



## **Hauser PTO Chairperson/Committee Descriptions**

Volunteer to Chair, Co-Chair, or be on a Committee during the school year. Whether big or small, your involvement makes a difference to your children!

***\*NOTE: The current PTO Executive Board will determine which of the following events, services, and fundraisers are held each year.***

### **TRAINING –**

- Assistance/guidance from PTO Executive Board members
- Binders with previous years' information
- Contact information of previous chairs, if needed

### **EVENTS, SERVICES, PROGRAMS –**

Events, services and programs the PTO provides (not intended to generate funds)

- **Awards Assembly Treat – MAY**  
Treats are given to students after the Hauser Awards Assembly held in May.  
Responsibilities:
  - Purchase treats (typically popsicles)
  - Coordinate volunteers to distribute treats after awards assembly
- **Eighth Grade Corsages/Pins for Band/Orchestra/Choir – APRIL/MAY**  
Corsages, boutonnieres (if requested) and pins are given to 8th grade students for final concerts held in May.  
Responsibilities – Corsages/Boutonnieres: Yellow or white flowers
  - In APRIL, confirm with choir, band and orchestra directors the number of students and how many boutonnieres (if requested)
  - In MAY, place order with vendor no later than 2 weeks prior to concert
  - On day of concert, pick up order and deliver to band director at Hauser. Staff will distribute to students.Responsibilities – Pins:
  - Choir, band and orchestra directors will place pin order
  - Remind directors to confirm order and submit receipts to PTO for reimbursement
  - Staff will distribute to students
- **Eighth Grade Graduation Celebration – Start planning JANUARY. Event in MAY.**  
Celebration for students held directly following 8th grade graduation ceremony.  
Responsibilities:
  - Co-Chairs will form the committee with help from the PTO Board and divide committee into sub-committees: Decorations, Volunteers/Invites, Food/Favors
  - Plan celebration: book hall, hire dj, plan favors and organize food
  - Hire buses (to transport students from graduation to party)
  - Create invitations and collect permission slips
  - Direct volunteers

- **Raging Waves: Incentive Fitness Program – FEBRUARY/APRIL**

*\*Note: Currently this program is not being offered by the vendor.*

Students exercise and keep a log each day during a set time period. Each student completing the program requirements receives a free admission pass to Raging Waves

**Responsibilities:**

- Collect and submit fitness logs for students to earn a free admission ticket to Raging Waves Waterpark.
- Distribute tickets to students (in cougar connections classes)

- **Six Flags: Incentive Reading Program – JANUARY/FEBRUARY**

*\*Note: Currently this program is not being offered by the vendor.*

Students (sixth grade ONLY) log their recreational reading hours. Each student completing the program requirements receives one free admission ticket to a participating Six Flags Theme Park.

**Responsibilities:**

- Collect and submit reading logs for students to earn a free admission ticket to Six Flags Great America.
- Distribute tickets to students (in cougar connections classes)

- **Teacher/Staff Appreciation Week – MAY**

A week-long celebration honoring Hauser teachers and staff.

**Responsibilities:**

- Co-Chairs plan and organize treats, gifts and/or raffles throughout the week for teachers and staff
- Plan and organize lunch(es) for teachers and staff

## **FUNDRAISERS –**

Events or services intended to raise funds.

- **Book Fair – FEBRUARY**

Scholastic Book Fair fundraiser. The PTO earns a percentage of the profits and Scholastic dollars (used to purchase books for the Hauser library). The Book Fair is setup in the school library. Typically runs three school days and one evening (same evening as family pasta dinner and a student basketball game)

**Responsibilities:**

- Coordinate with PTO board and school to set dates
- Act as contact person for Scholastic representative. Coordinate book delivery with Scholastic Books.
- Direct the setup, operation and break down of the fair
- Primary person(s) responsible on the register and be available to open and close the book fair
- Coordinate teacher preview and classroom wish list
- Track prepaid orders and distribute orders after delivery (to cougar connection classes)
- Organize volunteers
- Give PTO treasurer money from sales and run a financial report to show earnings and total value of books given in scholastic dollars

- **Boon Supply (formerly Mixed Bags) – WINTER**

Online fundraiser. The PTO receives a percentage of sales..

Responsibilities:

- Work with PTO board to determine dates of fundraiser
- Act as contact person for Boon Supply representative. Work with Boon Supply to choose items for the fundraiser (with PTO board approval).

- **BoxTops/Labels for Education – ONGOING**

Fundraiser that offers a way for families and friends to earn cash for Hauser with products they already buy. Families scan in and submit their receipts using the BoxTops app. **\*NOTE: An enthusiastic and engaged coordinator can make all the difference in a school's Box Tops earnings!**

Responsibilities:

- Setup a BoxTops Coordinator account. *NOTE: Coordinator accounts are not assigned to the school and should not be passed down from coordinator to coordinator. You must create a current BTFE.com membership with your email address and a password of your choosing. Then you can upgrade your profile to be a coordinator.*
- Keep parents/students updated on the school's earning progress.
- Create incentives: grade level competitions, raffles (no raffles during the food drive), etc.
- Submit any unexpired traditional clipped Box Tops

- **Dominos "Slice the Price" Card – JANUARY**

Online fundraiser. Family and friends purchase cards online (card offers a free large pizza with every large pizza ordered). The PTO receives 50% of the funds raised.

