# Fall Fundraisers

**Auction**

Join the Central Auction committee to help put together this fundraiser, which raises money to support our Cultural Arts and Artist in Residence Programs. All children at Central benefit from these enriching PTO-sponsored programs. ***When:*** This event takes place every other year in the fall (even years). Some activities are outlined below.

* Plan and execute the party including decorations, set up, clean up, venue and entertainment.
* Create and produce all brochures, invitations, marketing materials and raffle tickets.
* Create a marketing plan, sell Ad space in the brochure and be the gateway for all communication regarding the Auction.
* Procure Parent and Business donations and organize Teacher donations.

**Charleston Wrap and Gifts (Formerly Innisbrook)**

Help make one of our largest fundraisers a success by being part of a team to motivate the kids to sell premium giftwrap and gifts. Online ordering makes this fundraiser a cinch! You just have to get the kids excited to ask friends and family to purchase the high quality product and oversee distribution.

**When:** Usually runs from mid-September through delivery in November.

**Kids Art (Original Works) Fundraiser**

Students create a single colorful drawing at home that can be reproduced on various items and purchased by parents, families and friends. Items included are aprons, potholders, note cards, nightlights, coasters, kitchen trivets and many other choices. Committee members assist with compiling student orders to send to the artwork vendor and distribute final products to the student. **When**: Usually runs for approximately 2 weeks in the beginning of October.

**Spirit Wear**

Research vendors, prepare flyer, take orders, and distribute Central School sweatshirts, t-shirts, etc. Spirit Wear sale takes place early in school year. **When**: Usually begins in late summer.

# Winter Fundraisers

**Book Fair**

There are many varied opportunities to help with this week-long event in the winter time. Volunteers are needed to set up, decorate, and plan the schedule for shopping and related events with classroom teachers, to serve as cashiers, to assist shoppers, and to take down. Working parents can oversee volunteer scheduling at home. Those not available during the day are also encouraged to work the evening of our family event (Book Fair Social) held in conjunction with the fair. **When**: Usually begins at the end of January.

# Ongoing School Fundraising Programs

**Central 100% Fund**

Promote and monitor participation in one of the PTO’s most lucrative fundraisers! Solicit tax-deductible contributions (primarily from the Central School community) to provide funds needed for budgeted PTO programs and activities. A good job for working parents since most can be done from home with few, if any, meetings required. **When**: Begins 1st week of school.

**Brick Pavers**

Promote the brick paver dedication program in front of the school during the fall and/or spring with flyers. This committee does not require your presence at school.  Great for working parents!  **When**: Anytime, but official promotion can begin in January.

**Grant Writer**

Are you a writer? Do you have a way with words? Do you enjoy a challenge? Assist with research, writing and editing all grant applications for Central School.  **When:** throughout the school year, as needed

**Soup Label and Box Top program**

Promote and sort the collection of labels and box tops collected through the Tyson Project A+, Campbell’s Labels for Education and Box Tops for Education Programs redeemable for items used at Central School. Much of this can be done at home on your own schedule. **When**: Begins 1st week of school.

**“FUN”Raising and Educational Activities**

**Book Fair Social**

A great job for a working parent who is not available during school hours! This event coincides with the book fair. Involves organizing volunteers to provide baked goods, serve goodies and have fun! **When**: This event usually takes place on the Thursday evening during the week of the Book Fair

**Birthday Boards**

This committee honors all of the student and staff birthdays on the bulletin board in the hallway outside the office. Great opportunity to show off your creativity! **When**: Preparation of the bulletin board begins in September, and changes every month, or every other month.

**Cultural Arts, Artist-in-Residence Coordinator**

Investigate and coordinate the Artist-in-Residency programs for the school. This residency occurs every year. **When**: Artist presentation usually takes place in the spring.

