



Lake Street School PTO Committee Descriptions 2011-2012

The Parent Teacher Organization of Lake Street School is a vital component of school life at LSS. The LSS PTO provides services and programs for our students. Without the participation of parents, many of our programs would not continue. Please review the committee descriptions and volunteer in the areas that you are available. We thank you in advance for your time!

(Please note: The committee sign-up sheet is page 5 of the Welcome Back Packet).

Committee	Description
Birthday Board	LSS Birthday Board announces school-wide birthdays in the Cafeteria. Responsibilities: Monthly updating/decorating of the board.
Bolles Motors Fundraiser	A fundraising event to preview Bolles' cars. Each family completes a form that results in Lake Street School receiving \$5. Responsibilities: Coordinate the program with Bolles Motors and Drive for Kids; promote the program; coordinate volunteers to work at the event.
Book Fair	School book fairs occur in the Fall and Spring to encourage reading for all LSS students. Responsibilities: Coordinate the book fair with the vendor and the school; bookkeeping; coordinate volunteers to work the fair.
Books of Honor	A program that allows parents to purchase library books in honor of their children. Responsibilities: Coordinate book selection with the Librarian; bookkeeping; compile "in-honor-of" book inserts.
Butterbraids Fundraiser	A Fall fundraiser that sells pastries in time for Thanksgiving. Responsibilities: Coordinate and schedule the fundraiser, promote it, send out fundraising packets; coordinate volunteers to sort and distribute the goods.
Classroom Basket Raffle	A fundraising raffle of classroom baskets that occurs during the Spring Family Fun Night. Responsibilities: Coordinate with room parents in creating classroom baskets; coordinate the raffle with the help of volunteers.
Discount Card Fundraiser	A yearly card that costs \$5 that gives you 12 discount shopping locations. Responsibilities: Plan out the 12 discount businesses. Contact the 12 locations, create the card, send the proof to the company and create a brochure to send out to LSS families to sell the cards.
Fall Fundraiser	A fall fundraiser that sells holiday wrapping paper among other goodies. Responsibilities: Coordinate and schedule the fundraiser, promote it, send out fundraising packets; coordinate volunteers to sort and distribute the goods.
Family Fun Nights (Fall & Spring)	A program that brings families and staff to the school for free fun activities. Responsibilities: Coordinate, schedule and promote the events (Fall & Spring); decorate; coordinate food; plan activities; coordinate volunteers.
Fifth Grade Recognition	An end of year celebration for 5 th grade students in coordination with the principal's recognition ceremony. Responsibilities: Plan the event; decorate; provide food.
Food Labels/Box Tops for Schools	A fundraising program that collects food labels/box tops from students. Responsibilities: Collects and count labels; send labels into their respective companies; submit articles for Pawprints (as needed).
Grounds Committee	Works to clean and maintain the LSS grounds Responsibilities: Coordinate clean-up efforts with volunteers, school principal and the town Parks and Rec. department.
Hospitality	A program that provides refreshments for school functions (i.e. welcome back staff luncheon; holiday staff luncheon; teacher appreciation breakfast). Responsibilities: Coordinate refreshments.

