

2023/24 SES PTO Committee Descriptions

1000 Book Club

The 1,000 Book Club is a reading program designed for kindergartners, preschoolers, and their families. Children in our district come to South School and check out bags of books. There are 10 books in each bag. When all of the books are read, the bags are returned and another is selected. If/when they make their way through all 100 bags, they'll have read 1000 books!

Apparel

Design, order and sell all of the south school apparel and swag sold at the major south school events.

Note: It takes a year, or two to understand how much to order, when to order, what sells, how to price, etc. Plan ahead and have someone shadow before taking over on their own.

Birthday Books

This program offers a fun way to supplement our school library by donating a NEW book in honor of your child, teacher, or in memory of a loved one. Historically, on the Friday of their birthday week, your child received a new "Birthday Book," complete with a special book plate on the inside cover and a bookmark—both presented to them in the classroom.

Volunteers prepare and deliver books.

BOKS

BOKS (Build our Kids Success) is a free before school physical activity program for kids of all ages and abilities. Our mission is to make physical activity and play part of every child's day. Our vision is a healthier and happier generation of active kids.

Each 1-hour session features a mix of games and activities designed to get your child moving and motivated for their school day. BOKS will have a Fall, Winter, and Spring session, each session running for 6 weeks, twice weekly. The program accommodates ~40 children (20 on Wednesdays/20 on Fridays).

Roles/Responsibilities: Sarah MacAvery is the program chair handling logistics, then she shares coaching the actual sessions with co-coaches Hilary Garzarelli and Allison Gotsch. Then we recruit 1-2 parents each class to help out.

Tentative timing is:

Fall Session (Nov 1 - Dec 15) *Excluding Veteran's Day, & Friday of Thanksgiving holiday*

Winter Session (January 24 - March 8)

Spring Session (May 1 - June 7)

Book Fairs

Dates: The book fair happens twice a year in the South gym. The winter fair is on the first Saturday of December, 9am-12pm to coincide with Winterfest and the Spring fair is on the Wednesday half day the first week of May from 4pm-7pm to coincide with Hobby Night.

Responsibilities/Jobs: Co-chairs handle the vast majority of the responsibilities for the book fair. They coordinate fair dates with school staff and Scholastic to ensure gym availability, book delivery and pickup. The co-chairs work with volunteers to set up the fair the day before the event. Set up typically takes about two hours with four volunteers plus co-chairs. The day of the event the chairs ask for four volunteers in two hour increments to cover the cash registers and pack up the books at the end of the fair. Profits from the fairs can be taken in either cash, Scholastic dollars or a combination of both. Once the fair is totaled up by the co-chairs, they bring the information to the PTO who decides how profits will be taken.

Historically we have not had people sign up to be on the book fair committee at the start of the year but we do have a lot of the same people come and volunteer to work the fairs. When the sign-up genius is put together for the events, co-chairs will send this out to the volunteers who have worked fairs previously to give them preference to sign up.

Community Service

This vibrant committee provides opportunities for South School students and families to engage with, and provide support to members of our South School and Hingham Community. The generosity of spirit at South School is inspiring. If you want to participate in something that will lift your spirits and inspire your children to volunteer, this is a great way to get started!

Examples of past activities include:

- * collecting and delivering donations for the Hingham Interfaith Food Pantry and other organizations
- * facilitating a monthly program for our 5th graders to serve/clear lunch for a low vision group of seniors at the Hingham Senior Center's "Meals on Wheels" program
- * working with the South School art teacher to have 4th graders make decorations for the Interfaith Holiday Party for clients of the "Friends of the Homeless"
- * collecting coats for "Anton's Cleaners" annual coat drive for men, women and children. Coats are professionally cleaned by Anton's and distributed to families in need in our community.