**Cultural Arts, Classroom Presentation Liaison**

There are many opportunities to help with this yearlong program.  The Cultural Arts Classroom presentation program provides for parent volunteers to give monthly presentations in each classroom about selected artists and pieces of art and supervise a hands-on related art activity. This committee guides the program. The committee ensures that our Lead Room Parents schedule volunteers for the presentations and offers volunteers training and access to presentation materials. **When**: Promotion and volunteer orientation occurs in September, and classroom presentations take place monthly from October through April.

**Cultural Arts, Field Trips**

Working in conjunction with the teachers, you will coordinate the annual Cultural Arts field trips for grades K-5. The field trips in the past have included the following: a kindergarten trip to the Riverside Art Center, a 1st grade historical tour of Central School and Riverside, a 2nd grade theater outing, a 3rd grade Chicago experience by bus (i.e, Chicago History Museum and Lincoln Park Zoo), a 4th grade tour of a Frank Lloyd Wright home or museum (i.e., Robie House), and a 5th grade excursion by train to Chicago for an architectural tour downtown and a tour at the Art Institute. **When**: Planning begins in the fall. Field trips usually occur in May or June.

**Cultural Heritage Festival**

This exciting PTO event provides the Central School community an evening venue to travel the world exploring various aspects of different cultures from food, crafts, music and more! There are numerous ways to help in this large-scale event. A Leadership committee will oversee the event planning. Country sponsors will host a particular country and related activities. Working parents or those not available during the day can oversee volunteer scheduling and work shifts the evening of the family event. **When**: Cultural Heritage Fair will alternate every other year in the spring (even years, but will be occurring in 2017 as well). The event usually takes place in April with planning to begin in January.

**Environmental Concerns Committee**

Let’s Go Green!  This committee works with teachers, staff, students and administrators to encourage environmentally responsible practices in our school and district. We also support the Central School 4th & 5th Grade Ecology Club, which meets approximately once a month after school.

**Family Fun Night**

Plan, organize and execute a Fall Family Night at Central. **When**: Fall Family Fun Night usually takes place on a Friday, the 2nd or 3rd week of September.

**Farm to Table**

Take advantage of our wonderful Riverside Farmer’s market. Chair coordinates with Farmer’s Market management and participating farmers to see about getting something for the school (bread, strawberries, apples and even radishes have been previously donated). **When:** best to do at beginning of school year when market has the most options

**5th Grade Games Night**

You are responsible for the following activities: 1) organizing Central School’s 5th grade T-shirt design contest and ordering of the Central school 5th grade T-shirts (worn at Games Night, field trips and picnic); 2) planning the spring all District 96 Games Night in conjunction with volunteers from the other elementary schools. For Games Night, on a rotational basis, one District 96 elementary school takes the lead in coordinating the volunteers/activities with other schools. The current rotational list of responsibilities can be found [here](http://www.centralptonews.org/d96-ptoa-event-responsibility-rotation/). All 5th-Grade parents are encouraged to volunteer. **When**: The T-shirt design contest takes place in January-February. Games Night usually takes place the 2nd Friday of April.

**5th Grade Picnic**

Plan and coordinate the end of the year 5th grade picnic. Usually held at the Scout Cabin. **When**: Picnic usually take place within the last 2 weeks of school.

**Flying Carpet Club**

This is a fun format for introducing children in grades 1-5 to stories of literary merit from around the world selected by the Great Books Foundation. Using “shared inquiry” method of discussion, plus a healthy dose of creativity, we lead small groups of 6-8 children once-a-week on literary adventures during the lunch/recess hour. **When**: The club meets 10 weeks between return from Winter break January until Spring break in March.

