**PTO Committee Descriptions**

**Social and Fundraising Events Committees:**

* Plans and organizes both social and fundraising events for students, families, and parents throughout the year.  These committees plan and execute various events.  Committees work with Fundraising and Social Events Chairs to secure event locations, vendors, supplies, entertainment, set-up/clean-up.
* *Previous social events include: Back to School Picnic, Royle Moms Go To Town, Slide into Summer, Student Bingo, Magic Show, etc.  Previous fundraising events include the Walkathon, 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 Committee:**

* 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 (DEI) Committee:**

* Work with Principal, CDSP DEI and District DEI Leaders to compile resources and offer learning events for families on the topics of diversity, equity, and inclusion.
* Work with Enrichment (and other PTO Committees as needed) to bring a diversity, equity, and inclusion lens to all school activities.
* Work with PTO and Communications to share and promote resources and learning opportunities for families.
* Option to write and submit a monthly newsletter to all Royle families who have subscribed.

**Time Commitment:** Active throughout year, in conjunction with schoolwide and PTO events.

**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.

**5th Grade Committee:**

* Organize and run 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 presented to Royle School.
* 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:**

* 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

**Running Programs: 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](https://www.letmerun.org/)

o  [Coach with Girls on the Run | Volunteer Coach for Girls | Girls on the Run](https://www.girlsontherun.org/get-involved/coach/?gclid=Cj0KCQiA0eOPBhCGARIsAFIwTs6DdJOaSmNlSAzRXemnb2Ps4Sn8yasEyKAip3fBr-LsGvIQkR9hgQ0aAr6lEALw_wcB&utm_source=google&utm_campaign=Coach%20Recruitment&utm_term=coaching%2C%20girls%20coach%2C%20running%20coach%2C%20gotr%2C%20girls%20on%20the%20run%2C&utm_content=You%20Belong)

**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](mailto:ebdalzell@hotmail.com)
* More information can be found at Girl Scouts of Connecticut website: [Girl Scouts of Connecticut | GSOFCT](https://www.gsofct.org/)

**Educational 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.
* Collaborate with DEI Co-Chairs and DEI Committee.
* 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.
* 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.
* Maintain planters at front and side entrance of school building.

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

**Skill Set:** Great for gardeners and creative people.

**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 to occur during Family Night of the Spring Book Fair.

**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 and Instagram pages weekly with current school information.  Use (approved) photos of Royle students and staff to foster engagement and communicate important information.
* **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 onsite 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.
* **Bulletin Boards:** Decorate and update bulletin board 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.

**Nominating Committee: Committee consists of Nominating Chairs (the PTO Vice Co-Chairs), PTO Co-Chairs, and at least two parents who are not members of the Executive Board.**

* Identify a wide selection of interested parents to fill any open Executive Board and committee positions throughout the year.
* Hold a PTO Information Event in March to recruit interested parents to join the Executive Board and PTO Committees for the following year.
* Communicate roles and responsibilities of PTO Executive Board positions and PTO committees (i.e. Meet with potential candidates in person, by phone, via email, etc.)
* Create an online PTO Interest Form to gather data from interested parents who seek to join the PTO. Communicate will all parents who complete the survey.
* Formulate a slate for the following year, of all Executive Board members and all Committee Chairmen and Members, to be voted on by the PTO.

**Time Commitment:** Very active from March through June. Good for individuals who know parents across grade levels and have experience on have experience on the PTO.