



LIGHT FARMS ELEMENTARY PARENT TEACHER ORGANIZATION

Committee Positions & Descriptions

All committee members and coordinators are expected to meet, at a minimum, with the PTO President to review job descriptions and specific details. Holding any of these positions requires PTO Membership and a completed background check.

2024-2025 LIGHT FARMS ELEMENTARY PTO MISSION: Creating and cultivating a pillar of support towards the staff, students, families and community of Light Farms Elementary. We strive to incorporate as many parents and community members as possible through various volunteer opportunities and to pursue a welcoming and positive culture. We seek continued growth and collaboration to foster and instill value and support among our teachers, staff and students to enrich their educational experience.

Sponsorship Committee: As the Sponsorship Committee, you dedicate your time to reaching out to potential sponsors for the school. Your role involves close collaboration with the Community Outreach Partner. By securing sponsorships and effectively integrating sponsor logos into school initiatives, you play a vital role in supporting the school's programs and events while fostering partnerships with local businesses and organizations.

Time Commitment: HIGH; SUMMER-SEPTEMBER Committee Members needed: 3

House Shirt Committee: As the House T-Shirt Committee you will work alongside our House System Coordinator. Once shirts arrive, you are tasked with organizing and distributing t-shirts for each grade level to each classroom. This role requires a minimum of 6 people to effectively manage the process from start to finish, ensuring that each grade has quality t-shirts that represent their houses and foster a sense of unity within the school community.

Time Commitment: LOW; ONCE (AUGUST/SEPTEMBER) Minimum Committee Members needed: minimum of 6

House Party Committee: As the House Party Committee you will work alongside our House System Coordinator. Once per month, you are tasked with organizing and executing the winning House's celebration party. This role requires a minimum of 3 people to effectively manage the process from start to finish, ensuring that the winning house has a memorable experience and fosters a sense of camaraderie and pride within the LFE House community.

Time Commitment: MODERATE; ONCE (MONTHLY) Minimum Committee Members needed: minimum of 3

Welcome Back Week Committee: As the Welcome Back Week Committee, you will work alongside the Hospitality Coordinator and help orchestrate provisions for staff during their return to campus. Your role is crucial in nurturing a positive and supportive environment for our staff members, ensuring they feel valued and appreciated for their hard

work and dedication. By organizing these gestures of appreciation, you contribute to boosting staff morale and fostering strong relationships within the school community, ultimately enhancing the overall work environment and promoting staff well-being.

Time Commitment: MODERATE; ONE TIME EVENT (AUGUST) Committee Members Needed: 5

Decorating Committee: As a member of the Decorating Committee, your primary role is to enhance the festive spirit within the school community by decorating for events throughout the school year. Working with various Board Coordinators, you'll receive communication regarding several events throughout the year. Your pivotal role helps foster a fun atmosphere, enhancing the overall experience for attendees and fostering a sense of warmth and camaraderie.

Time Commitment: MODERATE; ONGOING Minimum Committee Members needed: 10

Staff Lunch Committee: Stand in for the teachers lunch shift in the cafeteria each Friday in order for the grade level teachers to have lunch together. While small, these gestures for the staff members are important as they aid in maintaining high morale, team bonding and provide time for the teachers to collectively chat about their week and formulate goals for the week ahead.

Kinder-10:15-10:45

1st 10:45-11:15

4th 11:15-11:45

2nd 11:45-12:15

3rd 12:15-12:45

5th 12:45- 1:15

Time Commitment: MODERATE; WEEKLY Committee Members Needed: 3 per lunch session

Running Club Committee: The role of the running club committee is to assist in various tasks such as; supervising, card marking, and the organization and distribution of charms for each running club member. This job requires working closely with the chair and school's running club sponsors, Ms. Stober and Ms. Rentzel.

Time Commitment: MODERATE; ONGOING WEEKLY STARTING IN OCTOBER Minimum Committee Members needed: 15

Carline Crew Committee: As a member of the Carline Crew Committee, your role involves assisting our wonderful staff and administrators in the opening of car doors to allow students to exit their vehicle. Through your efforts, you contribute to fostering a welcoming environment to those students as they head into school for the day.

Time Commitment: MODERATE; ONGOING Minimum Committee Members needed: 6

Support Staff Committee: As a member of the Support Staff Committee, while working alongside the committee chair your role involves creating and distributing small tokens of appreciation to commemorate various planned “Holiday” staff days throughout the year to acknowledge their valuable contributions. Your pivotal role is integral to nurturing a culture of gratitude and assistance within the school community. Through these initiatives, you actively enhance morale and cultivate positive connections among parents, students and staff members.