**Halloween Festivities at Central School (School program and Village Event)**

Assist in the planning and execution of Central’s Halloween program (e.g., a “mad scientist” show). For the Village event, coordinate Central School’s participation in this District-wide program. Children in grades K-5 paint Halloween art for display in Riverside businesses. Each year, one school has the responsibility of coordinating this event for all of the schools, which entails obtaining a venue for the painting, contacting the Chamber of Commerce for permission to display the art, securing art supplies, and preparing the flyer to promote the event. The coordinating school also secures volunteers for the event and is responsible for set up and clean up, as well as for placing/removing the artwork in the businesses’ windows with other volunteers. In the past, a Recreation Department room inside of the Water Tower was used for the event.  When Central is not the coordinating school, the chair assists the coordinating school with the above responsibilities. **When**: Mid October with planning starting in September. Check rotational list to determine which school has primary responsibility for Village event

**Hike and Bike to School**

Plan and promote a week of awareness and activities promoting walking or riding bikes to school. **When**: Usually occurs the 1st week of October.

**Just Ask Me**

I don’t know where to put my name specifically, but if there is a need for something, please ask me (via my phone or email) and I will try to help out.

**Kids Care**

Organize child-involved, charitable collections for the needy children and families at Central and in surrounding communities. In collaboration with Central’s Book Fair, coordinate “All For Books” program which provides opportunity for students to donate $1 or loose change to classroom containers; donations are used to purchase books for children in need and/or to donate books to community organizations/charities such as Infant Welfare Society in Chicago. In collaboration with teachers, you may coordinate a pizza party for the classroom with the highest amount of donations for “All for Books.” **When**: Collections occur at the Holiday Programl  in December, prior to the Book Fair in January/February and at the Grades 4-5 Spring Music Program in May.

**Kindergarten Picnic/Liaison**

Help organize a picnic and a few activities on the day before the children begin their first day of kindergarten! In addition to this, the kindergarten chair/co-chair arrange for a “welcome gift” on the first day back to school (the 3rd VP can help guide this task). **When**: This event is usually scheduled on the day before school begins.

**Library Chair**

Work with library staff to coordinate volunteers as needed.   **When**: These activities start when school begins.

**Little Symphony**

Be the Central representative to the District Little Symphony committee. This committee decides on 2-3 musical presentations to bring to our students each year. The Central chair rotates responsibility for providing snacks/drinks for the performers with other D96 schools.  A budget is provided for this.  **When**: The events usually take place in October, February, and March.  The committee typically meets with the Central and Hauser music teachers and directors immediately after the performances.

**Living Classroom**

Some of the flower beds in front of Central School are replanted with bulbs each October by the 3rd grade classes. We need parents of 3rd graders to help with this project. **When**: October

**PE Helper**

Assist the Physical Education teacher with the scheduling of parent volunteers.  This takes place 3 times per year:  Fall Run, Winter Indoor Testing and Spring Run.  Great job for working parents!

**Plunge Into Fitness/Read to Succeed**

Promote, distribute forms, and prepare certificates for free admission to Raging Waves Waterpark (Plunge Into Fitness) for students who complete 25 hours of physical activity or for free admission to Great America (Read to Succeed) for students who read more than 360 minutes **When**: This typically occurs in the early spring (Plunge Into Fitness) or winter (Read to Succeed).

**Program Chair**

Select and schedule an all-school assembly program (in the past such programs involved Histories for Kids). In addition, you will coordinate the District speaker when it is Central’s turn to do so. Please see the current rotational list of responsibilities [here](http://www.centralptonews.org/d96-ptoa-event-responsibility-rotation/).

**P.R./Media Coordinator**

Inform media of school events for the purpose of getting photos and articles into the local paper.

**PTO Webmaster**

Maintain and update the Central PTO website and update the online Student Directory.

**School Supply Sale**

As a convenience to parents, we offer pre-packed supplies custom-ordered for each grade. This requires selecting a vendor, updating the school supply list and distributing to the lead teachers for review, ordering the supplies and coordinating the delivery and distribution of the supply boxes. **When**: Selection of vendor begins early in the school year. Lead teachers receive school supply lists in January, and order forms are sent via Feedblitz in February/March. Delivery and distribution of school supply boxes may occur in the spring or August, depending on whether space is available at the school for the boxes

**Science in a Can**

This is a weekly commitment for 4 weeks. You will check in cans and replenish supplies for experiments, typically for grades K, 2, and 4. Usually requires 30-45 minutes/week at school. **When**: This typically occurs during February or March.

