



West Bay School Parent Teacher Organization

2019-2020 Committee Volunteer List

Our mission is to support academic and personal excellence by collaborating with our school and community to meet the diverse needs of all our learners. School shall refer to the physical structures and population therein of both the elementary school and the early education center. We look forward to building Bengal Pride with you!

If you would like to volunteer for an open position or have questions please email Amy Swartz at amyscardina@yahoo.com

Responsibility	Position	Name	Phone	Email	Description	Term/Date
PTO BOARD						
President		Tara Arnold	402-650-4492	tara.t.arnold@me.com	Create agenda and run PTO meetings, oversee PTO committees, and act as liaison between PTO and principal, sign checks as needed, ex officio member of all committees	1 Yr. (June '19- June '20)
Vice President					Advertising/promotion of PTO, attend PTO and district GOAL meetings each month, assist PTO President, arrange for babysitting for all PTO meetings, display PTO meeting signs day of meeting	1 Yr. VP (June '19 - May '20) + 1 Yr. Pres (June '20 - May '21)
Secretary		Kate Parsons	308-940-0538	katieretzlaff@hotmail.com	Records minutes for and attends each PTO meeting and board meeting, create newsletter content and drafts and sends e-mails, send thank you notes and other correspondence as needed	2 Yr. (June '19- June '20)
Treasurer		Lisa Fochler	402-319-0788	lisa.fochler@gmail.com	Responsible for all monetary transactions for PTO including cash disbursements/deposits/reconciling checking account/tax preparation/etc., prepare and present financial information at monthly PTO meetings, issue cash for cash boxes at fundraising events and back to school 101	2 Yr. (June '19-June'21)
Community Liaison		Amy Swartz	913-461-9655	amyscardina@yahoo.com	Oversees committees to ensure events/activities are on track, maintain committee listing, nominate volunteers for each open position on PTO board, attends all PTO and board meetings.	1 Yr. (June '19- June '20)
Principal (non-voting)		Jen Coltvet	402-289-9045	jcoltvet@epsne.org		On-going
TEACHER RECOGNITION						
Conference Food	Chair	Maria Michaelis	402-650-2667	Mmichaelismd@yahoo.com	Coordinate food/beverage during Parent/Teacher Conferences, communicate with Sign-up Genius Lead food donation needs for each day to set-up genius page, set up and clean up	October & February
Teacher/Staff Appreciation	Co-Chair				Plan a Theme and coordinate teacher meals/snacks and appreciation gifts/décor for 1 week. Compile a list of favorite items from teachers and staff.	March or April
	Chair					
	Co-Chair					
	Co-Chair					
	Committee					
	Committee					
COMMUNITY BUILDING						
Family Fun Nights	Chair	Liz Borkowski	605-610-7725	ljborkowski@hotmail.com	Line up monthly family fun nights that benefit West Bay with area restaurants.	July - May
	Co-Chair				Communicate dates to be included in Newsletter, website and facebook. Create and distribute flyers as necessary.	
VOLUNTEERS						
Open House	Chair (PTO President)	Tara Arnold	402-650-4492	tara.t.arnold@me.com	Create PTO flyer to go out with Back To School 101 material, set-up "booths" for PTO items (Yearbook, Directory, Volunteers, Apparel), secure volunteers, coordinate booth needs/set-up	August '19
	Co-Chair (PTO Vice President)					August '19
Apparel	Chair				Work with apparel printing company to create West Bay apparel (get apparel samples for Back To School 101 for sizing and apparel design sheets), promote sales and distribute to families.	May (start process to select products for the next school year) - September (finish distributing orders)
	Co-Chair					
Sign-Up Genius	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Send out Volunteer Request Form to teachers at beginning of school year, create Sign-up Genius for each classroom teacher as requested, throughout year make additional contacts to get volunteers for various activities (conference food, fundraisers, health screenings, book fairs, etc.)	July - May
	Co-Chair					
VOLUNTEERS CONT'D						

