

September 2009

Dear Parents and Guardians,

WELCOME to the 2009-2010 school year. The Williams Elementary School PTO is looking forward to a fun and enriching year. Please consider being a part of the Williams community by volunteering some of your time. The PTO sponsors cultural enrichment programs, coordinates a Fall book fair, organizes many after school programs, volunteers in our library, cafeteria and walking club to supervise our students and give our teachers a hand, honors our Williams staff, and organizes monthly family events to strengthen our Williams community. Please become involved and remember that **any** amount of time is valuable to your child and the school. The friends you make during your child's elementary school career will be with you until your child's high school graduation and beyond.

You can join the PTO by filling in and sending the attached form back to school, contacting the PTO board through the PTO website on the Williams web site, or coming to any of the PTO meetings. Please sign up again even if you were a member last year. People's interests change and it is important to keep the committee lists current.

The PTO meets once a month for about an hour. The first PTO meeting will be on **Tuesday, September 8 after Meet the Teacher** night.

Attached you will find the many current committees and a very brief description. It is our sincere hope that you will find something that you will enjoy and

JOIN THE PTO!!

Thank You,

Co-presidents:	Ester Coppola	Maria Halse
	Cathy Nester	Amy Santos
Secretary:	Lynne Lavinio	
Treasurer:	Amy Bernardo	

Williams School PTO Sign-up Sheet

(Please return to school marked "Williams PTO Committee Sign-up")

Parent/Guardian's Name _____

Address _____

Phone Number _____ E-mail Address _____

Child(ren) at Williams, Grade & Teacher _____

Committees I am Interested In _____

(Indicate if you would like to Co-chair a committee)

COMMITTEE DESCRIPTIONS

The following committees are for activities that take place all year round. The time commitment varies depending on the committee.

Fundraiser - Raises the money that is the main financial support of all PTO programs. There is a major fundraiser in the Fall and a smaller one in the Spring.

School Store - The school store is open the 1st and 3rd Wednesday of the month. The students visit the store during their lunch period. All merchandise is \$1 or under.

Library - Volunteers are needed to assist in checking out and shelving books, typing cards, decorating bulletin boards, and assisting the Librarian.

Lunch & Recess Duty - Volunteers needed to supervise children during lunch and recess.

Walking Club - Volunteers needed to supervise children during recess to walk the halls or outside of the school.

After School Enrichment – This committee encompasses LEGO club, Art Club, Odyssey of the Mind and additional after school programs that are offered to our students.

Cultural Enrichment - Volunteers find and choose the programs that enhance the Williams curriculum as well as entertain the students.

Membership - Organizes the yearly sign up sheets and update committee lists throughout the year.

Box tops / Campbell's Labels - All families are needed to collect General Mills box tops, Campbell's labels and Big Y points. Volunteers sort labels and then "purchase" items to benefit Williams School.

The following committees are one-time events that take place at various locations. The time commitment varies depending on the committee:

Halloween parade / Marchers / After Party - This committee organizes building a float, marching in the parade and organizes a Halloween party after the parade. This committee needs a lot of people!!

Movie Night - This committee organizes a movie and refreshments for Williams's school families.

Family Dance - There are two separate dances with K – 2 dancing one Friday night and 3 – 5 dancing another night. Volunteers organize the DJ and refreshments for these events.

Mother Son Dance - Volunteers organize the DJ and refreshments for mothers and sons only.

Bowling Night - This committee organizes a night of bowling and pizza at Ken's Bowl.

Ski Night - Volunteers organize one night of skiing / tubing at Bousquet for Williams's school families.

Game night - Volunteers organize a game night for families at the school.

Pasta Dinner - Volunteers organize dinner for the Williams school families.

The following committees are one-time events that take place in school. The time commitment varies depending on the committee:

Book Fair - Volunteers organize and run the book fair in November. Responsibilities include choosing a vendor, and scheduling volunteers for the day and evening sale times. Volunteers are also needed to help out during the scheduled book fair times when the children get to view the books and list their favorite books. This event requires volunteers during the day and during the evening.

Donuts for Grownups - There are two separate morning sessions, one for K – 2 families and one for 3 – 5 families. Volunteers organize and serve drinks and donuts before school starts.

Valentine Breakfast - Prepare a thank you breakfast for Williams's wonderful staff. Volunteers organize and make food for this special event in February.

Teacher's Luncheon - Prepare a thank you luncheon for Williams's wonderful staff. Volunteers organize and make food for this special event in May during Teacher Appreciation Week.

Pre K - This committee helps the school register incoming students and purchase snacks that the children eat during the school's Pre-Kindergarten program that takes place in the Spring.

Yearbook - This committee is made up of fifth grade students and their parents to create the school's yearbook.

Field Day - This event is organized primarily by the gym teacher but the committee organizes water / cups, freeze pops, and oranges.

Dare Graduation - This committee organizes/provides and serves refreshments for the 5th grade DARE graduation. This is usually organized by 4th grade parents and so that the 5th grade parents can enjoy their child's special day.

5th Grade Graduation - This committee organizes/provides and serves refreshments for the 5th grade graduation in June. This is usually organized by 4th grade parents and so that the 5th grade parents can enjoy their child's special day. T-shirts are ordered and purchased for the 5th graders and a wall plaque is bought for the school.