



Royle School PTO

Darien, CT

PTO Executive Board/Committee Descriptions

Updated October 2019

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A. EXECUTIVE BOARD POSITIONS

1. CO-CHAIRS

The Co-Chairs are responsible for the general oversight of the Royle PTO including but not limited to the PTO master schedule, writing weekly content for the Royle blast introduction, running monthly Executive Board meetings and working with the Co-Vice Chairs to oversee the PTO Committee Chairs. The Co-Chairs are also responsible for the overall PTO budget working in conjunction with the Treasurer and for putting together budget letters and start up folders for each committee before school begins. This includes writing and distributing start-up money letters to all teachers. The Co-Chairs host a kick-off coffee including committee chairs at the start of school in addition to hosting a predetermined number of PTO meetings throughout the year. The Co-Chairs also write and distribute a yearly fundraising overview that goes out to school families and otherwise oversee the Fundraising process. Co-Chairs work closely and regularly with the Principal, school secretary, PTO Executive Board, Website committee and Social Media committee. The Co-Chairs work with the Vice Chairs and the Nominating Committee to secure the incoming Executive Board Slate is complete. The Co-Chairs also host an end of year thank you luncheon for all our volunteers, typically held at one of the Co-Chair's home. The Co-Chairs are both voting members of and attend monthly Council of Darien School Parents (CDSP) meetings as well as attend Board of Ed meetings regularly. The PTO Co-Chairs are responsible for helping the Co-Vice Chairs prepare to assume their positions the following year including closing out the budget and school year and for creating a collaborative environment across the school starting with open and effective communication across the Executive Board. This position is a one-year commitment. The Co-Chair then becomes a Chair Ex Officio with minimal advisory responsibilities for one year.

Time Commitment: The Co-Chairs run the PTO Executive Board and are expected to host a monthly Exec Board meeting as well as attend a monthly CDSP General and Elementary meetings and BOE meetings (several additional during Budget season). Co-Chairs have a small amount of work over summer to get each committee up and running by the time school starts. Their work is ongoing throughout the school year. The Co-Chairs will divide responsibilities for specific committees with the Vice Chairs. The following committees report to the Co-Chairs: Enrichment, Fundraising, Communications, Beautification, School Supplies, Encouragement, 5th Grade Committee, Social Picnic only, Royle Treatment, PAW, and DAEG, ELP, Special Ed CDSP Reps. Co-chairs will also manage the PTO Royle Gmail.

2. CO-VICE CHAIRS

The Vice Chairs work in close conjunction with the Co-Chairs and have ideally served in a PTO leadership role previously. They together share one vote as Royle's CDSP representative. They are responsible for operational oversight of certain PTO Committees in support of the Co-Chairs and are specifically responsible for assigning Room Parents for each class. In the Spring, the Co-Vice Chairs will host a popsicle social for incoming kindergartners and families as well as speak at the incoming kindergarten orientation days to the new parents. In the Fall, The Vice Chairs will host a Room Parent coffee, train Room Parents to help address teacher supply needs, organize end of year gifts and in general, help the teacher with school activities as requested. Once Room Parents have been selected and trained, the Vice Chairs will contact them for any PTO/school needs, to help welcome new families, when extra volunteers are needed, and to

coordinate collection for Staff Appreciation Day and Year End Gifts. The Vice Chairs are responsible for coordinating teacher appreciation week including the purchase and distribution of a token of our appreciation to the teachers, staff, nurse and secretaries on Staff Appreciation Day and Secretary Day. (The Encouragement Committee will help as needed for this responsibility.) The Vice Chairs will meet consistently with and support the PTO Chairs in any way needed or requested throughout the school year. The Vice-Chairs will serve as the chairs of the Nominating Committee and oversee the staffing of the PTO slate for which they will be responsible the following year. This position is a one-year commitment with the clear understanding that after which, the Vice Chairs will become the Co-Chairs for the following school year.

Time Commitment: The Vice Chairs are members of the Executive Board and is responsible for attending all PTO and Executive Board meetings during the year as well as attending CDSB and Board of Education meetings (several additional during Budget season) as needed. The Co-Vice Chairs, with the support of the Chairs, are responsible for the oversight of the following committees: Special Events, Social (not Picnic), RMGTT, Gingerbread, Kids Care, Father's Council, and Non-PTO Royle Reps. This person is required to secure Room Parent volunteers during the late summer. Their work is ongoing throughout the school year. This person is expected to transition into the Co-Chair role for an additional year commitment.

3. EX-OFFICIO CO-CHAIRS

The prior year's Co-Chairs roll off and become Ex-Officio Co-Chairs for one year. Their duty is to provide any needed support to ensure a smooth transition to the Co-Chairs and to provide historical perspective and decision-making background. If requested, Ex-Officio Co-Chairs can attend Exec Board meetings, but it is not required. This is not a voting position on the Board but here to ensure continuity and transition of institutional knowledge.

Time Commitment: Ad hoc as needed to support the PTO chairs

4. SECRETARY

The PTO Secretary sits on the Executive Board and is responsible for attending all PTO and Executive Board meetings and taking the minutes of these meetings and any other special PTO meetings that may be called. The Secretary makes copies of the PTO meeting minutes available to all members of the PTO on the website prior to the next PTO for member review. Once approved, a copy is placed in the school office. The Secretary sends copies of the PTO Meeting Minutes to the website coordinator for web site posting. The Secretary is also responsible for providing sign-in sheets at PTO meetings. The Secretary is also responsible for rolling out the Royle School Directory and Website for the school year. Finally, the Secretary manages the PTO Bulletin Board Schedule to ensure that the boards are kept fresh, informative and that the committees' use of the boards is coordinated.