Responsibilities:

- Act as contact person for Dominos representative.
- Work with Dominos representative to setup online page for fundraiser at slicethepricecard.com  
**\*NOTE: DO NOT collect money thru CheddarUp for this fundraiser.**

- **Family Pasta Dinner – FEBRUARY**

Annual fundraiser held to encourage the district's incoming 6th grade students to bring their families to Hauser, check out the book fair and attend a Hauser basketball game.

Responsibilities:

- Work with the PTO board to determine the date of dinner. **\* NOTE:** Typically runs the same night as the evening Book Fair and a student basketball game.
- Plan dinner, purchase supplies (PTO will reimburse), coordinate volunteers

- **Food Drive and Feed Our Community Day – MARCH/APRIL**

Fundraiser to benefit the community. An annual fundraiser to help those less fortunate in Riverside and the surrounding area, and to help bring us together as a community working for a common good.

Responsibilities:

- Co-Chairs will form the committee with help of the PTO board, if needed
- Plan and coordinate meal packing
- Coordinate collection of non-perishable food and monetary donations. Coordinate which food pantries will be the recipients of food collections.
- Encourage local businesses to donate.
- Create incentives: Penny wars, grade level competitions, raffles.

- **Food Nights – ONCE A MONTH**

Monthly fundraiser where the school community is invited to eat at a participating restaurant during a set time period. The restaurant donates a percentage of the profits generated (typically excluding alcohol and tips). The percentage usually ranges from 10 percent to 20 percent. A flyer (supplied by the restaurant) or promo code must be shown when ordering.

Responsibilities:

- Work with PTO board to determine Food Nights schedule (in the past, food nights were the second Tuesday of every month)
- Find local restaurants to participate

- **Ornament Sales – NOVEMBER/DECEMBER**

Fundraiser selling Hauser Jr. High ornaments online and before/after school events.

Responsibilities:

- If needed, work with vendor to design and order ornaments. **NOTE:** There is currently a supply of ornaments in the PTO closet at Hauser (2022).
- Coordinate sales before/after parent conferences, Hauser concerts, Hauser fall play.
- Coordinate volunteers.
- Distribute ornaments from online sales to cougar connections classes

- **Robotics Concessions – JANUARY**

Concession stand is run during the robotics competition held at Hauser (half-day event).

Responsibilities:

- Purchase items to be sold. Set prices for items.
- Request cash box from PTO treasurer for the event.
- Request that school setup tables in the gym for the event.
- Coordinate parent volunteers (parents of Robotics team students)

- **Spirit Wear Sale – Kick-off at the beginning of the school year. ONGOING**

Annual fundraiser. Spirit wear sales are made through an online store setup by the vendor.

Responsibilities:

- Approve final spirit wear designs (with help of PTO Board) from approved vendor.
- Sales are made through an online store setup by the vendor.
- Setup table of spirit wear samples (NO SALES) for parent preview during parent night.
- Pickup orders from vendor throughout the year and deliver to school. Orders to be delivered to students during cougar connections unless a parent requests to arrange a special pickup if gift for student.

- **Spring Plant Sale – SPRING**

Annual fundraiser. Sales are made through a CheddarUp collection setup by the PTO VP-Communications.

Responsibilities:

- Co-chairs coordinate with the vendor (find vendor, if needed) to determine plants offered
- Set plant prices for the sale
- Set dates of sale
- Send info to VP-Communications to setup CheddarUp collection for the sale
- Coordinate delivery date of all orders to one local residence (typically one of the chair's)
- Upon delivery of plants, organize orders and arrange for customers to pick-up their individual orders.

## **SPECIAL COMMITTEES –**

- **Philanthropy Committee – ONGOING**

*Per Hauser PTO Bylaws, Article VI Section 4e –*

- The Philanthropy Committee shall consist of the incoming President, the immediate past President, (if still a member), the incoming Treasurer, the immediate past Treasurer (if still a member), the Vice President in charge of Fundraising, and **two (2) members** appointed by the President (please contact President if interested). The Vice President in charge of Fundraising shall serve as chairperson.
  - At the beginning of the school year, the Philanthropy Committee will solicit philanthropy recommendations from the school staff
  - Throughout the course of the school year, the Philanthropy Committee will meet, either in person or by email, to determine which philanthropic projects will be funded. A majority of the members will be required to conduct business, either by email or in person.
  - The Philanthropy Committee will make recommendations for the expenditure of funds available according to the approved budget.
  - The Philanthropy Committee will present its recommendations to the membership at each PTO meeting, either in person or by submitting an email to the Executive Board prior to each scheduled PTO meeting.
- **Nominating Committee – JANUARY**
  - Develop the slate of candidates for the following year's PTO Executive Board.
  - The proposed slate will be presented at the March PTO Meeting, then voted on during the April meeting.
- **Audit Committee – JULY**
  - Reviews the PTO's financial books from the school year.
  - Meets for a few hours in early July.
  - A background in business or finance is helpful but NOT necessary.