 4th grade boys and will be led by Mr. Goetz. The boys will explore various teamwork strategies and trust activities, as well as be given the opportunity to brainstorm ideas to implement a community service project. The PTO Chairperson will help plan themes, speakers, and activities with Mr. Goetz and committee volunteer will assist at meetings.

GIRLS INSPIRATION CLUB:

The Girls Inspiration Club will be a positive, motivating space to help our 3rd-4th grade girls to build confidence, show kindness and empathy, develop perseverance when faced with challenges and learn the importance of giving back to become leaders. This PTO-sponsored club, led by Mrs. Turrentine, will provide fun, exciting activities for the girls at each meeting. Chairpersons will plan themes, speakers, and activities with Mrs. Turrentine and committee volunteers will assist at meetings.

GROUNDS:

The ***Grounds*** Chairpersons work with the District to maintain the school grounds. This is perfect for people who enjoy gardening. The chairs schedule spring and fall cleanups of the Prospect School grounds with a professional landscaper. The landscapers take care of weekly weeding and there is a sprinkler system installed that handles watering. And seasonally, the chairs select, purchase, and plant flowers in the planters. In addition, the Grounds committee ensures the crosswalks are repainted prior to the beginning of school.

HOLIDAY BAZAAR:

The ***Holiday Bazaar*** is a budget neutral (break-even) activity provided to our students by the PTO where students can shop for holiday gifts for their immediate family members in secret and at affordable prices. There is also a section where parents can shop for items from local vendors. We provide the shopping area, the gift selections, shopping assistance and wrapping to those students who participate. The Holiday

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Bazaar takes place on 1 or 2 consecutive days in early December, after school hours in the Gym/Multi-Purpose Room (MPR).

HOT LUNCH:

Our parent organization wonderfully does the work to make a purchased **Hot Lunch** available to all our students once a month (historically a Wednesday) during the school year. These days are as anxiously awaited by parents/care givers (who get to skip making lunches that day) as students (who love hot lunch!). This committee works with outside food vendors to plan selections of entrees for each hot lunch day. At the beginning of the year, students may elect to sign up for any or all of the hot lunches offered, make menu selections and pay for the days they would like to participate.

JUNIOR GREAT BOOKS:

Junior Great Books is a book club for children in the 2nd and 3rd grades in which students read stories and share their ideas and opinions about those stories in small discussion groups led by parent volunteers. The literature has been especially chosen to challenge children, regardless of reading level, to spark their ideas and promote thoughtful discussions. Junior Great Books provides an excellent framework for improving reading comprehension and critical thinking skills in a stimulating, yet relaxed environment where children can contribute with confidence and learn from one another. This activity takes place in winter.

MEDIA RESOURCE CENTER (MRC):

Being a volunteer in the **Media Resource Center (MRC)** is a great way to see your kids in their school environment! Volunteers will help with book check-in and check-out and shelve returned books. The MRC Coordinator will ensure all volunteers are assigned a date and time during their child/children's classroom MRC visit. Monthly schedules are posted to the MRC page on the PTO website and volunteers are notified via email.

NEWCOMERS:

Our **Newcomers** Committee has an important task, welcoming and helping to orient all our new Prospect families – both those beginning with a new kindergartener, and those new to the community with children in other grades. This committee plans a Kindergarten Mix and Mingle as well as a New Family Orientation (for grades 1-5) held just before the start of school and a Newcomers Treats & Greet held during the first PTO meeting of the year. The committee helps new families find ways to connect and feel comfortable at school – committee members attend many of the school functions to be a familiar face and can also provide suggestions of how to get involved with PTO.

NOMINATING COMMITTEE:

The **Nominating Committee** has the very important responsibility of seeking qualified individuals to be the nominee for each office to be filled on the Executive Board of the

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PTO. Ideally, the Nominating Committee members will be comprised of individuals who have children spanning the various grade levels at Prospect. (Member volunteers may serve no more than 2 consecutive years).

ONE WORLD NIGHT:

Plan/run a global festival open-house, featuring food and a talent showcase contributed by Prospect families. It will encourage cultural curiosity and educate Prospect families and offer opportunity to deepen their global competence and connectedness.

PARENTS NIGHT OUT:

Parents Night Out is the sole parent-only social event of the year! It is usually held during the winter. It's the perfect way to meet new Prospect parents and meet up with existing Prospect parents while enjoying a night out. It's typically a fun and casual evening at a local restaurant or bar – a great way to support our local businesses.

PTO SPANISH TRANSLATOR:

The **PTO Spanish Translator** is an essential role that provides support to the Spanish speaking families within our Prospect community. The translator is mainly responsible for translating our Events of the Week (EOW) into Spanish for distribution via backpacks.

ROBERT CROWN:

The **Robert Crown Center for Health** education is an important community resource located in neighboring Hinsdale dedicated to leading, educating, and motivating kids toward healthy, happy, and safe lives. This committee organizes and schedules the annual Linda/Michael Pre-Puberty Education Programs for the 5th grade students and 4th grade girls.

ROOM PARENT COORDINATOR:

In the Fall, once class lists are available, the **Room Parent Coordinator** finalizes the Room Parents for each class (2-3 per class). If there are more volunteers than needed for a specific class, a guideline system is used for selection. If there are not enough volunteers for a class, the Room Parent Coordinator helps to fill those gaps. The Room Parent Coordinator holds an orientation meeting with all the Room Parents in September to provide details and instruction on their role and oversees the 3 parties throughout the year (Halloween, Holiday and End-of-Year) to make sure everything runs smoothly.