* distributing unclaimed “lost and found” items at school to the American Red Cross bin at the Hingham Transfer Station on the last day of school before various breaks in the school year (Thanksgiving, vacation weeks, end of the year)

2022/23 initiatives have included the following:

The Community Service committee runs a number of initiatives on a rolling basis during the school year. In the late summer, Fabiana and Amber began working with Cradles to Crayons to set up a donation bin outside of South School. Clothing donations are regularly emptied and delivered to C2C in Newton. In the fall, we organized a coat drive and arranged for 5 th graders to help sort and package the coats for donation also to C2C. In the fall, Marianne connected with South Shore Foster Closet to gather gently-used Halloween costume donations at South School. We delivered close to 250 costumes to SSFC for their trunk event, where foster and newly-adopted children could select their own Halloween costume. We hope to work again with SSFC for a diaper donation event for foster children in their care. Diapers do not need to be in new packaging, and we thought this could be successful especially in our community post-potty training. We are currently running a used and new book donation effort. The donations, including coloring and activity books and unused crayons, will go to MGH for Children’s Hematology/Oncology unit. MGH has an active library used by children receiving their treatments. Less gently-used items will go to C2C and More Than Words in Boston. A past effort that we’d like to continue is Amber’s initiative of gathering a range of household items to help women and families in crisis as they set up new homes. This has been successful in the past, donating and delivering items to a local women’s shelter in Norwell. Other unformed ideas include a Spring or Fall concert with interested SS children to sing for Allerton House nursing home in Weymouth, a backpack drive for children in foster care, and a toy donation drive for Room to Grow in Boston. We are very open to new ideas. The South School community has been incredibly generous (and so neat and organized) with their responses and contributions, and Mrs Graham has been very helpful/patient with the bins in the lobby as well.

Cultural & Academic Enrichment

The Cultural and Academic Enrichment Committee is such an exciting committee to be on. The programs we bring in are designed to expose and enhance our students' learning experience by activities that are mostly hands-on. We’ve had poets, authors, meteorologists, actors, and so many more come into our school to fuel our students' minds.

Cultural and Academic Enrichment Chair

- Cultural and Academic Chair oversees all programs and is in contact with each of the grade contacts.
- At the beginning of the year a meeting is set up with Mrs Eastwood to go over programs that happened the previous year to determine if they should be scheduled again. This usually happens in August.

- The Chair also is in direct contact with the PTO Board, Principal, and Assistant Principal and attends Monthly Board meetings and regular PTO meetings.
- We have a direct contact to the PTO Treasurer to ask for the cost of a program that we would like to see at South.
- Works with a specific budget in mind

Grade Contact

- This person works with the teacher contact to see about programs and dates.
- Schedule programs and run those by the Chair to see if they fall into the curriculum and also the Budget

Directory

Organizes data for all students at South for the annual school directory. Coordinates with the office and room parents to verify correct address, email and phone numbers are printed. Coordinates with the printer on layout.

Edible Education Committee

The Edible Education Committee at South Elementary seeks to promote community, as well as mental and physical wellbeing, through a co-curricular program whereby students plant and harvest vegetables within the school's raised bed garden. The Committee will oversee the curriculum, provide the seeds and plants, coordinate with teachers and school staff for grade level planting sessions each fall and spring, as well as maintain the raised bed areas. Planting sessions with students are intended to help them understand the care and time it takes to grow our food, where food comes from, the importance of healthy food in our diet, and leave with a hands-on understanding of the natural world they are learning about in the classroom. Most importantly, students are able to experience eating vegetables they grew together at school.

E-Newsletter/Buzz Blasts/Website

Weekly Buzz Newsletter

- get content for the newsletter from Mrs. Eastwood, PTO board and committees, the 2 pto email inboxes, the all-town PTO board, and individual requests.
- Put together weekly newsletter (it goes roughly monthly in the summer)
- Input the contacts from Pam at the beginning of the year into constant contact and manage the list

Buzz Blasts

send out one-off email notifications for important deadline-specific things

Website

-keep content up to date

Family Fun Run

Our annual family fun 5K Run/Walk is a wonderful community event and raises donations for the PTO. The race is held at Bare Cove Park on the 3rd Saturday in November at 9am. We ideally

need 10-15 volunteers total to help organize and put on this multi-school event. Pre-race help is needed with publicity, securing event permits, t-shirt design and ordering, registration(s), soliciting sponsors, refreshments, giveaways and bagging t-shirts and bibs. Race Day volunteers are needed to help with same day registration, course directions, water stops, refreshments, set-up and clean-up.

Field Day

This is a school wide, day event that includes water games, field games, races, slushies and LOTS OF FUN! The goal is to build school spirit and encourage physical activity and teamwork as an end of year celebration. 100+ volunteers buzzing with energy will be needed to assist on Field Day in June.