**Science Fair**

Interested in encouraging students’ appreciation for Science?  Come be a part of one of Central School’s most exciting events!  At the Science Fair, enthusiastic students proudly show their knowledge of the scientific method and display their experiments.  Prior to the Science Fair, your involvement may include demonstrating science experiments in the classroom, providing guidance on students’ experiments after school and online, coordinating an in-school science assembly, preparing the Science Fair brochure listing the experiments, and preparing certificates/awards for each participating student. At the Fair, you may help set up the venue(s), help students set up projects, direct visitors, review experiments, and other activities connected to the Fair. **When**: Science Fair will alternate every other year in the fall (odd years).

**Screen Free Week**

This week-long event happens in the spring, and the students and families sure seem to love it. This event encourages our students to choose an alternative to watching television, and playing computer games, and other “screen” activities for a week. They may track their progress and be able to enter their name for raffles or other acknowledgments throughout the week. **When**: This event usually takes place in April.

**Skating Parties**

Your involvement includes reserving an ice rink/roller rink and sending out promotional flyers. **When**: This usually takes place in February on a half-day Friday and/or other half days during the school year. Coordinate dates with PTO.

**Sock Hop**

Arrange date and necessary details (music, snacks, reserving gym) for this 4th and 5th grade dance held at the school. **When**: This usually occurs in the winter

**“Specials” Collection Liaison**

A newly formed committee for 2016. In the past, lead room parents were asked to communicate the need for donations to a “specials” fund that was used to get gift certificates at holiday time for all the extra staff at Central (e.g., aides, music teacher, reading specialists, gym teacher, etc)—a group known at Central as “Specials.” This group of staff has grown in size to more than 20 people, so the PTO will now handle this donation as a separate entity. The liaison will help PTO presidents post feedblitzes in a timely fashion and will coordinate purchasing the gift certificates. **When**: During December

**Talent Show**

This much-loved event happens every other year in the spring and requires the dedication of many hardworking individuals. If you like working stage productions, this is the job for you. The talent show needs help with auditions and rehearsals, as well as preparing the student announcers, working with stage hands, and assisting during the performance. **When**: Auditions, rehearsals and show usually take place in May of odd years.

**Teacher Appreciation Luncheon Committee**

Teachers and paraprofessionals love this event! Chair is responsible for selecting the venue and menu for the luncheon.  Chair coordinates volunteers to fill in for the paraprofessional staff members in the office and for those supervising students during student lunches and recess. Helpers assist during luncheon with watching over students during student lunch and recess, as well as covering for paraprofessionals in the office. Only sign up if you are 100% committed to this committee! **When**: First or second Tuesday in May– spend 1 1/2 hours giving back to the teachers and staff of Central.

**Teacher Appreciation Week**

Help plan and implement activities to recognize our teachers each day of the Appreciation Week. **When**: This week-long event usually occurs in the beginning of May.

**Yearbook**

A chairperson is needed to organize a yearbook staff comprised of 5th grade students. Activities include:

* Generate a sign up form for students in the beginning of the year, assign staffing duties, and hold 4 meetings throughout the year during lunch/recess hours.
* Set up online payment process through LifeTouch. Communicate ordering process to parents. Manage orders and distribute books at the end of the year.
* Encourage parents to submit pictures using Lifetouch's online picture upload process.
* Work with staff to ensure accuracy of school portraits, name spelling, etc.
* Assemble the 56 page book and the 8 page 5th grade supplement using LifeTouch's online WebEase program. The WebEase program has pre-made templates to use for the page design, but each page has to be individually built. **When:** The yearbook deadline is usually mid-April. The deadline for the supplement is mid-June.