Time Commitment: This position requires full attendance at all PTO and Executive Board meetings and attendance at Board of Education meetings as needed.

5. TREASURER

The PTO Treasurer sits on the Executive Board and is responsible for attending all PTO and Executive Board meetings. The Treasurer manages the finances of the PTO: disbursing funds, depositing fundraising proceeds, maintaining PTO bank accounts and tracking income and expenditures. Each month the Treasurer presents the Executive Board and PTO with an updated

income statement and budget. Access to and knowledge of a computer is necessary (financial software is provided by the PTO). The Treasurer is responsible for preparing and dispersing budget letters to Committee Chairs and teachers at the beginning of the school year. The Treasurer, with the Co- Chairs, will be responsible for proposing, preparing and presenting an annual PTO budget for review and approval.

Time Commitment: This is a full year position, with peak periods coinciding with major fundraising efforts and school programs, and follows a year serving as Assistant Treasurer. This position requires full attendance at all PTO and Executive Board meetings and attendance at Board of Education meetings as needed.

6. ASSISTANT TREASURER

The Assistant Treasurer also sits on the Executive Board. She/he will work closely with the Treasurer to assist however necessary and learn the Treasurer position so that he/she may assume those responsibilities the next year. The Assistant Treasurer's primary responsibility is to assist with the deposit of all fundraising proceeds and other PTO income. Access to a computer is necessary.

Time Commitment: It is a full two-year commitment (the Assistant Treasurer becomes the Treasurer the following year), requiring attendance at meetings and peak periods coinciding with major fundraising efforts. This position requires full attendance at all PTO and Executive Board meetings and attendance at Board of Education meetings as needed.

7. ENRICHMENT CHAIR

The Enrichment Chair oversees the committee, which investigates and secures high quality programming to enhance the school curriculum. These programs take place during the school day and have included author visits, theatre, creative writing workshops, and science programs, to name a few. Working jointly with the principal and teacher representatives from each grade, the committee determines enrichment opportunities. Then, it schedules all activities, acts as a liaison to performers, attends all events, arranges payments and manages the evaluation process. Finally, the Enrichment Chair may be called upon to assist Grade Level Leaders with Field Trip arrangements as needed. They are also responsible for sending information to the Royle Blast and website coordinators as necessary. The position of Enrichment Chair requires management of a significant portion of the PTO budget. The Enrichment Chair is also responsible for the Garden, Go Green and Music for Youth (MFY) Committees.

Time Commitment: The incoming Enrichment Chair is expected to participate in planning during the spring prior to the school year serving. Many popular programs and performers must be booked by June for the coming school year. Additionally, the Enrichment Chair is on the PTO Executive Board and is required to attend all PTO and Executive Board meetings. Committee members can expect to be busy in September/October as they organize their specific assignments. After that, the work is ongoing but at an execution level throughout the year. This position requires full attendance at all PTO and Executive Board meetings and attendance at Board of Education meetings as needed.

8. FUNDRAISING CHAIR or CO-CHAIRS

The Fundraising Chair is responsible for researching, designing and implementing fund raising ideas throughout the school year. The fundraising chair is encouraged, whenever possible, to work with fundraising chairs at the other elementary schools to establish ongoing creativity and

discounts. The fundraising chair works closely with the Co-Chairs and Treasury Team to achieve PTO fundraising goals. The Fundraising Chair serves as the PTO Chief Fundraising Strategist and the individual fundraising efforts are led by program specific chairs.

Time Commitment: Plans for the school year are developed in the spring prior with the Exec Board. Traditionally our major fundraiser has been in the Fall so some summer/early Fall prep is required. The time this job requires varies based on the fund raisers selected. This position requires full attendance at all PTO and Executive Board meetings and attendance at Board of Education meetings as needed.

B. EDUCATION COMMITTEES

1. ENRICHMENT

This committee executes various enrichment programs during the school day that are meant to complement the curriculum. The committee also runs the March STEAM Week during the early dismissal days. Under the direction of the Enrichment Chair, each committee member is expected to be run at least two programs plus a STEAM Week shift. Volunteer duties will include but are not be limited to arranging room set up, welcoming and supporting the vendor, and clean up. In addition, committee members will be asked to send photos and a brief article for the Royle website, publicity and local publicity. Much of this committee's work is completed during the school day. The Enrichment Committee reports to the Enrichment Chair.

2. ROYLE GOES GREEN

This committee supports the school's green initiatives. Members oversee awareness programs and school wide recycling in conjunction with the Exec Board. Responsibilities include creation and implementation of initiatives, such as Trash Free Fridays (TFF) and Earth Week. Members promote recycling endeavors to the student body, teachers and parents. Go Green liaisons with Darien Environmental Group (DEG) for training and materials. Committee members also research new/future green initiatives and propose them to the Enrichment Chair. They are responsible for appropriate PA announcements, Going Green Blast, Publicity and website updates as necessary.

One committee chair will be responsible for training TFF volunteers and serves as the Royle Green Group representative, Royle's liaison to DEG.

