**Summer Meet Ups for 2nd, 3rd and 4th Grade**

Organize a 1-2 hour park play date in August 2019 prior to the first day of school for your incoming grade. Committee Chairs work together in mid-to late summer to send an invite. They will also attend the park play date, help with name tags and serve as a central point of contact for parents.

Overall time commitment (late Summer): low

**3rd & 4th Grade Girls on the Run**

As part of the National Girls on the Run Program, this program entails conducting weekly training sessions to prepare 3rd & 4th grade girls to run a 5K and to encourage the girls to develop positive self-esteem & healthy lifestyles through running. This 10-week session culminates with a 5K race through Grant Park in mid-to late Fall. Requires someone who is an avid runner and has the ability to positively motivate 3rd and 4th grade girls.

Overall time commitment (Fall): moderate to high

**Bike Safety Coordinator**

This program has been run by 2nd grade parents for children in 2nd grade to pass the bike safety test that allows them to ride their bike to Crow Island School. Requires chairs to set dates in coordination with the Winnetka Police Department and Crow Island School in May 2020 and provide help on that specific day at Crow Island School.

Overall time commitment (Spring): low

**Book Fair Chairperson**

Coordinate with the Resource Center Director in staffing and publicizing a school wide book fair with an outside vendor. Book Fair will take place Dec 5th and 6th, 2019. Set-up (day before), work, and clean-up of the Book Fair.

Overall time commitment (Winter): moderate to high

**Book Fair Committee Member**

Work with Co-Chairs on the Book Fair that will take place on Dec 5th and 6th, 2019. Majority of work for committee members takes place during set-up (day before), helping to work the Book Fair, and the clean-up.

Overall time commitment (Winter): low to moderate.

**Buddy Families Chairperson**

Coordinate all materials and activities to welcome new families to Crow Island School. Assemble and distribute informational welcome packets, assign buddy families, coordinate all welcome activities. Majority of work takes place over the summer months and time requirement depends on the number of new incoming families. Looking for 1st and 2nd grade families to help!

Overall time commitment (Summer): moderate

**Buddy Family Committee**

Serve as a buddy and a resource for a family new to Crow Island School. Attend the welcome activity (usually one park play date during August 2019) and offer an opportunity for individual meet-ups and/or answer questions as needed. Chairperson will provide all of your materials.

Overall time commitment (Mostly Summer): low to moderate, depending on what you make of it.

**Buildings & Grounds Chairperson**

Maintain school planters and other outside public spaces, plus oversee the annual landscape contract for the school areas not covered by the Park District (classroom courtyards, etc.) for grounds maintenance in late Summer and Fall/Spring cleanup.

Overall time commitment (ongoing): low to moderate

**Buildings & Grounds Committee Member**

Work with Chairs to maintain the planters and outdoor public spaces. Assist in coordinating clean up events for our courtyards at Crow Island School in late Summer, early Fall and Spring. Overall time commitment (ongoing): low to moderate

**Crow Island Picnic**

Plan the all-school picnic at the Crow Island Woods in Spring 2020. The prep begins in Feb/March and involves some advance planning to lock in key vendors. Chairs work together while dividing up responsibilities. The Chairs recruit & coordinate volunteers via Sign Up Genius and work together to help with set-up on the day of and coordination of all activities throughout the picnic.

Overall time commitment (Spring): moderate

**Environmental Awareness**

Promote environmental awareness, support recycling initiatives, coordinate Earth Week activities (April 2020), and attend monthly D36 Green Meetings. Someone with experience and/or knowledge of the recycling approach at Hubbard Woods School would be ideal, but not required.

Overall time commitment (ongoing): low to moderate, depending on what you make of it.

**Family Action Network (FAN) and The Alliance for Early Childhood Representatives**

Represent our school community at the FAN and Alliance meetings, share information with Crow Island parents and staff about the events around our community. Requires attendance at regular monthly meetings and someone who has prior knowledge or has liaised with these organizations in the past.

Overall time commitment (ongoing): low

**Field Day Chairperson**

Assist KW faculty, organize and purchase popsicles for students and recruit volunteers via Sign Up Genius for Field Day in June 2020. KW faculty play a large role in this day coming together.

Overall time commitment (Late Spring): low with moderate prep in recruiting volunteers.

**Grand Food Center Receipt Coordinator**

Collect receipts from the Grand Food Center for Crow Island PTO to receive a 3% return. This position can easily be done on one’s own time while at home and a great program for working parents who can’t easily meet during the day.

Overall time commitment (ongoing): low to moderate

**Helpers on Call**

We are always in need of extra volunteers for all of our programs. Don’t want to chair a specific committee, but still want to get involved? Parents can assist on an as-needed basis! You’ll receive an email a few weeks or days prior to the start of an event and have the opportunity to sign up to help out.

Overall time commitment (ongoing): what you make of it!

**Hot Lunch Program Chairperson**

The main point of contact and school liaison for Marla’s Lunch. Also responsible for recruiting lunchroom volunteers through Sign Up Genius.

