

# 2023-2024 Mize PTO Committee

Principal \_\_\_\_\_ Gerri Balthazor

President \_\_\_\_\_ Jessica Simecka

Vice President \_\_\_\_\_ Amanda Philhour

Treasurer \_\_\_\_\_ Deanne Engstrom

Family Events Chair \_\_\_\_\_ Kim Schieber

*Family Movie Night* \_\_\_\_\_ Sara Nachbar

*Coffee & Kleenex* \_\_\_\_\_ Kim Schieber

*Dance* \_\_\_\_\_ Bridgid Driscoll/Jim Ondick

*Game Night* \_\_\_\_\_ \*OPEN\*

*Parents' Night Out* \_\_\_\_\_ Sara Nachbar

## Fundraising

*Birthday Board* \_\_\_\_\_ Jenny McCord

*Corporate Fundraising* \_\_\_\_\_ Erika Kokoruda

*Hawk Walk* \_\_\_\_\_ Jill Reynolds/Kimberly Rosel

*School Supplies* \_\_\_\_\_ Becky Henry

*Spirit Wear* \_\_\_\_\_ Julie Suttles

*Passive Income* \_\_\_\_\_ \*OPEN\*

Mizeapalooza \_\_\_\_\_ Amy Welborn

Philanthropy Chair \_\_\_\_\_ Jennifer Mitchell

*Kindness Pantry* \_\_\_\_\_ Jenny McCord

Secretary \_\_\_\_\_ Emily Seaton

Staff Appreciation Chair \_\_\_\_\_ Amanda Philhour

*Q1 Conferences (Sept. 27th & 28th)* \_\_\_\_\_ Erika Kokoruda

*Holiday Wrapping (Dec. 11-15th)* \_\_\_\_\_ Hailee Schmidt

*Holiday Gifts (Dec. 20th)* \_\_\_\_\_ Hailee Schmidt

*Q2 Conferences (Feb. 14th & 15th)* \_\_\_\_\_ Dana Ford

*Teacher Appreciation Week (May 6th-10th)* \_\_\_\_\_ Kendra Younger/Kelly Lawton

*Last Day (May 23rd)* \_\_\_\_\_ Heather Bragg

Teacher Liaison \_\_\_\_\_ Alana Avery

Website \_\_\_\_\_ Melinda Shinault

## **President**

- Serves as the point person for all aspects of the PTO
- Creates agenda and presides over meetings of the board and general PTO
- Coordinates work of all PTO members to ensure duties are being carried out
- Signs contracts and checks
- Serves as liaison between PTO and Administration/Staff
- Reviews and presents quarterly Teacher Grant submissions
- Monitors the PTO gmail account to manage communication with Mize staff and families (excludes Birthday Board)
- Troubleshoots issues as they arise
- TIME COMMITMENT Approximate time commitment is 5-10 hours a month

## **Vice President**

- Participates in day-to-day operations of the PTO alongside the President
- Helps formulate the group's long-range plan
- Supports the PTO President to monitor the PTO gmail account to manage communication with Mize staff and families (excludes Birthday Board)
- Troubleshoots issues as they arise
- Participates in PTO board discussions and decision making
- Learns the Presidency role for future succession
- TIME COMMITMENT Approximate time commitment is 3-8 hours a month

## **Birthday Board**

- Promotes School-year and Summer Birthday Board with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Monitors Birthday Board submissions (in personal and [mizebirthdayboard@gmail.com](mailto:mizebirthdayboard@gmail.com) accounts), minimum every 3 days (ideally more frequently)
- Accepts submissions and coordinates with office staff, weekly, to update the marquee
- Corresponds with requesters, if needed

- Reports monthly and year-end participation/earnings from the fundraiser
- TIME COMMITMENT Approximate time commitment is 3-4 hours a month

### **Corporate Fundraising**

- Contacts businesses and community supporters to coordinate revenue generating events
- Negotiates partnership rates to ensure a portion (if not all) of the funds raised are returned to the PTO
- Strives to meet or exceed the amount raised as identified in the annual goal
- Promotes events with flyers, social posts/events, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation and earnings from each fundraiser
- TIME COMMITMENT Approximate time commitment is 3-5 hours a month

### **Family Events Chair**

- Leads the coordination of at least two family-focused, after-hours events hosted by the PTO each school year.
  - Includes date selection, booking venues, selecting vendors, communicating updates to Mize families, etc.
- Delegates roles and responsibilities to other volunteers
- Looks for opportunities to raise additional funds (i.e., t-shirt sales, corsage/boutineer sales, etc.)
- Works within the budgeted allowance
- Oversees sub-committee lead(s) responsibilities
  - Creates Sign-up Genius forms to request donations &/or volunteers
  - Promotes events with flyers, social posts/events, our website and call-outs in the weekly Hawkeye Newsletter
- Example events:
  - *Family Movie Night*
  - *Coffee & Kleenex*
  - *Dance*
  - *Game Night*

- *Parents' Night Out*
- Reports participation, expenses and earnings from each event
- TIME COMMITMENT Approximate time commitment is 3-8 hours a month

### **Hawk Walk**

- Works with Principal and school staff to schedule and coordinate the annual Hawk Walk Fun Run during school hours
- Recruits volunteers and delegate roles to them
- Proposes schedule of events for the day
- Utilizes budget for event to purchase treats/prizes for participants
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation, expenses and earnings from the event
- TIME COMMITMENT Approximate time commitment is 40-50 hours between the months of August-October

