



McDole Families

Teacher Conference Dinner Coordinator & Team	Determine a menu to provide dinner for the teachers on the night of Parent Teacher Conferences. Lead a team to organize parent volunteers to supply and cook food and run the dinner.
Teacher Appreciation Coordinator & Team	Determine a schedule for students to show their appreciation for our teachers. Distribute the schedule to room coordinators for distribution to students. Activities take place throughout the year. Lead a team to run the Teacher Appreciation Lunch.
Tool Box Kit Coordinator	Distribute order forms at Kindergarten Registration and to all classrooms. Collect, tally & submit orders and funds.
Website Coordinator	Coordinate with PTO board to ensure McDole website is up to date on all events, linked to applicable websites, and provide detailed information about McDole PTO.
Yearbook Photographer Coordinator & Team	Lead a team to take pictures for the yearbook at various school events including dances, concerts, talent show, spelling bee and classroom parties. Print pictures and submit to yearbook coordinators.

It is that time of year again! While the 2010-2011 school year has only just begun, the PTO board is already in full swing planning an exciting year for our school and its students.

Before the year gets away from us, we would like to be sure that all of our committees are fully staffed with coordinators and teams for the year. Do you know what PTO stands for? Parent Teacher Organization. Would you consider being a part of our team?

Once you have reviewed the committees that the PTO oversees, please turn this page over to find the 2010-2011 PTO Interest Form. Complete the form, checking any of the committees that interest you. Tear off this page and return it to any of our PTO representatives or send it to school with your student in an envelope marked 'PTO'. We will follow up with phone calls or e-mails to answer any questions, provide further information, and help you select the committee or team that best suits your interests and availability.

Thank you in advance for your interest and participation. Let's work together to keep the 'P' in PTO!

2010-2011 PTO Committee Interest Form

Name: _____

Phone #: _____

E-mail: _____

- School Assembly
- Box Tops/Labels for Education
- Brick Fundraiser
- Clothing Sale
- Corn Boil Bingo
- Daddy/Daughter Dance
- Fall Fundraiser
- Family Fun Night
- Fast Food Nights
- Field Day
- Fun Lunch
- Junior Achievement
- Market Day
- Manna Gift Card
- Mom/Song Fling
- School Directory
- Spirit Wear
- Spirit Days
- Teacher Conference Dinner
- Teacher Appreciation
- Tool Box Kit
- Website
- Yearbook Photography

Official McDole PTO Committees	
<p>Do you know what your PTO does? Here is a list of the committees which the PTO oversees. Coordinator positions are filling up quickly, but each coordinator needs a team to make their program or event happen. Review the list to see which team(s) interest you. We'd love for you to join the team!</p>	
School Assembly Coordinator & Team	Serve as a liaison between the school & guests to greet them, organize student helpers for set up & tear down, and any additional needs that arise.
Box Tops/Campbell's Labels for Education Coordinator & Team	Lead a team to collect, cut & count box tops/labels. Provide collection boxes for each classroom, publicize deadlines, and communicate with teachers & families. Submit box tops/labels twice a year.
Brick Fundraiser Coordinator & Team	Distribute order forms & serve as liaison with engraving company. Collect, tally & submit forms and funds.
Clothing Sale Coordinator & Team	Work with site representative and John Shields coordinator to determine dates & times for the event, including set up, drop-off and tear-down. Publicize the event to gather sellers as well as buyers for the event.
Corn Boil Bingo Team	Volunteer your time to work the Bingo table at Sugar Grove's Corn Boil (July).
Daddy/Daughter Dance Coordinator & Team	Coordinate all parts of this event: location, photographer, food, publicity, and ticket sales. Lead a team to run this event.
Fall Fundraiser Coordinator & Team	Coordinate PTO's main fundraising event. Distribute information, collect, tally & submit orders/funds. Lead a team to sort items for pickup upon arrival.
Family Fun Night Coordinator & Team	Organize fun & free nights of activities throughout the year for students and their families. Lead a team to run each event.
Fast Food Nights	Coordinate with local restaurants the dates and times for Fast Food Nights throughout the year. Publicize the events and distribute flyers to students.
Field Day Coordinator & Team	Work with P.E. teachers to coordinate activities. Lead a team to prepare for and run this event as well as the special

	Fifth Grade Lunch.
Fun Lunch Coordinator & Team	Provide fun lunch options for students throughout the year. Determine menu/schedule & coordinate with vendors, staff & volunteers for each date. Distribute order forms each semester, tally orders & funds, & provide counts to teachers each lunch for labeling.
Junior Achievement Coordinator & Team	Work with vendor and staff members to administer the Junior Achievement program. Organize volunteers for each classroom.
Market Day Coordinator & Team	Distribute flyers; collect, tally & submit orders. Set up times & delivery for orders at school. Sort orders & collect money when orders are picked up.
Manna Gift Card Fundraiser Coordinator & Team	Distribute flyers. Collect, tally and submit orders & funds. Distribute cards to students.
Mom/Son Fling Coordinator & Team	Coordinate all parts of this event: location, photographer, food, publicity, & ticket sales. Lead a team to run this event.
School Directory	Distribute forms to collect contact information and ad requests. Collect & tally order forms & funds. Input/update contact information into directory and work with vendor to complete directories. Distribute directories once they are completed.
Spirit Wear Coordinator & Team	Work with vendors to offer appropriate Kaneland items for sale to students and families. Distribute orders forms; collect, tally & submit orders & funds. Lead a team to distribute items after orders come in.
Spirit Days Coordinator & Team	Organize a schedule of events throughout the year to encourage school spirit and excite the students and families for the "big high school game". Distribute a schedule to all students.