Overall time commitment (ongoing): moderate

**Lost & Found Chairperson**

Maintain Crow Island Lost & Found area. Put up display table periodically during school events, manage the designated area at school and donate unclaimed items to charitable organizations at the end of the year. Must be present at Crow Island to look through and set out the lost & found items throughout the year, particularly around Thanksgiving, the winter holiday and at the end of the school year.

Overall time commitment (ongoing): low

**Math Night**

Math night is a fun event for kids and their parents that lets kids show off their math skills and introduces them to fun math topics beyond their everyday schoolwork. Help coordinate the two nights (1st and 2nd, 3rd and 4th) for children and parents, using materials we have already prepared for you.

Overall time commitment (two nights in early Spring): low

**Picture Day Coordinator**

Coordinate with Stuart Rogers and Crow Island School for class and individual photos. Coordinate parent volunteers to help on picture day and attend picture day to help teachers bring their classes through the auditorium for individual and class pictures.

Overall time commitment (Early Fall): low

**Run-A-Thon Chairs**

Oversee and coordinate the annual Crow Island Fall fundraiser, one of our school’s biggest annual fundraisers. The outdoor event engages the Crow Island community in a common goal around developing a healthy & active lifestyle while supporting the PTO along with a local charity. Meet in advance to organize the event, order any collateral and prep handouts that go home with students. Must be available the day before for the Runner’s Expo, where students receive their t-shirts and turn in donations, in addition to helping on Run-a-thon Day with volunteer check-in and popsicle distribution.

Overall time commitment (Fall): moderate

**School Supplies Chairperson**

Coordinate the school supply order process with Crow Island families during the month of May and help organize school supply distribution across classrooms in late August (usually the week before school starts). Requires someone who is highly organized to help execute, especially as supplies arrive and need to be distributed.

Overall time commitment (Spring and late Summer): low to moderate

**School Supplies Committee Member**

Assist with school supplies distribution to classrooms in August 2019. This is usually 1 morning during the week prior to the start of school. Requires someone who can be organized but also willing to lift boxes and carry supplies to applicable classrooms.

Overall time commitment (late Summer): low

**Spirit Wear Chairperson**

Work with outside vendor to choose spirit wear options for students and staff. Facilitate orders and distribution of items in the Fall 2019.

Overall time commitment (late Summer/Early Fall): low to moderate

**STEAM Expo Chairperson**

Coordinate the Science, Technology, Engineering, Art & Math (STEAM) Expo at Crow Island. Create the sign-up for all students, help organize the set-up and ensure the expo runs smoothly. The STEAM Expo is for grades 2-4 and usually held on 2 separate days.

Overall time commitment (late Winter): low to moderate

**STEAM Expo Committee Member**

Help with the set-up and display of student STEAM projects before the STEAM Expo takes place.

Overall time commitment (late Winter): low

**Strings Coordinator**

Facilitate communication between the Strings teacher and parents of strings students, particularly leading up to the Strings concert in April 2020. Work with the Strings Coordinators from Greeley and Hubbard Woods Schools and help organize the parent volunteers and supplies for all strings events. Majority of work happens in April for the strings concert.

Overall time commitment (ongoing): moderate

**Teacher & Staff End of Year Luncheon**

Coordinate all details related to the annual end of year luncheon event for staff. The luncheon takes place end of May 2020/beginning of June 2020. Requires some advance ordering and preparation.

Overall time commitment: low

**Teacher & Staff Appreciation**

Help plan monthly treats for our teachers and staff at Crow Island and show them our appreciation for their dedication and hard work. This includes special lunches and snacks for meetings. This program is run by several Chairs, who divide up the events, so each Chair takes only a few monthly activities to manage. Most events are repeats from prior years, which means just re-ordering what is needed for each month.

Overall time commitment (ongoing): moderate

**Teacher & Staff Appreciation Week Chairperson**

Plan a week of festivities and gifts for our fantastic teachers! Create sign up for gifts, meals and treats. Coordinate volunteers for set up of these events. Event takes place for one week in April 2020 and requires some prep in the weeks leading up. The Chairs must be available during the appreciation week to help with execution of each day’s special events.

Overall time commitment (Spring): moderate

**Walk to School Week**

Organize daily activities for Walk to School Week in October 2019 to promote walking to school.

Overall time commitment (Fall): low

**Walk to School Week Committee Member**

Assist with daily morning activities to promote walking to school during Walk to School Week in October 2019.

Overall time commitment (Fall): low

**4th Grade Book Club**

Our 4th grade book club is very popular! Oversee the book club which takes place over 6 weeks in Winter 2020. Choose a book with input from teachers & Dr. Pfeffer, meet during lunch once a week during the 6-week duration and facilitate book discussions with the interested students.

Overall time commitment (Winter): moderate

**4th Grade End of Year Event**

Plan a celebratory event for 4th grade students at the end of the school year. Requires prep.

Overall time commitment: moderate

**4th Grade End of Year T-Shirt**

Work with outside vendor to create a t-shirt for students. Facilitate the order and distribution process prior to the end of the schoolyear.

Overall time commitment: low

**Yearbook**

Coordinate and design the all school yearbook, with input from each class photographer. The prep level for this program is high and requires someone with strong organization skills. Preference for someone who has participated in the yearbook creation as a class photographer in the last year.

Overall time commitment (ongoing): high