Time Commitment/Reporting: Bi-Weekly admin of recycling awareness programs (TFF etc.) Weekly/monthly administration of PR initiatives and website. DEG Rep: One annual DEG meeting in the beginning of the year and four grade level presentations, each requiring approx. one week of preparation. Go Green reports to the Enrichment Chair.

3. ROYLE ARTS & LIT NIGHT

This committee will have overall responsibility for Arts & Literature Night. This involves coordinating with Exec Board and the Book Fair committee to integrate Arts & Literature Night with the Spring Book Fair theme. The committee will be responsible for all aspects of Arts & Literature night including art collection, mounting and hanging (with the help of Room Parents or other volunteers), organizing events for the night and soliciting family donations and allocating donations for book purchases within the school.

Time Commitment/Reporting: The chair will have significant time requirements during the weeks leading up to Arts & Lit. Arts & Lit reports to the Chairs.

C. SCHOOL COMMITTEES

1. BEAUTIFICATION

This committee is responsible for maintaining the appearance of main areas of the exterior primarily including the front entrance. Also, it is responsible for recommending day-to-day visual improvements to the school, such as plants, signs, etc. The committee decorates the front entry including the lobby of the school during the holidays (Fall décor, Christmas tree set up and take down, Hanukkah décor and Menorah.) Holiday decorators must be age appropriate and should be reviewed with the Principal in advance. This committee may need to buy supplies, such as plants, planters and decorations. There is budget and you will be reimbursed for expenses. This job preferably requires knowledge of gardening and a willingness to get a little dirty.

Time Commitment/Reporting: Work throughout the entire year with peak periods during the end of the summer vacation to get the school looking nice for the start of school, as well as seasonally. Back to School décor is up from the first day through Open House in late September. Fall décor is out from October-Thanksgiving. Holiday decorations go up after Thanksgiving (preferably up by the beginning of Conference Week) and come down at the beginning of January. Beautification reports to the Co-Chairs.

2. ENCOURAGEMENT COMMITTEE

The committee is responsible for offering various forms of encouragement to the teachers and staff of Royle School. Responsibilities include: 1. Birthdays – in the beginning of the month, you provide a snack, breakfast or lunch and a card for staff members celebrating a birthday in that month. The snack can be anything you choose. There should be enough for 80 staff members. 2. Parent Open House Night – provide a pizza dinner for 30 teachers including pizza, salad and soda. 3. Music Recitals –Responsible for presenting the music teacher(s) with a gift card following both the Holiday and spring concerts, and 4. Staff Appreciation Day – organize a partially catered luncheon for the faculty & staff of approximately 80 (sandwiches and green salad are purchased, other side salads and desserts have been homemade) and assist the vice chair in distributing Staff Appreciation Gifts, if needed. 5. Staff Room Supplies – Create and manage a signup genius for the supplies needed for the staff lunchroom. You have a budget and expenses are reimbursed. This committee is also responsible for providing snacks on the first day of school for teachers, as well as a welcome and thank you note from the students and parents of Royle School on the first and last day of school.

Time Commitment/Reporting: The time required at Royle is minimal. However, you must be prepared to devote some time throughout the entire school year preparing the assigned items for birthdays, events, etc. At least two members of the committee are required to be at school for the duration of the Staff Appreciation Luncheon in May. Encouragement reports to the Co-Chairs.

3. FATHER'S COUNCIL

The Fathers' Council is a loose confederation of dads that sponsors two or three community-building events each year. The council does not have meetings to speak of, does not fund raise, and generally communicates via phone/e-mail. The Council sponsors great Royle traditions such the Super Bowl Sunday Pancake Breakfast, and a late winter trip to see a Bridgeport Sound

Tigers ice hockey game. In the past they've also done events such as the Mix & Match Dance (Father-Daughter and Mother – Son or other Special Adult Dance). They are also responsible for sending information to Blast and website coordinators as necessary.

Time Commitment/Reporting: Planning begin in December/January for the Super Bowl Pancake Breakfast mostly via email. The winter Sound Tigers hockey game date is reserved in the fall. Other responsibilities include event planning, publicity flyers, registration and recruiting volunteers, etc. Father's Council reports to the Vice-Chairs.

4. FIFTH GRADE COMMITTEE (12-15 members)

This committee is led by two chairs and coordinates events to commemorate and celebrate the 5th grade class' last year at Royle culminating in the June Promotion Ceremony which includes a video followed by the year-end party. This committee of 5th grade parents are responsible for 1) leading the fundraising efforts to raise money for the class gift, the class donation to their chosen charity, and the class plaque that is placed in the Lattimer Garden, 2) Creating the class video (iMovie) 3) Assist the yearbook committee in creating the 5th grade yearbook section which includes sourcing baby pictures, student quotes and the Best of Royle list 4) Plan the year end activities (promotion ceremony, class t-shirt and party). The committee should also consist of two 4th grade parents to shadow the chairs and plan a small reception for the 5th grade parents after the promotion ceremony. The committee chairs are responsible for sending information to the Royle Blast and website coordinators as necessary.

Time Commitment/Reporting: The committee is ongoing throughout the years as they may do fundraisers all year long, which has included selling homework planners during the first week of school or selling beverages at the back to school picnic. Fall includes collecting pictures (yearbook space needle picture, baby pictures for yearbook and five pictures per student for promotion ceremony video). Planning for the year end activities begins in January with much of the work occurring in the last 2-3 months of the school year.