Fifth Grade Leadership

The mission of the 5th Grade Leadership Club is to enable students through education, service and volunteerism to develop leadership skills and greater self-confidence, thus empowering them with the desire and ability to positively impact their peers, school and community both now and in the future. All 5th graders are part of the Leadership Club. Fifth grade leaders participate in fun monthly leadership development activities, and use their leadership skills to assist the South School community in promoting, organizing and sponsoring school events (such as Winterfest) , as well as fundraising efforts. Meetings are ½ hour long and take place once a month. The lessons each month are based upon each of the Seven Habits of Highly Effective People: Be Proactive, Begin with the End in Mind, Put First Things First, Think Win-Win, Seek First to Understand, then to Be Understood, Sundergive and Sharpen the Saw. Each month 2-3 volunteers are needed to help assist with club meetings.

Fifth Grade Memory Book

SES uses Jostens to create a Memory Book for the 5th grade each year. You can import the previous year's layout and then email parents and have them submit photos. Submitting photos is really straightforward. Also, the K teachers all have shutterfly accounts that pics can be pulled from. Make sure to get photos of the chorus, band and strings concerts. Then, go and take a few pics on the playground etc, when the weather is nice and get an all class pic on the front steps. There is a rep from Jostens that is super helpful.

Garden Committee

Maintains planters outside the school twice a year; playground and fields beautification.

Get Smart About Art

GSAA is designed to expose our students to new artists and mediums throughout the year, as aligned with their curriculum. Two-three parent volunteers are needed for every classroom or art room to present an assigned artist and their work. It requires no previous artistic experience, and about one hour of your time to help out in the classroom. All presentation materials, instructions and supplies for the classroom project will be provided by the committee. Simply just show up!

In addition, the committee could use several volunteers to help set up all the finished projects in the school gym for display during the spring Book Fair/Art Show.

Go Green

This committee aims to raise recycling awareness and education at South. Past initiatives include:

- Recycling markers, pens, pencils, etc.
- Paper recycling (feel free to use our Abitibi bin in the bus loop for your household paper recycling. This relieves trash from our Transfer Station and benefits our school financially.
- Recycling bins in the cafeteria teach students how to recycle and compost.
- Reusable lunch bags to cut down on the use of plastic bags.

Harvest Party

Event: Harvest Party

Date: Typically 3rd Friday of October w/rain date as 4th Friday

Time: 4-6pm (it starts to get dark after that)

Location: South Blacktop and Playground

Description: Family friendly outdoor event for South students grades K-5, siblings welcome. Features DJ, fall themed games, photo booth, and other various age appropriate stations. Age appropriate costumes are encouraged, but not required. No small accessories, weapons, or masks. Pizza for sale.

Cost: \$5/pp; \$20/family. Pizza slices: \$2.

Planning:

- confirm date with Principal in early summer
- Fill out and submit "facilities usage form"
- book DJ & balloon arch for photo booth shortly thereafter
- Convene committee to discuss various stations, volunteer roles
- Order supplies for games/stations (tattoos, fortune teller supplies, prizes, glow sticks, etc.)
- Place order for pizzas.
- Request water donation from Weir River using purchased water jugs from PTO closet.
- Coordinate with 5th Grade Leadership for student volunteers
- Create sign up genius for parent volunteers
- Create flyers (verbiage to be approved by Principal prior to distribution) and distribute
- Coordinate police detail
- Coordinate janitorial staff for clean up

Day Of Set Up:

- Janitor will bring up requested # of tables and trash barrels, volunteers place accordingly
- Set up Check In table by rainbow
- Set up various stations. e.g. photo booth on stage, tattoo station at clay tables, fortune tellers at edge of playground area, games on tennis courts, volleyball on soccer field, candy guessing game near stage, pizza table by K door.
- Coordinate delivery of pizzas
- Direct DJ for setup

- Place decorations at the entrance (inflatable ghost, tombstones, etc.)

Current list of vendors:

DJ: DJ Cubby

Balloon arch: Keough's Creations

Pizza: Comella's, included plates and napkins. In 2022- we ordered 63 pizzas at 12.99 per pizza. 8 slices per pie. They delivered at no charge (that was our discounted deal with them) and picked up the pizza and warming sleeves the following Monday at a local home address. They will honor South Elementary's Tax Exemption.

Water: Weir River Water and cups, PTO has purchased jugs in the closet.