Time Commitment: HIGH; MONTHLY Minimum Committee Members needed: 8

Acts of Service Committee: As the Acts of Service Committee, your responsibility entails working closely with the committee chair to organize and facilitate community service based events throughout the year, such as trash clean up on earth day. Your efforts foster a supportive environment outside of our school and enrich the sense of unity among our community.

Time Commitment: MODERATE; Minimum Committee Members needed: 4

5th Grade Celebration Committee: As the 5th Grade Celebration Committee, you take charge of executing various events for 5th grade at the end of the year. Your responsibilities include working with the committee chair in organizing events such as the 5th Grade Walk Through on the last day of school. These events are pivotal in commemorating the culmination of the 5th grade journey, providing memorable experiences that celebrate students' achievements while in attendance at Light Farms Elementary.

Time Commitment: MODERATE; ONE TIME EVENT (MAY) Minimum Committee Members Needed: 6

Book Fair Committee: As the Book Fair Committee, you collaborate with the Bookfair chair and Librarians to coordinate decorations for both the Fall and Spring Book Fairs. Your efforts contribute to creating a welcoming and inviting atmosphere that encourages student engagement with literacy and promotes a love for reading. By enhancing the Book Fair experience for both staff and students, you play a crucial role in supporting the school's educational mission and fostering a culture of literacy and learning.

Time Commitment: MODERATE; SPRING AND FALL EVENT Committee Members Needed: 4

Raise Craze Committee: As the Raise Craze Committee, you dedicate your time to assisting the Fundraising Coordinator in effectively communicating fundraiser information to participants, help to organize and distribute prizes, and assist in helping with events associated with Raise Craze (kickoff, Family Kindness Night, and the students celebration events). Through your efforts, you contribute to fostering a supportive and exciting environment within the school community, recognizing the hard work and efforts of the students and teachers. This role assists to ensure the success of the fundraiser and maximize its impact on the school community.

Time Commitment: HIGH; ONCE (SEPTEMBER) Minimum Committee Members needed: 5

Thankful Pie Committee: As the Thankful Pie Committee, your role involves working with our Hospitality Coordinator. This role includes promoting the Thankful for You event, assisting in the writing of the purchased hearts, decorating the pie boxes and facilitating the delivery of desserts to staff. Through this loved school tradition, we

continue to create a supportive and caring environment, fostering positive connections between parents, teachers, and the school community.

Time Commitment: LOW; ONCE (NOVEMBER) Committee Members Needed: 4

Boo Bash Committee: As the Boo Bash Committee, you hold the responsibility of working with the Event Coordinator and assisting in planning and executing the fall event. This entails coordinating trunk requests (if doing Trunk or Treat), games, food trucks, etc. to ensure a fun and family-friendly experience for all attendees. Additionally, you play a crucial role in checking for other local events to avoid conflicts with city-wide activities, ensuring maximum participation and enjoyment for the school community. Your efforts are instrumental in creating memorable moments and fostering a sense of unity and excitement during this festive occasion.

Time Commitment: MODERATE; ONE TIME EVENT (OCTOBER) Committee Members needed: minimum 5

Helping Hands Committee: As the Helping Hands Committee, your responsibility entails coordinating staff project needs that need to be completed. These tasks can range from copies, laminating, cutting, etc.

Time Commitment: MODERATE; WEEKLY Minimum Committee Members needed: 6

Staff Appreciation Week Committee: As the Staff Appreciation Committee, your responsibility entails working closely with the Hospitality Coordinator to implement and execute all the planned components to help celebrate our phenomenal staff. This includes any prep work, decorating, serving and facilitating events during the week.

Time Commitment: HIGH; ONE TIME EVENT (FIRST TWO WEEKS IN MARCH) Minimum Committee Members needed: 6

Heritage Night Committee: As the Heritage Committee, your role involves supporting the staff member in charge of planning Heritage Night by assisting with any set up, decorating, facilitation during the event and tear down.

Time Commitment: LOW; ONE TIME EVENT (SPRING) Minimum Committee Members needed: 4

STEAM Night Committee: As the STEAM Night Committee, your role involves working with the Events Coordinator, committee chair and support staff in charge of planning STEAM Night by assisting with any set up, decorating, facilitation during the event and tear down.

Time Commitment: LOW; ONE TIME EVENT (SPRING) Minimum Committee Members needed: 4

Spring Family Night Committee: As the Spring Family Night Committee, your role involves working with the Events Coordinator and committee chair to plan, set up and facilitate the event.

Time Commitment: LOW; ONE TIME EVENT (SPRING) Minimum Committee Members needed: 6