Much of the work for this committee is done remotely and on a flexible schedule. The video is done 100% remotely and would benefit from tech-savvy, collaborative, problem solving members. Building the yearbook section is also done completely remotely. Organizing the party can all be coordinated via email and phone, but leaders need to be at school day of event (they will usually) be there anyway for the promotion ceremony. Updating the Promotion Ceremony program can be done remotely, as can leading the development of the class t-shirt. Outside of needing to get the kids' signatures for the shirt, which is a one-time lunch time stop by school, this is a project done remotely. The 5th Grade Committee reports to the Co-Chairs.

1. SPECIAL EVENTS COMMITTEE

This committee plans exciting Royle traditions such as: The Veterans Day celebration, Royle Acts of Kindness (RAK) Week, and the Evening Adult Spring Social. The committee plans activities that will teach children the importance of supporting our veterans and kindness to others. Every other year, the committee organizes an Evening Adult Spring Social to be held at a venue other than Royle to bring staff and parents together for a fun celebration. The committee is responsible for communicating information regarding these events to Royle parents and staff. They are also responsible for sending information to Blast and website coordinators as necessary.

Time Commitment/Reporting: Veterans Day planning begins in September and runs through November; RAK Week planning begins in December and runs through mid- February. The

Evening Adult Spring Social planning begins in January and runs through April. Venue and date of Social to be planned a year in advance. Special Events reports to the Co-Vice Chairs.

2. NOMINATING

Members of the nominating committee are responsible for finding volunteers to fill all the PTO Committee positions for the following year. The Vice Chairs will also work with the Co-Chairs to fill the Executive Board positions for the subsequent year. The position requires knowledge and understanding of all PTO positions, their time requirements and an ability to solicit volunteers. Ideally, the committee will consist of one parent per grade. The committee is responsible for sending the application and job descriptions out to all school parents requesting their participation in the PTO. Once interest has been ascertained, the committee develops a list of candidates for each position giving priority to existing Executive Board members and standing Committee Chairs. Each nominee for a PTO position must be contacted to ensure the candidate understands the position they will be taking, and to confirm the candidate's acceptance of the position. Once all the PTO positions have been filled, a list of the nominees must be presented for consideration by the PTO one month prior to the last PTO meeting (which is generally held in April). The PTO then votes on the slate at the last PTO meeting of the year.

Time Commitment/Reporting: An active participation from January through April of the given year; all work can be done remotely and on a flexible schedule outside of school hours, although it is often helpful for members to attend school and PTO functions as desired to canvas for members. Time required is very modest. Additionally, the Nominating Committee may be called upon at other times of year if vacancies occur on the PTO slate. Nominating reports to the Vice Chairs.

3. ROYLE ENDEAVORS (BEFORE- AND AFTER-SCHOOL PROGRAMS)

This position is responsible for putting together a wide-range of inspiring before- and after-school programs, which are run in partnership with an outside vendor. There are three sessions – Fall, Winter and Spring. We also offer activities during the Conference Weeks. The person works with the vendor to determine and sometimes assist in developing class offerings; execute all in-house publicity (flyers, Blast and website updates); schedule room reservations; and solicit feedback from parents on program. The person works with Royle School PTO leadership and administration to ensure successful execution and management of the program. The outside vendor handles registration and payroll for the teachers.

Time Commitment/Reporting: Ongoing throughout the year, rarely more than an hour a week in total. Almost all work is done via e-mail, with an occasional in-person meeting with the vendor. Much of the time commitment is during the development and launch of each session. The fall session must be planned the prior spring. Registration materials must be prepared and reviewed over the summer to be distributed at the beginning of the school year. Since the vendor generally manages the programs, this is a one-person job (or could be split between two people). Royle Endeavors reports to the Co-Chairs.

4. ROYLE GINGERBREAD

This committee is responsible for the Gingerbread workshops in December. Duties include reserving space at school for the workshops, registering students and collecting money, purchasing gingerbread house supplies, and overseeing the students during the workshops.

Time Commitment/Reporting: Royle Gingerbread typically purchases the kits in late October, registration is in November and the activity in December. Gingerbread reports to the Vice Chairs.

5. ROYLE SCHOOL SUPPLIES

This committee chair is responsible for the overall management of the annual sale of school supplies. The chair will be responsible for the following activities: 1. Selection & management of the vendor during the winter of the school year 2. Development of school supply lists by grade level in the late winter 3. Pricing of grade-level supply kits 4. Publicizing the sale dates to the Royle community via mailings and blast 5. Distributing the school supplies into the classroom in the late summer 6. Communicating with teachers and parents to continually evolve the process.

Time Commitment/Reporting: The committee chair will perform the bulk of the duties in the latter half of the school year. There will be a significant investment of time required in the late Spring to coordinate orders. Committee chair will also need to be available in late summer to receive and distribute supplies to classroom teachers. School Supplies reports to the Chairs.

