

PTO Committee Descriptions

Social and Fundraising Events Committee:

Plans and organizes both social and fundraising events for students, families, and parents throughout the year. This committee is broken into sub-committees to plan and execute various events. Works with Events Chair to secure event location, vendors, supplies, entertainment, set-up/clean-up.

Previous social events include: Back to School Picnic, Royle Moms Go To Town, Rock'n Royle, Royle Round Up, Student Bingo, Family Movie Night, Zoom Comedy Night/Zoom Magician. Previous fundraising events include the Walk-a-thon, Trivia Night, the Spring Benefit, family photography session, etc.

Time Commitment: Active during the months prior to your sub-committee's event.

Book Fair Committee:

- Plans and organizes the annual Book Fair in cooperation with the school's librarian.
- Selects the vendor and coordinates the selection of books.
- Creates a theme for the fair, organizes decorations and publicity; recruits and organizes volunteers.
- Coordinates receipts and disbursements with the PTO Treasurer

Time Commitment: After securing a vendor early in the year, planning begins approximately two months prior to the event. The week of sale is active for all volunteers.

Skill Set: Strong leadership and organization skills.

Spirit Wear:

- Participate in the merchandising of Royle School memorabilia and clothing.
- Work with the vendor, speak to the Executive Board about their ideas for merchandise and order merchandise.
- Determine online ordering through vendor and share info with communications teams
- Sell merchandise during school-wide activities.

Time Commitment: 2 online stores per year, occasional in-person work at PTO social events

Diversity, Equity, and Inclusion Committee:

- Support Co-chairs in collecting new resources for Royle families that support diversity, equity, and inclusion initiatives.
- Contribute information and resources to monthly newsletter
- Communicate with Enrichment committee when selecting enrichment programs that help support diversity in the community.

New Family Welcome Committee:

- Welcome and communicate with all new families to Royle (kindergarten and new families to Darien)
- Match new families with volunteer mentor families
- Host a Kindergarten Popsicle Social before school starts (and supplies water, snacks and name tags).
- Host a Welcome Coffee for all new family parents (1st or 2nd week of September)
- Set up and remove “Welcome to Royle” lawn signs
- Communicate regularly with school secretary about any newly enrolled students

Time Commitment: Some work over the summer, with the heaviest workload right before school and during the first few weeks of school.

Teacher and Staff Encouragement Committee:

- Provide support and encouragement to the teachers and staff.
- Provide acknowledgement gifts on special occasions for staff members (new baby, marriage, loss, etc.)
- Organize and deliver monthly treats for all staff to celebrate those who have birthdays that month.
- Oversee restocking the Royle staff room with paper goods, snacks, coffee, etc. using Amazon wishlists sent out to the full Royle community
- Prepare banners as needed to recognize staff during special celebration days.

Time Commitment: Active throughout the year with more hours in the fall and spring.

Skill Set: Good for those who are creative, love our teachers, love baking and/or planning small celebrations.

5th Grade Committee:

- Organizes and runs Bake Sale held at the Back-to-School Picnic in the fall. (Proceeds go toward EOY 5th grade celebrations)
- Plan a whole-class picture for the yearbook (taken in early October)
- Create a class video; collect photos from all parents
- Organize votes for the class quote and the class charity gift.
- Manage class gift to Royle
- Create and order 5th grade t-shirts for field day (or other EOY celebration). Collect money for shirts from students
- Plan 5th Grade Picnic to be held during 5th grade celebration week

Royle Cares Community Outreach (1-2 volunteers):

This program connects our children to the greater community through service projects and education events.

- Plan two after school service project events that engage the children in giving back to their community and help them feel connected to their neighbors
- Plan two charitable goods drives that help people in our area who have specific needs. (Holiday-time drive and spring drive i.e. toys, food, goods, sponsorships, etc)

Time Commitment: Organization and planning of the 2 events and 2 drives.