Responsibility	Position	Name	Phone	Email	Description	Term/Date
Copier	Chair				Make copies and laminate weekly on designated day for teachers and staff. Chair will coordinate a time to be trained on copy machine at beginning of school year.	August - May
	Co-chair					
	Volunteer - Monday					
	Volunteer - Tuesday					
	Volunteer - Wednesday					
	Volunteer - Thursday					
Corporate Sponsorships	Chair	Amy Swartz	913-461-9655	amyscardina@yahoo.com	Compose Corporate Sponsorship letter, maintain sponsorship mailing list, gather sponsorship money, logos & applicable ads for directory/yearbook/banner/etc.	May - August
	Co-Chair					
Directory	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Responsible for coordinating directory set-up with link (sent to Website Content Chair in July), communicates process to confirm existing directory information with returning West Bay families and process to create new entry for new families, verify receipt of directory fee and grant access (Oversee booth at Back To School 101)	May - September
	Co-Chair					
Website Content	Chair	Shagun Somasegaran	402-350-0571	ssomasegaran@gmail.com	www.WestBayPTO.com, maintain and update content including calendar of events, contacts, etc., maintain updated links for directory, volunteer positions and yearbook. Update PTO facebook page with events and news	August - May
	Co-Chair					
West Bay Beautification	Chair	Danisha Hurst	402-201-3849	danishwithana@gmail.com	Landscape weeding and maintenance. (Mowing and snow removal done by district)	August - May
	Co-Chair					
Trophy Case	Chair				Create and set-up new Trophy Case displays 3 times during the school year at back to school, winter (after fun run/fall social is over) and spring (after teacher appreciation/spring fundraiser is over). (Fun Run/Fall Social, Teacher Appreciation, and Spring Fundraiser committees may ask for assistance as well.)	August - May
	Co-Chair					
	Co-Chair					
FUNDRAISING						
Collections (Hy-Vee receipts, TAGG, etc.)	Chair	Michelle Fitzgibbon	402-203-7745	michelle@thefitzgibbons.com	Communicate grocery and gas receipt deadline for Newsletter. Gather HyVee receipts and assemble. Verify Student Council continuing with Box Tops (if not, PTO will do). Facilitate any other outside fundraiser (i.e. Tyson, AmazonSmile, Bakers, etc.)	August - May
	Co-Chair					
Bengal Fun Run	Chair				Coordinate Walk-a-Thon promotion with hired 3rd party organizer. Oversee execution and communicate with board all details. Present final wrap-up including successes, profit, and what to change.	August - October
	Co-chair					
	Co-chair					
	Co-chair					
	Co-Chair					
Fall Social	Chair				Plan fundraiser activities/events/games. Obtain volunteers, purchase supplies, line up food, beverages, etc.. Secure entertainment. Create registration form, communicate event details, gather registrations and money, set-up and clean-up.	September
	Co-Chair					
	Committee					
	Committee					
Nothing Bundt Cakes Fundraiser	Chair				Coordinate fundraiser timeline and flyer distribution with NbC representative. Summarize orders for NbC and organize volunteers to distribute cakes at school.	February-March
	Co-Chair					
Spring Fundraiser	Chair				Plan fundraiser activities/events/games. Obtain volunteers, purchase supplies, line up food, beverages, etc.. Secure entertainment. Create registration form, communicate event details, gather registrations and money, set-up and clean-up.	April
	Co-Chair					
	Co-Chair					
	Committee					
	Committee					
CLASSROOM ENHANCEMENT						
School Supply Kits	Chair	Katy Bode	312-399-8520	katy.bode@gmail.com	Secure school supply kit contract, obtain school supply kit flyers to distribute to families, summarize/place order, distribute kits to student's desk morning of open house.	April '19 - August '19
	Co-Chair					
Winter Assembly	Chair	Tara Arnold	402-650-2914	tara.t.arnold@me.com	Identify and Propose ideas for Entertainment/Educational Program for school winter assembly to PTO Board. Secure Entertainment. Oversee assembly to greet entertainment.	December
	Co-Chair					
5th Grade Graduation	Chair	Michelle Foote	402-669-6099	mlefoote@cox.net	Organize 5th Grade Celebration after graduation on last day of school. Assist the 5th Grade teachers with planning a graduation theme if needed. Make video played at 5th Grade Graduation.	May
	Co-Chair					
	Committee					
	Committee	Amy Swartz	913-461-9655	amyscardina@yahoo.com		
	Committee					