6. SOCIAL (4 members plus day-of-event volunteers)

Plan and execute family social events during the school year. This involves working with the PTO Co-Chairs to determine an appropriate theme and timing of the event. Responsible for staffing and overall management of the event (i.e. coordinating parent volunteers, registration of attendees, caterers, entertainers, decorations, rentals, health department forms, publicity, and all supplies necessary for the event.) There are four (4) main events that the Social Committee organizes at Royle: Back-to-School Family Picnic, Bingo Night, Rockin' Royle, and Family Movie Night, each of which is led/chaired by a different member of the committee. They are also responsible for sending information to Blast and website coordinators as necessary and maintaining their events specific page on the Royle PTO Website.

Time Commitment/Reporting: Time commitment varies by event from a few hours to a few months but advance planning and attention to detail is key to successful events. An ideal committee member is on the committee three years, year one to learn, year two to master, and year three to train future event chair. Rockin' Royle, Bingo, and Movie Night report to the Vice Chairs, Picnic reports to the Co-Chairs.

a. Picnic (2 co-chairs with assistance from kids care for bake sale)

For the Picnic about 90% of planning takes place on your own time outside of school. Jobs may be shared amongst social committee volunteers. Picnic Chairperson will coordinate with PTO Co-Chairs and school office to select the date for the event and will be responsible for filling out the permit use form. This event is usually on one of the first few Sundays in September therefore planning takes place over the summer. Committee members need to work with the Chairperson to plan, manage and execute all aspects of the picnic including but not limited to registration, publicity, blast & website communications, event day set up and check in, book/manage food and entertainment vendors, and communication of the other committees as appropriate (ei: Spiritwear, Kids Care & 5th grade committees).

b. Rockin' Royle (2 chairs; 2-4 additional members; day-of volunteers)

In charge of setting the date for event, running that date by PTO board and school. In charge of all aspects of the events: specifically, arranging food and health permit for food; prizes, if applicable, entertainment (DJ and magician for rock n royle); publicizing, tracking RSVPs,

coordinating with committees such a spirit wear and kids care about setting up tables at event; organizing volunteers for events; ensuring enough supplies for events.

c. Bingo (2 chairs; 2-4 additional members; day-of volunteers)

In charge of setting the date for event, running that date by PTO board and school. In charge of all aspects of the events: specifically, arranging food and health permit for food; prizes; publicizing, tracking RSVPs, coordinating with committees such a spirit wear and kids care about setting up tables at event; organizing volunteers for events; ensuring enough supplies for events.

d. Family Movie Night (1-2 chairs; 2 members total)

In charge of planning this simple, free of charge community event. Fill out the permit form, hire janitor, secure screen and AV equipment and choose movie. Request ice cream truck to attend before movie. Communicate with school administration and other committees as needed.

D. Community Committees

1. KIDS CARE CLUB

Plans and executes monthly Kids Care meetings (typically one day per month) to work on service projects to help the homeless, elderly, sick, handicapped, under-privileged or lonely within our community, as well as around the world. It is Kids Care Club's goal to teach kids to recognize that they have the personal power to make a positive difference in someone's life. Committee Chairs will confer with the PTO Co-Chairs and liaison with Student Council faculty advisers, and any other Royle organizations sponsoring a community service type event to coordinate theme and timing of events. The events should not overwhelm the calendar and our parents with too many requests. Committee members need to be committed to attending the monthly Kids Care Club meetings as well as taking on committee jobs such as contacting agencies, making posters or collection boxes, monitoring collections (such as holiday hope chests, coats, etc. depending on the monthly project) and updating the Kids Care Club bulletin board. They are also responsible for sending information to Blast and website coordinators as necessary.

Time Commitment/Reporting: 4-6 hours in the end of summer to begin the planning process for the monthly Kids Care meetings. Ongoing discussions as needed to confer with PTO Co-Chairs, other committee members, Royle Principal, Student Council and members of the community regarding planned projects and/or collections. Meetings are once per month and last one hour after school. Preparation time for each meeting is approximately 2-4 hours but depends heavily on the actual projects chosen. Coordination with various organizations is ongoing throughout the year. Kids Care reports to the Vice Chairs.

2. ROYLE TREATMENT COMMITTEE (4 members)

Royle Treatment is the welcome committee for families new to Royle, including both Kindergarten and families with older children. Responsibilities include helping new families become familiar with the day-to-day routine of school life by organizing a mentor program and an informal school tour just before school starts. An informal coffee is also organized for new families once school begins in September. The Royle Treatment Committee also organizes the

incoming Kindergarten popsicle social in the Spring and Kindergarten playdate in the Fall. They are responsible for sending information to Blast and website coordinators as necessary.

Time Commitment/Reporting: Modest. Work on welcoming new families and recruiting/assigning mentor families happens primarily remotely (via email) and on a flexible schedule from May through mid-September. The Kindergarten popsicle social is typically in May, mentor program recruitment and matching occur in July/early August. The day before school starts, 1-2 members (often assisted by their Royle children) lead a tour of Royle for new families, typically excluding incoming kindergarten families. The day before school begins the committee also hosts the Kindergarten playdate. In Mid-September, the committee hosts a welcome gathering (typically a coffee) for new families. The Royle Treatment Committee reports to the Chairs.