<i>Committee</i>	<i>Description</i>
Ice Cream Social (Fall & Spring)	An event that brings families and staff to the school for ice cream. Spring social runs in conjunction with the Science Fair. <u>Responsibilities:</u> Promote events; purchase supplies; coordinate volunteers to sell tickets, scoop ice cream and serve pizza.
Leo the Lion	The School Mascot. <u>Responsibilities:</u> Coordinate volunteers to appear as “Leo the Lion” at LSS events.
Munson’s Candy Fundraiser	A spring fundraiser that sells Munson’s candy in time for Easter. <u>Responsibilities:</u> Coordinate and schedule the fundraiser, promote it, send out fundraising packets; coordinate volunteers to sort and distribute the goods.
Pawprints Newsletter	A bi-monthly newsletter that provides school updates from the principal, faculty and various PTO committees. <u>Responsibilities:</u> Gather articles from the Principal, PTO President and committee chairpersons; create upcoming events and special date’s article; format the newsletter.
Periodic Volunteer	A committee for volunteers who want to help out but don’t want to be assigned to a specific committee. <u>Responsibilities:</u> Volunteer on as-needed basis for various LSS PTO programs/events.
Playground Equipment	A program that ensures LSS students have equipment for play at recess. <u>Responsibilities:</u> Coordinate the purchase of supplies (hula hoops, balls..etc) for play during recess; usually restock 2-3 times a year.
Programs and Assemblies	Programs and assemblies throughout the year that follow the curriculum as well as expose the students to new and different experiences. <u>Responsibilities:</u> Identify, schedule and host the programs/assemblies; work with teachers to determine their needs/interests/schedules.
PTO Bulletin Board	A PTO bulletin board that includes the PTO calendar and other announcements. <u>Responsibilities:</u> Update and decorate the board monthly.
Restaurant Fundraisers	Fundraisers done in conjunction with local restaurants to help raise money for LSS PTO. <u>Responsibilities:</u> Identify restaurants and coordinate and promote the event.
Rock Cats	We purchase a block of tickets for LSS for a specific game. A fun time out with the family and with your LSS friends. <u>Responsibilities:</u> Coordinate purchasing a block of tickets and work with the Rock Cats to see if we can do anything special as a school. Receive ticket orders from LSS families and send them out to each family once they are purchased.
Shopping Cards Program	A fundraising program that allows parents to purchase gift cards at cost and a percentage of the purchase is donated to LSS PTO. <u>Responsibilities:</u> Retrieve, place, and distribute orders bi-weekly; bookkeeping; submit articles to Pawprints (as needed).
Snowflake Fair	A fair that allows students to purchase holiday gifts for their families at reasonable costs. <u>Responsibilities:</u> Retrieve, sort and price the items to be sold; promote the fair; schedule class times at the fair; bookkeeping.
Stores for School	A program that allows LSS families to earn school supplies or money by shopping at participating stores (Price Shopper/Target). <u>Responsibilities:</u> Collects and count labels; send labels into their respective companies; submit articles for Pawprints (as needed).
Yearbook	The LSS Yearbook is put together annually and is provided to 5 th graders for free. <u>Responsibilities:</u> Coordinate with publishing company to produce yearbook.



Lake Street School PTO Committee Sign-Up Sheet 2011-2012

Name: _____

Phone #: _____ E-mail : _____

Please place an "X" next to any opportunities you would be willing to help with.

Committee	Chairperson	Co-Chairperson	Volunteer
Birthday Board	Julie Tonioni	Nancy Collopy	
Bolles Motor Fundraiser	Jen Sargent	Ken Civitello	
Book Fair			
Books of Honor	Loretta Donovan		
Butterbraids Fundraiser			
Class Room Basket Raffle			
Directory	Andrew Halpryn	n/a	n/a
Discount Card Fundraiser	Jennifer Roy		
Fall Fundraiser	Michelle Spadaccini		
Fall Welcome Back Social	Chris Brouillard		
Family Fun Night (Fall)	Alice Johns		
Family Fun Night (Spring)			
Grounds Committee	Sarah Chasse	Paul Cascario	
Hospitality			
Labels for School	Kim Boulette	Evelyn Simler	
Leo the Lion (mascot)	Lucy Gilson		
Pawprints Newsletter	Kim Ruschmeier		
Programs & Assemblies			
Restaurant Fundraiser	Jennifer Roy		
Rock Cats			
Shopping Card Program	Debbie Halpryn		
Snow Flake Fair	Karen Sirianni		
Spring Fundraiser	Nancy Ogren		
Spring Ice Cream Social	Chris Brouillard		
Yearbook			
5th Grade Recognition	Lucy Gilson	Christa Perkins	

Periodic Volunteer (*Check as many as you want; we will call as the needs arise*):

Bake: ____ Make Phone Calls: ____ Help at events: ____ a.m. ____ p.m.

Please complete and return this form to LSS-PTO in your child's backpack by
Friday, September 9th. If you have any questions, please call or email
 Jen Clark (860-647-7181 or jamb4jac@sbcglobal.net).