Games/Prizes/Tattoos: Oriental Trading

Total Revenue for 2022:

Pre-sale tickets: \$3,600

Door tickets: \$855

Pizza sales: \$1,018

Apparel sales: \$1,850

Event's net revenue: \$3,890

Kindergarten Liaison

The Kindergarten Liaison at South School helps to welcome K families into the community. This person acts as a parent reference for both new and returning families settling into Kindergarten. It is so helpful for both parents as well as the 4 Kindergarten teachers to have someone to help field questions or bring suggestions to the team. The primary duties of the liaison occur in the first few months of school. It is helpful for this volunteer to attend the Welcome Reception at the end of August as well as the bus orientation the first week of school. In addition, there is the K curriculum night that usually occurs in early October. While not mandatory, it is helpful for the Kindergarten Liaison to be someone who has already had a child go through K but also someone who has a current K student. This allows for the person to have experience with the Kindergarten year but also be committed and invested in the current class.

Library

The library volunteer coordinator helps recruit new volunteers every fall (e.g. through PTO newsletter, Buzz Blasts, etc.), maintains a list of contact information for current volunteers, and sends announcements to volunteers on the librarian's behalf as needed throughout the year.

Math Olympics

South School's supplemental math program requires parent volunteers for grading student work and reporting scores and progress. Our program needs 8 volunteers for short-term (10 weeks) correcting. This can be done from home over the weekend. Answer keys and all materials (stickers, pens) are provided. Volunteers would receive his/her first folder of sheets in the Spring when this kicks-off. Medals are given to all students that participate in the full run of the program.

Mini-Grants

The purpose of this PTO mini-grant program is to help pay for classroom supplies and materials that enhance the educational experience of South School students. The mini-grant committee is responsible for allocating funds provided by the PTO to mini-grants submitted by the teaching staff. Grants are reviewed in the fall and spring. Two to three volunteers are needed to spend 4-5 hours each year to review grants and report funding decisions to the PTO.

New Families Liaison

Goal:

Welcome families that are new to South Elementary* by extending warmth and connection to our incredible SES community thereby demonstrating our village mentality.

**new to South Elementary* here is distinguished from families who are new to South Elementary because their children are starting kindergarten. Kristin Whiting (TBD for 2023-2024) is spearheading a committee that is specific to welcome kindergarten families to South.

Responsibilities:

--Create welcome bags to be distributed at the new family reception event that occurs at the end of August/beginning of September. Welcome bags can include SES specific items such as one SES t-shirt per student, an SES car magnet, and a dismissal pad. Perhaps an FAQ sheet and a list of PTO committees/chairs and contact can also be included.

--Send a welcome email (example pasted below) to the new family caregivers. Offer to meet up at the playground or to connect the new family with a family who has a child(ren) the same age or in the same class.

--Be in contact with SES administrators so that every time a new family matriculates mid-year, a committee member can welcome the family via email and provide a welcome bag.

Events:

End of August/Beginning of September: Committee member(s) attend the new family reception/school tour; distribute welcome bags to new families.

Parent Social

Good food, music and company bring our South community together for a fun parent's night out! A planning meeting is held in the fall to secure volunteers for subcommittees. We are looking for 2-3 chairs and about 30 volunteers to run the event smoothly.

Subcommittees include:

- Solicitation for food and entertainment donations
- Publicity (providing and distributing flyers to the South community, providing vendor thank yous and signage.
- Ticket sales
- Food and entertainment (securing venue and coordinating menu and music)
- Working the night of the social (checking guests in)

Read Across America Breakfast

Committee meets a few times, starting in November to plan the breakfast. Sara Daley helps with book recommendations - 4 books with a craft at each station that represents the book. Breakfast consists of prepackaged donut holes and fruit with coffee and Hornstra mini chocolate milks. Teachers and paras read stories on the stage of the cafeteria - multiple rugs set up would be a nice rather than one big one - Volunteers are asked to prep the crafts and monitor during the breakfast. Lori Jacobs coordinates the needs with the teachers/paras/custodians but committee needs to check in with her.

Recess Bins Coordinator

Maintain balls in the recess bin. Coordinate with Mr. B once/month to check to be sure they are inflated and that there are enough. You can buy all the ball types in bulk on Amazon (recess, soccer, football and basketball). Also include frisbees and chalk.

Room Parent Coordinators

Coordinate room parents for each classroom (2 per classroom) at the beginning of the year (ideally by the end of September). Liaise with the PTO and administration throughout the year on any communication that needs to be shared with the room parents, so that they can get the word out to their classes. We have found that the emails coming directly from the room parents are often read more quickly than general communication.