3. ELP LIASON

The role of the PTO ELP Representative is to support their school community and to be a conduit between ELP and the PTO executive board on issues related to the ELP community. The ideal ELP Liaison would be a current ELP Parent. As a member of the Special Education Subcommittee, the representative will help to identify any district-level issues that may need to be escalated to CDSP, administration, and/or the Board of Education as guided by CDSP's mission statement. Tasks: Provide monthly input to PTO chairs regarding ongoing ELP issues within the district (method of providing input to be determined with PTO chairs); evaluate PTO-sponsored programming to identify opportunities to improve inclusion of ELP students; work with CDSP Special Education Subcommittee to identify common issues and share best practices at monthly meetings; give any relevant feedback to CDSP Special Education Chair during Board of Education budget process; attend SEPAC and Board of Ed meetings as appropriate.

Time Commitment/Reporting: Sub-committee meetings held on a monthly basis during the mid-morning on a weekday. Attendance at Board of Ed meetings and SEPAC meetings as appropriate. ELP Liaison reports to the Co-Chairs.

4. ROYLE MOMS GO TO TOWN (RMGTT)

The RMGTT committee is responsible for hosting 4-5 social events per calendar year for Royle Moms to attend. These events and venues are decided on by the committee, and they can be purely a social event with drinks and food, a non-competitive athletic event or any activity that would be fun and social. The committee members are all responsible for hosting one of the events along with 1-2 other committee members. They contact the venue to arrange the date, time, cost, etc. They write up Save the Dates and an Invite for The Blast several weeks in advance. At the event they host they check people in using name tags, take pictures and submit to Royle Publicity and keep all vendor receipts to give to Chairs of Committee. The Chairs handle submitting payment to vendors.

Time Commitment/Reporting: The Chairs are responsible for overseeing all events. Each committee member is responsible for organizing 1 event during the year. Usually there are 2 committee members per event. The time commitment per member of the committee is dependent on the venue and event they are hosting. Most events take a few weeks to plan but

usually only take a few hours in total plus working the event (check in, etc.). The Chairs usually spend a few hours per event assisting as needed. RMGTT reports to the Co-Vice Chairs.

5. PARENTS AT WORK (PAW)

The Parents at Work Committee encourages all parents to become more involved and engaged with the Royle PTO and school by offering a range of flexible avenues for involvement. This committee offers ways for working parents to connect with each other and the Royle Community. PAW also aims to raise awareness of the unique challenges of working parents to the school and offer recommended solutions to these challenges. This committee provides a platform that encourages openness and communication within the context of our wonderfully diverse parental community at Royle. All parents are welcome; full-time working parent, part-time working parent or neither.

Time Commitment/Reporting: The Parents at Work Committee meets in the evenings. Chairs are responsible for the organization of the committee meetings and report to the PTO Co-Chairs.

E. Fundraising Committees

1. FALL FUNDRAISER

This committee is responsible for planning and executing our main school fundraiser, usually a cocktail party with a silent and/or live auction/paddle raise. This fundraiser is typically in mid-October and raises the bulk of the revenue for the annual PTO Budget. In addition to the planning of the details of the function, this committee also solicits donations from local businesses and individual classes to generate compelling auction items. The committee is also responsible for the advertising of the event with the cooperation of the Publicity, Website and Blast teams.

Time Commitment/Reporting: The Fall Fundraiser Committee reports to the Fundraising Chair.

2. BOOK FAIR

This committee is responsible for planning, organizing and running the book fair in the Spring. Specific responsibilities include selecting a vendor, theme, student reading contest, publicity, decorations, scheduling class visits & parent volunteers, facilitating teacher wish lists, the initial set-up and closing of the fair. The committee will work with the Arts & Literature Chair to coordinate the Arts & Literature Night event program collaborating on theme, communications and the evening itself the last night of the Spring Book Fair. They are also responsible for sending information to Blast and website coordinators as necessary.

Time Commitment/Reporting: Working on the book fair requires a moderate time commitment when planning the theme and goals for the fair. There is also a moderate time commitment one month prior to the fair to work out the logistics for the Arts and Literature Night in the Spring, as well as the logistics for the teacher sign ups and the schedule of book fair volunteers. For the chairs, during the week of the fair, the commitment is from 7:50am to 3:30 pm Monday through Friday, with Thursday night from 5:30 pm to 8:30pm. Other committee members should plan to spend a substantial amount of time helping the week of the fair, but they do not need to be on hand full time. The Book Fair Committee reports to the Co-Chairs.

3. ROYLE ROUND UP

This committee plans and executes the annual school fair for the Royle Community typically held in late May/early June. Responsibilities for the committee include staffing and overall management of the Round Up (i.e. coordinating parent volunteers, selling tickets, organizing food and pony ride vendors, game booth planning, prize purchasing, decorations, permits, communications via Blast and website as necessary, publicity post event, and all supplies necessary for the event.) The Round Up Chairs have great volunteer support to make this revived Royle tradition delight our children with our classic school fair.

Time Commitment/Reporting: Planning for event starts in the winter. Execution of the fair in the spring requires a few hours each week to put on a successful event. The week of Round Up the time commitment is substantial but oh so worth it! The Round Up Committee reports to the Co-Chairs.

4. ROYALTY PROGRAMS

The Royalty Programs coordinator is responsible for managing and executing of the *Box Tops for Education*, STOP & SHOP A+ Rewards, and Amazon Smile programs to generate significant revenue for the PTO Budget. The Royalty program coordinator work can be completed on a flexible schedule. The representative is responsible for communicating with the Student Government, Royle Blast, Publicity and Website teams to promote the programs to parents and students to ensure high participation rates. They are also responsible for collecting the checks from the corresponding companies.