### **Mizeapalooza**

- Works with Principal and school staff to schedule and coordinate a fun-filled event for students and staff during school hours
- Recruits volunteers and delegate roles to them
- Proposes schedule of events for the day
- Utilizes budget for event to purchase treats/prizes for participants
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation, expenses and earnings from the event
- TIME COMMITMENT Approximate time commitment is 8-10 hours a year

### **Passive Income**

- Works with President to identify and (if a good fit) partner with low-effort, revenue generating affiliations (Example: POGO Pass)
- Negotiates partnership and terms working with Treasurer, as needed.
- Strives to meet or exceed the amount raised as identified in the annual goal

- Promotes partnerships with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter.
- Reports participation and earnings at the monthly PTO meetings
- TIME COMMITMENT Approximate time commitment is 1-3 hours a month

### **Philanthropy Chair**

- Works with the School Counselor to partner with and organize community outreach projects
- Identifies and recruits volunteers & resources
- Supervises community outreach initiatives such as toy drives, food drives, etc.
- Responsible for maintaining the Kindness Pantry
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Reports participation, expenses and outcome of each outreach project
- TIME COMMITMENT Approximate time commitment is 3-8 hours a month

### **Secretary**

- Records the Minutes for all meetings and maintains a file of important documents
- Emails the Minutes + Treasurer's Reports, after President has signed off
- Works with the Officers to develop a year-in-review to be shared on the PTO website, in the Hawkeye Newsletter and on Facebook.
- TIME COMMITMENT Approximate time commitment is 2-3 hours a month

### **School Supplies**

- Works with 1st Day School Supplies rep (our school supplies vendor) and school admin to create grade level kits that are sold prior to the start of the new school year (January-April)
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter (April-June)
- Resolves issues that arise by working with 1st Day School Supplies rep
- Reports participation and earnings from the fundraiser
- TIME COMMITMENT Approximate time commitment is 10-16 hours a year

## **Spirit Wear**

- Works with t-shirt representatives to design, price and order
  - Spirit wear fundraiser (August-September)
  - All-school shirts, color-coded by Grade (paid for by the PTO)
- Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Collects shirt sizes and quantities for all-school shirt with sign-up in classrooms at Back-to-School Night - ideally shirts deliver by the Hawk Walk
- Coordinates shirt distribution with school staff
- Reports results of each fundraiser
- TIME COMMITMENT Approximate time commitment is 10-18 hours a year

## **Staff Appreciation Lead**

- Works with Principal and administration staff to schedule and organize appreciation events
- Uses allocated budget to purchase food, gifts, etc. for Mize staff
- Recruits and delegates to sub-committee members and volunteers
- Oversees sub-committee lead(s) responsibilities
  - Creates Sign-up Genius forms to request donations & volunteers
  - Promotes events with flyers, social posts, our website and call-outs in the weekly Hawkeye Newsletter
- Example Events
  - *Q1 Conferences*
  - *Holiday Wrapping (early-mid Dec)*
  - *Holiday Gifts (end Dec)*
  - *Q2 Conferences*
  - *Teacher Appreciation Week*
  - *Last Day*
- TIME COMMITMENT Approximate time commitment is 2-5 hours a month

## **Teacher Liaison**

- Attends board meetings and acts as a liaison between Mize and the PTO
- Collaborates with school staff, Principal, and parents to determine path and goals of the PTO
- TIME COMMITMENT Approximate time commitment is 1-2 hours a month

### **Treasurer**

- Collects, deposits and disburses all funds according to the budget.
- Maintains a current record of income, expenditures & assets.
- Renews PTO insurance policy each year
- Ensures our group maintains our tax exempt status and renews it, as needed
- Presents a financial report of income and expenses at each meeting, prepares a year-end financial report and files all required tax forms
- TIME COMMITMENT Approximate time commitment is 2-4 hours a month

### **Website**

- Manages the content of the website (via Wix Website Editor) keeping it up to date with PTO news, calendar, events, etc.
- Verifies annual Domain renewal through GoDaddy account.
- Collects and organizes the Directory information as obtained from the website form.
  - Formats Directory according to grade, teacher and name. Then distributes to office admin for distribution
- Works with Teacher Liaison and/or office admin to update Teachers' Favorite Things
- TIME COMMITMENT Approximate time commitment is 2-4 hours a month

## PTO Activities Calendar

1st Quarter		2nd Quarter	
<b>August</b>	<ul style="list-style-type: none"> <li>• School Supplies</li> <li>• Back-to-School Night</li> <li>• Spirit Wear</li> </ul>	<b>January</b>	<ul style="list-style-type: none"> <li>• Dine Out</li> <li>• Skate Night</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Teacher Grants</li> <li>• Family Night</li> <li>• Directory</li> <li>• Dine Out</li> <li>• Q1 Conferences</li> </ul>	<b>February</b>	<ul style="list-style-type: none"> <li>• Family Activity</li> <li>• Q2 Conferences</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Hawk Walk</li> <li>• Skate Night</li> </ul>	<b>March</b>	<ul style="list-style-type: none"> <li>• Dine Out</li> <li>• Kindergarten Round-up</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Family Activity</li> <li>• Dine Out</li> </ul>	<b>April</b>	<ul style="list-style-type: none"> <li>• Family Activity</li> <li>• Mizeapalooza</li> <li>• Begin Next Year Planning</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Holiday Wrapping</li> <li>• Holiday Gifts</li> </ul>	<b>May</b>	<ul style="list-style-type: none"> <li>• Teacher Appreciation Week</li> <li>• Last Day Lunch</li> <li>• School Supplies</li> </ul>