



Navy Elementary PTO Committees and Clubs 2021-2022

Vacant positions

Committee Chair	Time of Year	Description
Apparel	Sept/Oct/November	Assist with order taking, distribution of clothing and advertising/promoting the sale of Navy apparel
Audit	July/August	Perform the PTO end of year financial audit by reviewing the bank statements and transactions in the PTO's accounting system
Back to School	July/August/September	Prepare blue folders for Open House, distribute school supply kits, sell assignment notebooks
Basketball Game	Spring	Organize volunteers, sell tickets, sell school spirit items and assist as needed at event
Bike to School	Spring	Assist with efforts to coordinate annual bike to school event
Book Fair	October	Work with the library team to prepare the annual book fair, coordinate day-of set up/cashier volunteers and assist students to find books
Community Outreach	Throughout the year	Coordinate the delivery of cafeteria leftover food to local food banks
Dance, 5th and 6th grade	Throughout the year	Help coordinate 5th and 6th grade dance
Dining for Navy	Throughout the year	Make arrangements with local restaurants to sponsor "Navy Night" throughout the year and coordinate fundraising efforts
Marquee	Throughout the year	Update the school marquee sign throughout the year
Nominating Committee	Spring	Help recruit and interview nominees for next years PTO Board
Picture Day	Fall & Spring	Assist with organization of students on picture days
PTO Social Media	Throughout the year	Work with the PTO board to publicize PTO events and information on social media.
Pumpkin Decorating Contest	October	Assist with planning and advertising events, coordinating prizes and setting up for the event
Rewards Programs (Grocery/Box Tops)	Throughout the year	Collect items for programs and help count and send in items for reward
School Store	Throughout the year	Organize students, help and direct them in purchasing, marketing, and overall running of the store
School2School Initiative	Throughout the year	Coordinate donation programs to other local schools that lost title I designation
STEAM Fair	March	Coordinate all aspects of the Navy Science Fair.
Spelling Bee	February	Coordinate the administering of Spelling Bee at Navy.
Student Directory	Sept/October	Assist with collecting data/opting out for student directory and distribution to families
Student Supply Kits	September / May	Assist with order taking and distribution of school supplies
Sweet Shoppe	December	Coordinate the holiday sweet shoppe event with set-up, sign up and event details
Teacher and Staff Appreciation	August/April/May	Plan Teacher and Staff appreciation week, including daily events, raffle, gifts, and other. Collect Teacher's favorite things sheet at the beginning of the year
Teacher Breakfast	September	Coordinate breakfast for teachers at teacher's welcome back meeting
Veterans Day	October/November	Coordinate Veteran's day breakfast event
Website	Throughout the year	Maintains Navy PTO website
Welcome Back Picnic	Spring	Coordinate the annual back to school picnic, plan activities, coordinate vendors, help advertise, set-up and clean-up at the event
Yearbook	Throughout the year	Assist with yearbook documentation, sales and distribution
Navy Club Coordinator	Time of Year	Description
Eco Schools	Throughout the year	Assist with maintenance of the Navy garden
Enrichment Testing Coordinator	Fall & Spring	Coordinate various enrichment testing throughout the year with testing agencies and interested parents
FLL Jr. Lego League	Fall & Spring	Coordinate FLL lego league clubs and events in fall-spring with participating students and parents, recruit coaches
Runners Club	Fall & Spring	Coordinate runner's club days for fall and spring semester and manage registrations
Speakers club	Fall & Spring	Coordinate groups for Speakers club
Odyssey of minds	Fall & Spring	Coordinate groups for Odyssey of minds
Math counts	Fall & Spring	Coordinate groups for Math counts
Girl's on the Run	Fall & Spring	Coordinate running events for Girl's on the run club

All of these positions can be co-led with other parent(s)!

If you are interested in being a committee chair, a club coordinator or in volunteering or would like more information, please contact 2nd VP - Volunteers, **Minji Lee** at navyptovolunteers@gmail.com.