The Box Tops website provides useful instructions and materials to support your efforts. Box Tops are collected in the office and classroom and the coordinator must pick them up and sort them into bundles of 50 to submit for money. There are two deadlines to meet where you will be busy cutting and organizing the box tops, one in October and one in March. Box Tops can be sent in any time, but they only cut checks after those two deadlines.

Time Commitment/Reporting: A+ Rewards and Amazon Smile: A small commitment at the beginning of the year and periodic checks on fundraising amount. Box Top throughout the school year, and prep at specified deadlines for submission. The coordinator attends all back to school events including: Grade level coffees, the Back to School picnic and Open House in order to register as many cards as possible for the school. The Royalty Program Coordinator reports to the Co-Chairs.

5. SPIRITWEAR

Spiritwear is responsible for the merchandising of Royle school logo apparel such as sweatshirts, t-shirts, water bottles, back packs etc. The committee typically runs several sales each year (two in the fall: Open House and the Family Picnic and 1-2 additional times at social events, such as Bingo Night or Rockin' Royle. They are also responsible for sending information to Blast, Publicity, and Website coordinators as necessary. Spiritwear Committee will work with the Treasurer and C0-Chairs to achieve financial revenue goals.

Time Commitment/Reporting: 3-4 hours a week, two times a year for a period of four weeks each. Time may be spent in late June to meet with the vendor to begin the ordering process for the upcoming fall. Additional time ordering may be required to supplement spring sales. The Spiritwear Committee reports to the Co-Chairs.

F. Communications Committees

1. DIRECTORY

The committee is responsible for creating the Royle School Directory via the AtoZ Connect app. The chair(s) must have access to a computer, with email capability, Excel and Word. Committee requirements include proof reading, contacting parents to confirm updated directory data, emailing with parents, assisting in collecting input from other various sources, sending out email reminders to update and verify information, encouraging sign-ups and coordinating with AtoZ Connect. The directory will be produced for purchase in both digital and paper format. Information collected for the Directory is the property of the PTO and will not be shared with any third party.

Time Commitment/Reporting: The collecting of family data begins during late June and runs through the start of school. The bulk of the work is completed late August after class assignment through mid-October when directories are distributed. Directory Committee reports to the Secretary.

2. PUBLICITY/SOCIAL MEDIA

This committee is responsible for Royle School's PR within the school and district community using Social Media (FB/Instagram) and news outlets including the two Darien newspapers through the writing of brief Royle school-related stories and providing photos. The committee takes photos (either themselves or receives from parents) of school programs, classroom activities, special events and academic and non-academic activities; for example, school plays, after-school programs, music/art/physical education programs, field trips, etc. Once the pictures have been taken, publicity gets the names of students and teachers in the photos and writes a brief picture description/ article detailing the event/activity.

The Chair(s) of this committee will be given guidelines for the types of content that are appropriate to post but must also use their discretion. They will interact with the school administration on matters that require clarity/direction.

Time Commitment: Varies but approximately one hour per month. Participants should be able to take good photographs, upload them to the computer and email pictures to the newspapers. Royle School tries to submit articles regularly with the understanding that not all pictures are printed in the paper. Publicity committee chair coordinates who covers and writes about newsworthy events. Publicity reports to the Co-Chairs.

3. ROYLE BLAST

The Blast coordinators are responsible for the Royle Blast, a weekly email newsletter sent every Sunday to Royle parents. It contains school information, PTO, and community events that are to be shared with the school population. The coordinator receives text from PTO Committee Chairs, PTO Co-Chairs, the Principal and other sources, and formats it into an e-newsletter using Constant Contact software. Although not responsible for the actual input, the Blast coordinators ensure that all content meets published guidelines and is communicated in an effective and

concise manner. The coordinators also share information with coordinators at other Darien schools.

- Manage the Blast Gmail account and the Royle PTO email account
- Draft new standalone emails as needed for important/emergency announcements
- Edit and post the weekly Blast e-newsletters
- Create new "events" pages where the school community may register for upcoming events - picnic, Rock-n-Royle, RMGTT, etc.
 - Report the weekly registration activity to the event chair and finance chair
- Coordinate announcements, events and emails with the Website and social media team members (email the other teams to make sure you are all on board with the same information being communicated out to the school)

Time Commitment/Reporting: Ongoing. The coordinators work with the Directory Committee to prepare the Blast distribution list over the summer, then spends approximately 2-4 hours each month receiving input/preparing the newsletter. This is a job that should be rotated between the coordinators. This job is 100% at home job, very flexible hours - all work can be done on your own time. Must have a computer to complete the job. The Blast Committee reports to the Co-Chairs.

4. PTO WEBSITE

The Royle PTO Website Committee is responsible for the design, content and technical maintenance of the Royle PTO website, so that the information is current, informative and relevant to the Royle community. Duties include: weekly posting of announcements and events on the site's homepage, keeping the calendar of events updated, liaising with PTO committee chairs to post all school forms & flyers, assisting the committee chairs with content maintenance of their individual pages, posting PTO minutes and Royle Blasts, and maintaining the PTO's Twitter feed and Facebook page. The committee should be familiar with the Royle community and its activities. WordPress experience is helpful, but not necessary, as existing members can train new members to use this platform.