Responsibility	Position	Name	Phone	Email	Description	Term/Date
CLASSROOM ENHANCEMENT CONT'D						
Yearbook	Chair	Chelsea Thomalla	402-212-6240	cmthomalla@outlook.com	Finanlize contract with Jostens, plan content of pages and obtain pictures throughout year, use online program to assemble and proof pages. Hold a drawing contest for yearbook cover. Communicate deadlines for purchasing yearbook and distribute. Attend any yearbook training and working session.	August - May
	Chair - Supplement Pages					
	Committee/photographer					
	Committee/photographer					
	Committee/photographer					
Library aide	Chair	Liz Borkowski	605-610-7725	lborkowski@hotmail.com	Time is flexible, but must be during the day, preferably afternoon. Same volunteer is encouraged each week for consistency, but could also rotate every other week with another volunteer.	August - May
	Volunteer - every Monday					
	Volunteer - every Tuesday					
	Volunteer - every Wednesday					
	Volunteer - every Thursday					
	Volunteer - every Friday					
School Drop Off Assistant	Chair				Facilitate the walking club program. Obtain volunteers. Communicate walking club responsibilities.	August - May
	Co-Chair					
	Volunteer - Monday				Weekly, throughout school year, on designated day of the week, assist students and bags quickly and safely out of cars during school drop off from 7:50 - 8:20 am.	
	Volunteer - Monday					
	Volunteer - Tuesday					
	Volunteer - Tuesday SHARE					
	Volunteer - Tuesday SHARE					
	Volunteer - Wednesday					
	Volunteer - Wednesday					
	Volunteer - Thursday					
	Volunteer - Thursday					
	Volunteer - Friday					
	Volunteer - Friday					
	Volunteer - SUBSTITUTE				Assist students and bags quickly and safely out of cars during school drop off occassionally when the normal assigned volunteer is unable. Contact information will be given to daily walking club volunteers to reach out to subs directly.	
	Volunteer - SUBSTITUTE					
	Volunteer - SUBSTITUTE					
	Volunteer - SUBSTITUTE					
	Volunteer - SUBSTITUTE					
Volunteer - SUBSTITUTE						
Class Party	Chair				Communicate with all room leads about party details (date and time), coordinate snack and classroom planned activities (craft/game)	October - Halloween and February - Valentines
	Co-Chair					
	Room Lead - K - Royers				Plan grade level parties with same grade classroom leads. Distribute snack and lead classroom activity (craft/game). Take 10 photos and upload to the Josten's site for each party. SEE CLASSROOM PARTY GUIDELINES TO ASSIST IN PLANNING GRADE LEVEL PARTIES	
	Room Lead - K - Feldman					
	Room Lead - K - Farley					
	Room Lead - K - Goldstein					
	Room Lead - 1st - Kassmeier					
	Room Lead - 1st - Bortol					
	Room Lead - 1st - Limongi					
	Room Lead - 2nd - Kruger					
	Room Lead - 2nd - Oligmueller					
	Room Lead - 2nd - Berger					
	Room Lead - 2nd -					
	Room Lead - 3rd - Glow					
	Room Lead - 3rd - Peterson					
	Room Lead - 3rd - Barmettler					
	Room Lead - 4th -					
	Room Lead - 4th - Hibbard					
	Room Lead - 4th - Pearson					
	Room Lead - 4th - Jantz					
	Room lead - 5th - Holst					
	Room lead - 5th - Frederick					
Room Lead - 5th - Sadowski						
Room Lead - 5th - Tasic						