

~Britton Elementary~
*P*arent *T*eacher *O*rganization

2018-2019 PTO Activity/Event Coordinators		
Activity	Notes	Coordinator
Box Tops for Education	Donut Party quarterly	Mr. Wood
Britton PTO email account	communication and volunteer requests (email/facebook/sign-up genius)	Shawna Shultz
Bulletin Boards	update monthly w/ PTO events	Publishing Shop
Bulletin Letter Board / Outside Sign	update monthly the boards at each entrance (2)	
COSI on Wheels/Carnegie Mellon Science on the Road	Coordinate with Stephanie on date and topic, plan schedule for day of event	Gina Wilt
Concession Coordinator	Purchase food for events, get volunteers to run stand, and purchase popcorn and icee syrup as needed	
Election Day Bake Sale	Coordinate donations and volunteers for day of event	Sumaya Hamadmad
Fall Social/Monster Mash	Dance	Lea Leneskia-Kott
Graduation Reception (Kindergarten)	Cookies/Lemonade/decorations	Jane Grannan
Winter Wonderland	Plan Menu, coordinate volunteers and activites (face painting, santa, crafts, Weaver orchestra) Claudia Jones for choir performance	
Holiday Bazaar	Coordinate vendors for a fall craft show	Kelli Busbey and Andrea Cotter
Holiday Gift Shoppe	Run Secret Santa Shop 2 days at school and during Holiday Dinner	Erin Laymon
Playground Improvement Committee	once-a-month commitment	
Publishing Shop	Work with teachers to provide work space and parent volunteers to assist students with book projects	Devon Nyktas/Melissa DiRienzo
Room Parent Coordinator	Room Parent Meeting in Oct. Coordinate with parents and teachers to make sure each room has a room parent	Shawna Shultz
School Directory	Coordinate with office staff to get public info, review submitted forms and make coorections to list	Alice Aichele
School Store	Coordinate volunteers for 1x a week and buy products for the store	Becca Kasick

Spirit Nights	Coordinate with area restaurants/advertize events	
Spirit Wear	Work with Taylor Marketing for Spirit Wear items	Falak Pasha
Spring Social (End-of-the-Year Celebration)	Inflatables, Carnival Games, Cake Walk, Dinner	
Staff Appreciation Week (May)	Coordinate a theme, daily treats for teachers, 1 lunch and 1 breakfast	Devon Nyktas
Take-a-Taste	Fruit and Veggie sampling 1xmonth	Kelly Goffigan
Teacher Conference Meals	Fall and Winter conference dinners	Sumaya Hamadmad
Walk-a-thon	Work with a committee	PTO Board
Welcome Committee for incoming Kindergarten	event on or before school start date	Falak Pasha
Multicultural Night	New Event! Planning in progress	Jessica Hughes/Falak Pasha/Sumaya Hamadmad/
Book Room	Label and shelve books as needed, enter new books in computer	Alison Claybon