

Committee	What's It All About...?	Duties to fill w/volunteers	Chairpeople Info.	When/season	09-10 Date
<b>Book Fair</b>  (will be deleted after this year)	Profits from a week-long Scholastic book sale are used to support the library program.	Organize all shifts for cashiers. Help out Media Specialist with other duties.	Liz Otterberg 963-0191	Fall and Spring	Oct. 26-29, 2009 March 26-31, 2010
			Courtney Heisey		
<b>Box Tops</b>	Sponsored by General Mills, this program allows redemption of box tops for school equipment.	Trim, count and submit Box Tops. Also come up with contests to get students excited.	Stephanie Plum 502-2617	Monthly	
<b>Carnival</b>	Promotes community at Hillrise and surrounding area. Serves as a small fundraiser. Profits go towards predetermined specialties.	Organize entire evening. Find volunteers for set-up, all work shifts for tickets, booths, food, clean up and any other items chosen.	SuZanne Rogers 289-4429	Spring	April 16, 2010 (?)
			Lisa Gutschow 289-1715		
<b>Class Room Parent</b>	help teachers organize parties and all volunteer opportunities.	call class parents to volunteer at all class room parties, carnival basket and any other teacher requested functions.		Ongoing	Halloween-Oct. 29 Holiday -Dec. 18 Valentine-Feb.12 Carnival-April 16
<b>Directory "Hillrise Hotline"</b>	Hillrise family info for Hillrise families to use. Advertisements pay for directory costs and extra goes towards approved items for Hillrise.	gather and organize directory w/Hillrise family info. Get advertisements to help cover all costs.	Chelle Wagner 332-5281	Fall	
<b>Donuts w/Dad</b>	Allows parents to attend a special before-school breakfast with their children.	Organize getting the donuts, muffins, juice and milk. Find volunteers to set up, serve and clean-up.	Francis Elliott 289-4253	Mid October	Oct. 14, 2009

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<b>Muffins w/Mom</b>	Allows parents to attend a special before-school breakfast with their children.	Organize getting the donuts, muffins, juice and milk. Find volunteers to set up, serve and clean-up.	Francis Elliott 289-4253	End of January	Jan. 27, 2010
<b>Fall Fundraiser</b>	One of the two main fundraising efforts at Hillrise. Profits go towards pre-determined items and activities including but not limited to: Outdoor Ed, Destinations Imagination, Drug Awareness, 5th Grade Recognition, field trips...	Help choose company, set up dates, send out info, get kids riled up. Balance orders to money, unload semi and/or get volunteers. Help with any additional obligations.	Carla Wetovick 763-9131	End of August to Mid. Oct.	Aug. 26-Sept 9 Delivery is Oct. 9 Party/Gifts Oct 22
<b>Family Night Out</b>	Partnering with area restaurants for specific dates/times for Hillrise to receive a percentage.	Notes in the Hillrise Happenings as reminders, stickers, signs etc.		Monthly	TBD
<b>Giving Tree</b>	opportunity for people to purchase items pre-requested by teachers.	Create and organize the tree. Keep updated and organized.	Beth Sufficool 289-2981 Susie Nelson 669-7457	ongoing	As needed
<b>Health Screening</b>  <b>(will be deleted after this year)</b>	Provides the school nurse with assistance during health screenings.	Organize volunteers to help school nurse check weight, hearing, and vision.	Sally Kahre 681-4302 Liz Otterberg 963-0191	2x/year per Nurse Jean Veal	TBD
<b>Hospitality</b>	Organize refreshments and meals for various school events. Including Parent-Teacher Conferences and Staff Appreciation.	Call volunteers and/or restaurants to cater food and refreshments	Chelle Wagner 332-5281 Debra Masters 289-3404	Conferences-Fall & Spring also Staff Appreciation Week	

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<b>Pancake Man</b>	Held in conjunction w/Spring Book Fair, profits support the library and reading programs.	Organize (set up date, notes to families, spreadsheet for tickets.) set up, serve & clean-up.  Also organize raffle, gather item, advertise and sell tickets.	Jamie VanBlarkem 289-0665 Amy Wieseler  Mary Jo Lofgren 289-5017	Spring during Book Fair.	March 30, 2010
<b>PTO Promotion/ Thank you notes</b>	Encourage parental and teacher involvement and attendance at PTO meetings. Follow-up with those who have volunteered & thank them for their help.	Follow up with committee chairs and help when needed. Send out thank you notes as requested by the PTO board.	Katie Mourning 880-3340	ongoing	
<b>PTO Newsletter</b>	Keep people informed of PTO happenings.	Create newsletter & collect happenings/stories from teachers, students and PTO members.	Devanee Auel 289-3239	ongoing	Monthly
<b>PTO Website</b>	An easy tool for everyone including newcomers to help find out about the Hillrise PTO.  Help find links to new forms, events and misc. items.	Maintain website and make changes/updates as necessary.		ongoing	
<b>Welcome Committee</b>	Making the NEW Hillrise families feel welcome and get them up to par on what is going on	Greet new families and welcome with a little welcome packet from Hillrise PTO	Chris Williams		
<b>Volunteer Monday</b>	help support and assist classroom teachers. Meets a specific Monday of the month in the morning for a few hours.	Getting volunteers to come and help, cut, color, filing, sorting...everything teachers need help with.	Lori Cameron 359-1427	Monthly	TBD
<b>Volunteer Chair</b>	organize volunteers to help out at Hillrise sponsored functions. Work w/Media Specialsit on	Organize volunteers to assist with Hillrise sponsored events.		ongoing	Bookfair-Oct & Mar; Health Screening- 2x/year; Grandparents Day -

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	bookfair; School nurse on health screenings; Teachers for Grandparent's Day & Author Night.				Spring; Author Nite Sept.