Sandwich Board

Maintain the sandwich board that sits at the school's entrance on Main Street with important communication/dates provided by the PTO. Keep the letters for the sandwich board at your home.

School Council Reps

There are two PTO School Council Representatives at SES, each with a two-year term. The School Council is responsible for developing an annual school improvement plan. Meetings are held monthly with SES administration, our two parent representatives, two teacher representatives, a community representative, and our school committee liaison.

What are the main areas of responsibility for school councils?

The law outlines four major areas of responsibility for councils. School councils are to assist principals in:

1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards
2. Identifying the educational needs of students attending the school
3. Reviewing the annual school building budget
4. Formulating a school improvement plan

School Kidz

Save time and support South PTO by ordering your child(ren)'s school supplies in the spring before school's out for their next grade. The supplies are delivered to your child's classroom for

the first day of school in a sturdy keepsake box. The chair will be responsible for communicating with School Kidz, getting the supply lists from the classroom teachers, distributing flyers, and sorting the boxes in the fall for distribution to the classrooms.

School Pictures

Arrive at 8:15, go to the gym. Introduce yourself to the photography team/company as the parent rep for the day. Teachers and staff get pictures taken first and can generally cut the line throughout the day if need be. There are usually 2-3 photographers inside the school gym taking individual pictures and one photographer outside doing the class photos. We try to have one class outside and 1-2 classes inside at a time. Mrs. Eastwood and Mrs. Jacobs are on site helping move things along throughout the day. Important, split the classroom up into groups among the 2-3 photographers inside so that each class can go through quicker (versus lining up 21 kids/class per photographer). This moves things along much quicker. The kids will need to line up shortest to tallest for the class photo. Any paper check payments can be handed off to the photographer. The photos are usually done by 1pm. Most importantly, tell the kids how nice they look and how special of a day it is. Help them with their shirt collars, hair and anything else that they need help with to look and FEEL their best.

Sponsorship and Shopping for South

This Committee's function is to unlock donations from corporations with a presence in Hingham by submitting annual sponsorship requests in a timely and efficient manner. The hope is to maximize donations to help cover recurring South PTO events that require sponsorships. Additionally, this Committee will review SES fundraising and discount opportunities in Hingham and surrounding communities. Some recent successful examples include: Jersey Mike's, The Barrel and The Toy Box. Members seek out new opportunities and publicize them to the SES community for participation.

Responsibilities

- 1) Research sponsorship/donation request policies of 10-15 corporations with local locations
- 2) Collect list of recurring South PTO events and descriptions/marketing materials/pictures from past events
- 3) Put together marketing material to submit with donation request packages
- 4) Submit donation requests for upcoming school year timely/according to corporate policies

Silvergraphics

- Your Starter Kit will arrive 3-4 weeks before you are scheduled to ship artwork
- It includes folders to collect art, promotional materials, and much more!
- Ask your main office to contact you when any shipments arrive from SilverGraphics
- Inform teachers about their role in distributing order catalogs and products
- Have students create art as soon as possible under art teacher/docent guidance
- Invite siblings, teachers and staff to submit art as well
- For the best results, follow SilverGraphics Art Guidelines included in your Starter Kit
- Label back of art with student name and grade/teacher (or class code: 1F, 2CA, etc.)
- Organize art alphabetically by last name in class folders supplied in your Starter Kit
- Send only one piece of art per student. During the order phase, parents will have the chance to upload more art!

- Include completed Art Packing Slip supplied in your Starter Kit
- Package art securely into smallest size box to prevent damage during transit
- Ship using the UPS label supplied in your Starter Kit
- Use promotional materials (in your Starter Kit) if requested by your school: hang up promotional posters, distribute announcement flyers and display product samples at school events and in a high traffic area at your school
- Send email blasts, text notifications, and post on social media, using promotional images from the Coordinator Corner
- Order Catalogs will arrive at least a day before the distribution date
- Pass Order Catalogs out to students immediately to maximize your sales period
- They are organized by class and alphabetized by student
- Copy and distribute reminder notice supplied in your Starter Kit
- Send email blasts and social media prompts, using promotional images from the Coordinator Corner
- To track orders, log into the Coordinator Corner; then click on View Your Orders and enter your School Access Code above
- After the fundraising deadline, return product samples to SilverGraphics (if applicable), using the prepaid UPS label supplied in your Starter Kit

Social Media

Maintain the South School PTO's Facebook and Instagram accounts. Post important communication, dates, etc. (verbiage/content to be provided from PTO) to the accounts (they are linked so only need to post in 1 spot and both will be updated).