Skill set: Good for those interested in public service and teaching

Let Me Run/Girls on the Run:

- *Let me Run* and *Girls on the Run* are nationally-recognized running and mental health programs for grades 3-5 that meet before school. Volunteers will work with boys or girls during a training period, and the program will culminate in a local race (5K). See links to individual programs for more info:
 - o [Wellness Program for Boys](#) | [Preparing Boys for the Long Run - Let Me Run](#)
 - o [Coach with Girls on the Run](#) | [Volunteer Coach for Girls](#) | [Girls on the Run](#)

Time Commitment: Each program lasts 7-8 weeks. Volunteer requirement is twice per week before school, and attending end-of-program race.

Girl Scouts:

- Volunteers interested in starting a Girl Scout troop at Royle, or interested in volunteering with an established group can contact the Royle Girl Scout representative, Elizabeth Selvey: ebdalzell@hotmail.com
- More information can be found at Girl Scouts of Connecticut website: [Girl Scouts of Connecticut](#) | [GSOFCT](#)

Enrichment Committee:

- Research and arrange high quality programs that enhance the school and reinforce curriculum. Programs occur during the school day.
- Work with PTO chairs and Enrichment co-chairs to determine student interests and enrichment opportunities.
- Assist in set-up and organization of programs, speakers, and activities on the scheduled days of enrichment programs.

Environment Committees:

Royle Goes Green:

- Organize efforts to educate, coordinate and monitor all school-wide green initiatives.
- Act as the school liaison with the Darien Environmental Group (DEG), which includes organizing short grade-level presentations on various topics.
- Coordinate with Royle Garden on environmental efforts.
- Collaboratively plan Earth Day Enrichment activity

Time Commitment: Active throughout the year.

Skill Set: Good for someone who is interested in environmental education.

Royle Garden:

- Responsible for the maintenance and upkeep of the garden at school as well as the appearance of the main school entrances, including planters and other seasonal decor.
- Weeding (as part of a rotation) and liaising with the grounds professionals at Royle to maintain the designated areas.

Beautification:

- Enhance the appearance and contribute to the spirit of the school by creating seasonal decorations for the front and side entrances, especially during seasonal changes including start of school, Open House, Thanksgiving, winter holidays, spring, and end-of-year.

Time Commitment: Bi-weekly weeding and maintenance with some extra hours surrounding holidays and seasonal changes.

Skill Set: Great for gardeners and creative people.

Bulletin Boards:

- Decorate and update bulletin boards in the main lobby of Royle every month.
- Post updated PTO information on bulletin board behind school security desk.
- Check with main office to determine any other bulletin board needs or areas of assistance throughout the school.

Holiday Events:

- **Veteran's Day Celebration:** Organize ceremony in celebration of veterans in Royle community. Collect and display student letters and art work to honor veterans.
- **Winter holiday event:** (Previously gingerbread house decorating). Plan and execute an after-school holiday event for students. Coordinate signups, set up event, distribute materials, clean up following event
- **Random Acts of Kindness Week:** Organize RAK week events to encourage students to show kindness to others. Provides ideas for families and shares info with school publicity team. Occurs during week of Valentine's Day.
- **Art and Literature Night:** Assist in the organization and set-up of a special night to celebrate student's artwork, poetry, and writing.

Communications/Publicity Committees:

- **School Directory:** Create, oversee printing, and distribute school directories. Assist in communicating online school directory instructions to Royle families.
- **Social Media:** Creatively maintain and update Royle's Facebook, Twitter, and Instagram pages weekly with current school information. Use (approved) photos of Royle students and staff to foster engagement.
- **Royle Blast (Wire):** Maintain and update all Royle email addresses. Collect, organize, and present all school and community information in weekly e-mail newsletter. (PTO provides Constant Contact and Dreamweaver software)
- **Royle Website:** Maintain and update the Royle PTO website. Design attractive, easy-to-

use website. Serve as liason with school administration, teachers, volunteers, and parents. Monitor and report on site analytics.

- **School Photographer:** Attend all school events and take pictures of school events, students, and staff. Share photos with Communications chair to use in school publicity.

Yearbook Committee:

- Prepare the school's annual year-end publication.
- Coordinate production of yearbook with outside vendor and organize sales of the yearbook, including distributing order forms and collecting those forms with payments.
- Coordinate receipts with PTO Treasurer.
- Distribute yearbook upon delivery.
- Work with room parents to collect photos and create class yearbook pages through online yearbook program.