



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.

2025-2026 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.

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: ONGOING Minimum Committee Members needed: 10

Staff Lunch Committee: Stand in for the teachers lunch shift in the cafeteria the **first Friday** of each month 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 10:35-11:05

4th 11:05-11:35

2nd 11:35-12:05

1st 12:05-12:35

3rd 12:35-1:05

5th 1:05- 1:35

Time Commitment: ONCE PER MONTH Committee Members Needed: 6 per lunch session

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: MONTHLY Minimum Committee Members needed: 8

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: ONE TIME EVENT (MAY) Minimum Committee Members Needed: 6

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: ONCE (SEPTEMBER) Minimum Committee Members needed: 5

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: 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: WEEKLY Minimum Committee Members needed: 6

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: ONE TIME EVENT (SPRING) Minimum Committee Members needed: 6