

The Maple Glen PTO motto is **“working together to help our little leaves grow.”** We believe in working together between parents, teachers and the community to help support our students. Membership is open to every parent or guardian of a Maple Glen student. Some of the PTO’s yearly highlights include: Walk-A-Thon, Healthy Living Day, Garden Bash, monthly “No Cook Nights,” grade level movie nights, Winter Carnival including the games, raffle and silent auction, Teacher Appreciation and so much more!

**We are Looking for your help!** Whether you have an hour to volunteer, want to head up a committee, have business connections who would be willing to donate, or have other ways to help - **we need YOU!** We can’t accomplish all of our goals for fundraising and FUN without a strong network of parents to help make it happen.



If you have been looking for the opportunity to get more involved in your student’s school - **NOW is the time!** Look inside for a list of all of the committee descriptions to see where you are most interested in helping. To volunteer or contact the PTO to find out more, please go to: <http://www.ptomges.org/contact-us.html>.

**Board of Directors Descriptions:**  
**President:** Presides over all PTO meetings. The president is also an unofficial member of all committees and helps in coordinating all of these committees.

**Vice President:** Acts an aide and supporter to the President. The VP helps to work directly with the committee leaders to ensure everything runs smoothly.

**Secretary:** Records all minutes for all PTO meetings and oversee all of the communication.

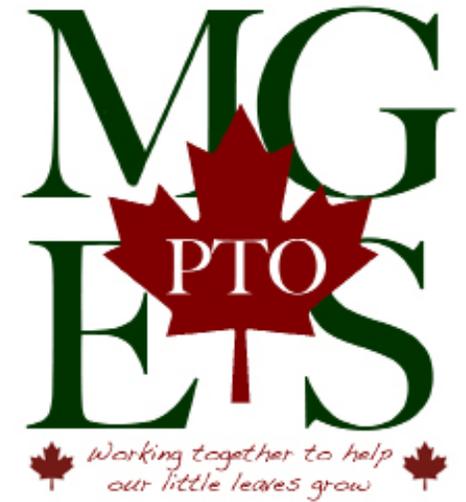
**Treasurer:** Responsible for all of the accounts payable and accounts receivable within the PTO. The Treasurer is also responsible for giving a report on the finances at each meeting.

**Two Directors At-Large:** To assist the board and/or a committee chair with events, planning & executing events and projects for the PTO.

**Director of Parent Activities:** Provides coordination, assistance and advice to all room parents. This person will act as a liaison between the room parents and the PTO Board.



You can find us at:  
[www.ptomges.org](http://www.ptomges.org)  
[@PTOMGES](https://www.facebook.com/ptomgeswestfield)



Come join the  
MGES PTO!



## Committee Descriptions:

**Afterschool Enrichment:** Organize and create after school enrichment programs for fall & spring. Create enrichment selections, distribute flyers to students, organize classes and payment.

**Ambassador:** Assist New Families of Maple Glen to feel welcome including New Family information night. Create folders with FAQ, contact info, and serve as a liaison for MGES PTO with new families.

**Apparel Sales:** Responsible for conducting apparel sales throughout the year.

**Apparel Events:** Represent and sell apparel at selected events and on other chosen dates.

**Bingo:** Helps to plan and lead our Family Bingo Night.

**Birthday Specialist:** Provides birthday treats for the staff.

**Back-To School Kits:** Organize the sale of Back-To-School kits. Distribute flyers, order kits, and distribute to parents via classrooms at Back -To-School night.

**Copy Specialist:** Assists other committees in creating and distributing copies.

**Family Reading Night:** Coordinate and organize Family Reading Night. Work with Mrs. Clary in the media center. Family Reading night incorporates a theme and the Scholastic Book Fair.

**Healthy Living Day:** Coordinate and organize Healthy Living Day. Westfield now has a contract with Riverview Hospital. Healthy Living Day is a collection of healthy living enrichment programs presented to our students in 8-10 minute sessions.

**Hospitality:** This committee is responsible for making sure the staff at MGES get the recognition they deserve. Organizing the meals, snacks and treats for staff

**Indoor Beautification:** Responsible for the Giving Tree, centerpieces in the cafeteria and planters outside of school.

**Kindergarten Graduation:** Coordinate Kindergarten Graduation reception following the program in May.

**Kroger Community Rewards:** Promote the Kroger Community Rewards program to get MGES registered.

**Movie Night:** Put together 2 movie nights per grade. Get information out to the parents, order pizza and popcorn and get parent volunteers to help out during times.

Newsletter: Creates the PTO digital newsletter.

**No Cook Night:** Chair will work with local restaurants to establish a “no cook night” each month. MGES PTO will receive a % of sales from the event.

**Rebates:** Collect and submit all rebate offers to various programs. Promote program via social media.

**Shamrock Club:** Coordinate Shamrock Club activities.

**Showcase:** Creativity! This person works to keep our showcase windows and bulletin boards fresh and fun while promoting events.

**Staff Appreciation:** Coordinates event associated with Staff Appreciation Week

**Trunk or Treat:** Coordinates organization and makes sure evening runs smoothly for Trunk or Treat

**Volunteer Coordinator:** Organizes and maintains the running volunteer List. Will also work with the Shamrock Club to assist students in earning their hours.

**Web Master:** This person will create and update the website and all social media tools.

**Winter Carnival Team:**

**Head Chair:** Work with all committed chairs on contact, follow-up and details of their office/task.

**Acquisitions -** *Your team will contact businesses and community donors to collect items for the Auction and to support the event (Food, prizes, and any expenses).*

**Concessions -** We have excellent records waiting to assist you as you help to plan and coordinate concessions for the evening.

**Decorations -** Help get the crowd in the spirit of Winter Carnival with decorations. A few simple items will help everyone get ready to have some family fun!

**Games -** Work with your team to create all the action at Carnival with some fun games. You and your team create, build and setup the games for the evening.

**PR-** Promote the Winter Carnival. Marketing is fun so have a good time with it! Promote the event using flyers, social media, and signs. Work with all committees to see what highlights they have and help them to showcase their key points.

**Raffle -** Help to create, promote, and run the raffle.

**Silent Auction -** Oversee the organization of the Silent Auction prior to and the night of.

**Treasure Cove -** The prize station is the “highlight” of night. Prior to the night, work with your team to get prizes, find sponsors, and run the Cove on the night of.

**Volunteer Coordinator-** Work with all Winter Carnival committee heads to create a plan prior, during, and after carnival. Getting organized early will give you access to many service organizations within WWS.