Talent Show

The talent show happens on the last day of school annually. Students in grades 2-4 are invited to participate and the entire school attends, with the notable exception of 5th grade. 3-4 weeks ahead of the talent show, create and send out a Google form for any interested students to sign up. The form should include the student(s) performing, their talent, and a song if necessary. Each act is limited to 1 minute and any necessary supplies must be provided (for instance, instruments other than a piano, tumbling mats, etc.) Create a document that lists each act and Spotify playlist with the songs. Listen to all songs to make sure the lyrics are "clean." On the day of, arrive early to connect your phone to the speaker and bring an extra copy of the acts to provide to Mr. B, the emcee. Bring acts up one by one, and fade out music/clap them off when their time is up!

Teacher & Staff Appreciation

The teacher appreciation committee is responsible for monthly tasks of stocking the teacher's lounge and baking for their staff meetings. Bigger tasks include the staff gifts for the holidays, organizing the holiday cookie swap, teacher appreciation week and the staff luncheon at the end of the year.

In the beginning of the year we meet with Mary to go over the dates for the meetings for the upcoming year. If meetings are held in the morning we drop off the baked goods the day beforehand and if they are during early release we drop off the day of the meeting. Some of the baked goods could be cookies, brownies, scones, muffins or breads.

For the teachers lounge, we set up a sign up genius which is circulated on the Buzz Blast to ask for donations for the lounge. You can either do one collection or three throughout the year. In the beginning of the month we stock the lounge with all the snacks/coffee/candy/seltzer etc.

In November, we meet with Mary to give her some ideas for the staff gift. We used College Hype this past year and did South tumblers with a box of fudge. We also coordinate a date for the cookie swap in December. For the cookie swap we set up another online signup. All cookies are dropped off the morning of the swap and set up in the teachers lounge with boxes/bags for them to take home.

In May, we are responsible for teacher appreciation week (Mary said we will call it staff appreciation because everyone is included). We are doing something different for each day and also getting donations from local businesses to raffle off throughout the week

June is the teachers luncheon which will be approximately 50 people. We set up a nice farewell lunch that takes place the day after school gets out.

Veterans Day Celebration

Every year a program is put together by South leadership and the 5th grade team to celebrate Veterans Day and the veterans that are family members of South students. The event is scheduled by South leadership (Mrs. Eastwood, Mrs. Jacobs, etc) during the week of the Veterans Day holiday. Information is sent out to the school community from leadership to RSVP in the weeks prior to the event to Pamela Graham.

The PTO board provides the following for the event:

1. A lapel pin for every veteran.
2. Decorations and set up for the cafeteria. This includes two red, white and blue balloon arrangements and a banner for the stage.
3. Chair set up on stage and in front of stage for overflow.
4. Check-in table for veterans. Printed list and printed name labels will be supplied by Pamela Graham. Books to decorate the table supplied by Sarah Daly.
5. Assist with clean-up of event.

Budget for this projected at around \$100 for pins and balloons. Tablecloths and banner purchased last year.

Winterfest

This South School tradition is a festive event held in December in the cafeteria. Our committee provides the students an opportunity to buy holiday gifts (donated ahead of time by South families) for their families at bargain prices! This is a great committee to join as there are many small jobs! We need 50-60 volunteers to work on this committee. Subcommittees include:

- **Coffee/Hot Chocolate:** Caroline Harb has been amazing the last several years helping us with this
- **Flyers/Communication:** Julie.
- **Shopping:** This has been mostly Julie and me. However, Sarah Joseph, Erin Elefante, and Sara Pratt have consistently been supportive for this committee.
- **Volunteers:** I usually handle the volunteers.
- **Raffle Table:** Since I am also involved in 5th grade leadership, I oversaw this committee. Laura Selkirk has been extremely helpful the last two years. Whoever chairs the 5th grade leadership next year should be involved in this as the proceeds benefit a charity of the 5th grade leadership choosing.
- **Decorating:** Mainly Julie
- **Inventory:** Julie and I work on this. On the day of, Erin Carr has been invaluable. Brindey also was with us constantly this past year.
- **Metco shopping:** Julie and me.
- **Checkout:** This is really a day of job. Melissa Miles and Sarah Pinard have both been very helpful in these shifts