Time Commitment/Reporting: This is an ongoing job throughout the school year and summer (when there is a lighter commitment). Communication about any design or content changes is accomplished via email. These positions are flexible and can be done completely remotely if the individuals have computer access and are willing to keep the site fresh and updated as needed. The Website Committee reports to the Co-Chairs.

5. YEARBOOK

The yearbook committee works from Sept.- Feb. taking pictures of school events, organizing photos/student artwork, and completing the layout. They are also responsible for taking staff pictures for yearbook. There is approximately 1 meeting per month, the bulk of the work takes place on your own time and is completed at home, perfect for those with irregular hours available. Advertising, online ordering and distribution of the yearbook take place in March/April and June but does not require the entire committee. Committee also organizes a 5th grade yearbook signing breakfast in June. Committee is also responsible for sending information to the Blast and website coordinators as necessary and ordering an annual photo compilation CD. Familiarity with photography, layout/collage is helpful but not necessary and ability to work with

digital photos is essential. Committee members are needed who enjoy taking pictures at school activities and are excited about the great final product! Committee members get to enjoy great moments in the classroom and at school events from a unique perspective behind the lens.

Time Commitment/Reporting: Ongoing for committee members but can be completed on your own time. Intensive preparation on behalf of the chairperson will be required before deadlines are due. The Yearbook Committee reports to the Co-Chairs.

G. Non-PTO Royle Representatives

1. DAEG Rep

This role is filled by DAEG and communicated to the PTO. The DAEG Rep is a current IDEA parent from the school. The rep's role is to facilitate communication between the school's IDEA families and DAEG, keeping families informed of DAEG events, meetings and information. The rep may also be asked to meet with building administration on occasion to establish and maintain open and effective communication regarding the Idea program.

2. Darien Environmental Group Rep

This role is filled by the chair of the Go Green Committee (see above under Enrichment).

3. CDSP Special Ed Rep (SPECIAL EDUCATION REPRESENTATIVE)

The role of the PTO Special Education Representative is to support their school community and to be an active member of the CDSP Special Education Subcommittee. To support the school community, the representative will act as a resource to their PTO executive board on issues related to special education, help them examine opportunities for inclusion, and provide support for parents of children with special needs. As a member of the Special Education Subcommittee, the representative will help to identify any district-level issues that may need to be escalated to CDSP, administration, and/or the Board of Education as guided by CDSP's mission statement. Each school should have one or more representatives. Tasks: Provide monthly input to PTO chairs regarding ongoing special education issues within the district (method of providing input to be determined with PTO chairs); evaluate PTO-sponsored programming to identify opportunities to improve inclusion of all students; work with relevant PTO committee chairs to build inclusion/community as directed by PTO chairs; work with CDSP Special Education Subcommittee to identify common issues and share best practices at monthly meetings; give any relevant feedback to CDSP Special Education Chair during Board of Education budget process; work with SESS facilitators/admin to address building-level issues as appropriate and build community; attend SEPAC and Board of Ed meetings as appropriate.

Time Commitment: Sub-committee meetings held on a monthly basis during the mid-morning on a weekday. Attendance at Board of Ed meetings and SEPAC meetings as appropriate.

4. YWCA PARENT AWARENESS

The role of the YWCA Parent Awareness representative is to be the liaison between the Royle Co-Chairs and YWCA to implement and execute select appropriate programming that the YWCA is hosting during the school year.

Time Commitment: Monthly meetings, typically in Wednesdays at the YWCA plus attendance and planning of any YWCA Affiliated events sponsored by the Royle School.

5. GIRLS ON THE RUN (GOTR)

(4 Coaches) GOTR is a national non-profit program that encourages girls (grades 3-5) to develop self-respect and healthy lifestyles through running. The curricula address all aspects of girls' development: physical, emotional, mental, social and spiritual well-being. The mission is to inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum, which creatively integrates running

Time Commitment: GOTR is a 10-week program that meets 2xs/week for 45 mins to 1.5 hour. GOTR has a fall and a spring season. GOTR Coaches require advance training for about 1 hour. GOTR Coach is responsible for delivering the curriculum which involves minimal advanced preparation, but all materials are provided. GOTR Coach attends at least 1 session/week. GOTR Coach also participates in a local road race with the team at the end of the season

6. LET ME RUN

Let Me Run is a FUN, seven (7) week running program for boys in grades 4th and 5th grade and is facilitated by trained coaches from Royle's PTO Community. The program meets twice a week during a fall and spring seven (7) week session for about an hour and boys learn about building healthy relationships through a myriad of FUN activities that also improve personal strength, endurance and overall wellness. Let Me Run culminates when the boys run a 5k road race. The team includes a chair and a team of three parent coaches who are responsible for promoting the program, managing online sign-up, liaising with other Darien LMR groups and planning and coaching the 14 sessions each season.

Time Commitment: 7-week program in both the Fall and Spring which meets twice a week for about an hour; Coaches are asked to attend a one-hour training meeting.

7. GIRL SCOUT TROOP

The Royle School maintains a Girl Scout Troop for girls ages K-5. The Girl Scout Troop Leader is a current Royle parent who would like to mentor a group of girls as they make new friends and develop connections that will last a lifetime. The Troop Leaders must complete the Girl Scouts of American Training prior to school year.

Time Commitment: Each grade level group meets monthly throughout the school year. The representative is required to complete the Troop Leader training.