

Committee Descriptions

The following information outlines the PTO committees for the school year. We are seeking volunteers who are interested in becoming involved with one or more of these committees. Please remember that the descriptions for these committees are guidelines and the PTO board supports and encourages innovative ideas for our current programs. If you are interested in serving on any of these committees please contact a board member or the volunteer coordinator. Your involvement is integral to the success of our children's school year.

Art Contest	Chair and committee organize theme, rules, entries, judging and prizes as well as any entertainment/refreshments. Contest held on same night as Open House in the spring.
Assignment Book	Chairperson coordinates the ordering and distribution of assignment books and folders to each classroom for the upcoming year. This is done prior to the start of the school year in coordination with the office staff (to determine class size information). The PTO pays for all assignment books (Grades 2-5) and folders (Grades K-1) that are given to the students at the beginning of the year.
Bakers	This committee keeps a list of the bakers who sign up at the beginning of the year and call them as needed for various events throughout the school year. This committee is also responsible for staffing the bake sale table during certain events.
Barnes and Noble Night	Communicate with B&N concerning date and contests. Organize with music teacher for chorus and hand chime choir. Organize with teachers for story time readers. Coordinate with Mustang Minutes committee for timing of event. Promote event and contests with flyers and web/email announcements.
Bingo Night	This committee plans and organizes a Bingo Night held in the cafeteria. Tasks include ticket sales, gathering donations, coordinating staff volunteers/guest callers, set-up, clean up, etc.
Birthday Board	This committee will design and maintain a bulletin board (located outside the office) each month to celebrate the children's birthdays occurring in that month. The office will provide a list of children's birthdays for each month.
Box Tops & Campbell's Labels	The chair collects qualifying General Mills Box Tops and Campbell's Soup labels sent in to the school. They are responsible for publicizing the program, planning incentive programs, counting and submitting box tops, and running the reward program.
Clerical	This committee needs a large team of volunteers to assist teachers daily with their clerical needs including copying, laminating, die-cuts, etc. Most work needs to be completed in school but there may be opportunities for at home help.
Community Service	Coordinates with Mrs. Ringer to help with Angel Network and Community Service Club events. Coordinate service drives with PTO events. Coordinate volunteers for help with weekly school store.
Conference Week/ Staff Appreciation	This coordinator organizes volunteers, snacks, and donations for teachers during both Fall and Spring conference weeks. This committee plans and

	advertises special activities for this week in May to show appreciation for the Shoemaker staff, and coordinates volunteers to help with any food donations needed.
Cookie Dough Fundraiser	This committee organizes and executes a fundraiser to sell tub and pre-cut cookie dough in October as well as organize prizes for top sellers. The delivery date should coordinate for items to be picked up at Winter Wonderland. This fundraiser is part of the "Check things off your holiday To-Do List" Program at Winter Wonderland.
Coupon Books (Kid Stuff/ Savearound)	Chair is responsible for contacting book companies to initiate fundraiser. Chair and committee help label books and distribute to classrooms and coordinate return/sales of books. Most work is done in late August/September.
Cuddle Up With A Good Book	Coordinate a family reading night. Events include crafts, snacks (cookies and milk), and reading stations. Utilize student volunteers as readers and assistants.
Dad's Night	Organize an event for students and their dad and other significant male role models.
Donations	Coordinate donations for events throughout the school year. Notify PTO secretary of thank you letters that need to go out.
Fifth Grade Picnic	This committee organizes a year-end celebration for the 5th grade students who are graduating from Shoemaker. This has typically taken the form of a picnic type event with games, prizes and lunch.
Fruit Sale	Coordinate with fruit seller to set up event dates and website information. Distribute flyers provided by fruit company.
Iron Pigs Game	Coordinate with Lehigh Valley Iron Pigs to set up event date and details. Organize ticket sales and distribution.
Market Day	This committee runs the Market Day fundraising program. Committee members are responsible for publicity, order entry, and special promotions. Volunteers are needed once a month on delivery day to unload, sort and inventory the products as well as fill the orders.
Movie Night	The chairperson coordinates the annual back to school movie night. This involves coordinating the movie selection (with approval from the principal), licensing rights, getting donations for snacks, and having volunteers at the event to serve the snacks.
Mustang Minutes Read-a-thon	Chair and committee tallies pledges, reading time, class and school totals for school vs. school challenge, collects pledge money, coordinates volunteers to distribute book charms and write up book credits, coordinates with librarian and distributes final rewards as well as coordinating assemblies associated with the event.
PAC Reps	Attend quarterly meeting with Superintendent and other administration personnel to discuss important EPSD issues. Minutes from these meetings are then shared at a PTO meeting and written up for website.
Picture Day/ Yearbook	Committee helps coordinate help on picture day at school. Works with 5 th grade teacher to plan and design yearbook. Provide pictures of PTO events for yearbook.
Restaurant Night	This coordinator works with the local restaurant contact to set up dates for Shoemaker Night fundraisers.

Roller Skating Party	Chair and committee plans family roller skating party and distributes informational flyer, coordinates ticket sales, and volunteers to attend event and take tickets.
School Visitations (Visitation Day, Meet the Teacher Night, Hearing Screening, Kindergarten Registration)	Coordinate with school principal and committee heads for needs for school related events.
Shamrock Shake	Coordinate spring themed dance for Shoemaker Students. Events include: DJ, games, prizes, food. Coordinate ticket sales and distribution.
Snow Ball	Coordinate winter event with last minute shopping, cookie dough pick up, Santa pictures, games, food. Coordinate prepayments.
Spirit Wear	The chair maintains an inventory of school supplies (T-shirts, sweatshirts, caps, pencils) and schedules volunteers to help sell these items during school events. This committee is also responsible for filling orders received throughout the year.
Student Directory	This chair compiles a list of names, addresses, email addresses and phone numbers of the students at Shoemaker. It is distributed, after approval by parents, at the beginning of the year. Coordinator compiles contact information from families who wish to participate in school directory.
Wacky Wednesday	Plans (with the date and theme approval of the school principal in August), implements, and advertises fun, school-wide theme days once monthly on a Wednesday.