SCHOOL SUPPLY KIT:

The **School Supply Kit** Committee provides easy access for Prospect parents to order school supplies through an online vendor. The committee Chair works with the vendor of choice to finalize teacher approved supply kits, set up online ordering forms and organizes delivery to the school. The committee members assist with receiving and distributing the kits in August prior to the start of the school year.

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SCIENCE WEEK & SCIENCE FAIR:

This committee's main objective is to plan and coordinate activities to stimulate children's interest in science. **Science Week** is normally scheduled in February or early March and a theme is chosen for the activities. The committee may work with an outside science enrichment provider to plan a school-wide kick-off science assembly. In addition, the committee organizes a daily science trivia contest with prizes and creates decorative window displays based on the selected theme. The group also plans and organizes an annual **Science Fair and STEM Family Night** (normally held during or close to Science Week). The Science Fair is non-competitive and participation is voluntary and open to any student in the school. The Fair and STEM Family Night is held in the evening; families view the science fair projects and participate in hands-on STEM activities.

SHOP N SHARE:

Shop N Share is a committee that focuses on creating fundraising opportunities with family friendly restaurants and retailers in our community. Restaurants and businesses donate a portion of sales made by Prospect parents during an agreed upon time frame back to the school. The committee aims to schedule 5-9 "shop n share" events during the school year.

SISTER SCHOOL (WILLIAM PENN ELEMENTARY IN CHICAGO):

A few years ago, Prospect came up with the idea of partnering with a "**Sister School**". The basis behind this proposal was to move away from the anonymous drop-off donation and develop a more personal affiliation with recipients. Aligning with an underprivileged school would give our children the opportunity to be more involved and to participate and contribute at a multicultural level. After a comprehensive selection process which involved a vote by the entire PTA membership, Prospect "adopted" **William Penn Elementary School**, an inner city public school in Chicago. An amazing bond has developed between students, teachers, and parents on both sides and has given children from both schools the chance to interact on a multicultural level. Some of the programs that have been developed through the PTO include: supplying the Penn school store with donated items, 4th grade fieldtrip with Penn students, and special drives for donated items, as needed.

SPELLING BEE:

Prospect hosts a **Spelling Bee** on an annual basis. During the month of January, class spelling bees are held in each of the 3rd – 5th grade classrooms during the school day or after school. There are different word lists used for each grade and those lists are sent home with the students during the previous weeks. Student participation is

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optional. The top finalist from each classroom advances to an all-school Spelling Bee, held the following week. The top 2 winners advance to the District 181 Spelling Bee.

SPIRIT WEAR:

The ***Spirit Wear*** committee is busy in the summer designing and choosing the Spirit Wear items. The committee is instrumental in promoting school spirit through the sale of clothing and gear with the Prospect or Panther logos. The committee also plans the daily themes for Spirit Week which usually takes place in September. Most Fridays are Spirit Days at school, so there is ample opportunity for the kids to get their wear out of their "wears"! Spirit Wear sales occur at the beginning of the school year.

STUDENT LEADERSHIP TEAM:

The ***Student Leadership Team*** is comprised of 4th and 5th graders and has quickly become the largest and most cherished "club" at Prospect! This amazing group is comprised of students who want to become true leaders and be examples of leadership to the younger students in various capacities such as community outreach, in-school programs and team-building activities. Student Leadership partners with a new charity or leadership organization each month to inspire "Kids Helping Kids". As Student Leaders, the group participates in monthly, in-school activities that benefit local charities (such as Hephzibah House, Mend-a-Heart, William Penn School and Noah's Hope-Hope 4 Bridget) and with other community leadership teams (such as Hinsdale Central's J. Kyle Braid leadership group and the CHMS Leadership Group).

TEACHER AND STAFF APPRECIATION:

The ***Teacher and Staff Appreciation*** committee works to organize activities that demonstrate appreciation from students and parents to our Prospect teachers and staff. The committee is able to creatively determine what sort of activities it would like to plan. Historically, surprises of student-written thank you notes, luncheons, and other gifts of food and flowers are just a few of the fun treats that have been planned. Most activities occur in May during ***Teacher Appreciation Month***. However, the committee may alternatively choose to spread the events throughout the year intermittently. This committee also supplies recognition on Principals Day, Custodian Day, Administrative Professionals' Day, Crossing Guard Day, Nurses Day and for any teacher/staff retirements.

WALK TO SCHOOL DAY:

The ***Walk To School*** committee coordinates Prospect's participation in the International Walk to School Day on October 4, 2017. International Walk to School Day is a global event that involves communities from more than 40 countries walking and biking to school on the same day. The committee encourages families to walk or bike to school that day and a "Walk" takes place around the school grounds, with a short ceremony at the flag pole right after school begins.

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YEARBOOK:

This committee creates the annual Prospect School ***Yearbook*** that is distributed at the end of the school year. The committee designs the candid collage pages of their children's classes and other clubs/activity pages throughout the book. (A separate PTO committee, Class Pictures, handles everything related to the professional photographs of staff and students that are included in the book.) Individual volunteers will only be responsible for the specific page or layout that they are assigned or have requested. All of the pages that the Yearbook Committee are responsible for are due to the publisher by the end of February.