

2017-18 Poe PTO Committee descriptions

Committee	Description	Committee contact
Ice Cream social	Arrange for ice cream, serve, cleanup, ties in with Meet the teacher night (August)	Susan Apicella (susan.apicella@yahoo.com)
Movie Night	Registration, set up, refreshments, arranging for chaperones (one each fall/winter)	Ingrid Maradkel (imaradkel@yahoo.com)
Box Tops	Collect, sort and mail box tops to earn cash for school. Tally classroom winner. (once per month, work from home)	Susan Apicella (susan.apicella@yahoo.com)
Spirit wear	Arrange for spirit wear, collect orders and distribute (Aug/Sept)	Wendy Nicholas (wendynicholas11@yahoo.com)
Book fair	Cashier and assist students with book selections. Also set up and take down. (October)	Katie Knautz (katie.knautz@ccsd21.org)
Family dance and silent auction	Arrange for dinner, dancing, soliciting and obtaining donations for silent auction (event in March)	Robin Nagy (rnagyluv@hotmail.com)
Mini courses	Recruit and schedule volunteer teachers, arrange for classes (February)	Stacy Hipsak-Goetz (slhgoetz@gmail.com) Jane Holze (sjholze@gmail.com)
Variety show	Assist with auditions, rehearsals, behind the scenes, running the evening program at Cooper (February)	Natalka Kosacz (natalka.kosacz@ccsd21.org) Natalja Lukasevica (lukasevica78@gmail.com)
50th anniversary	Plan and execute 50th reception, arrange for school activities around 50th. (event in May)	
Directory/Membership	Collate contact information into directory, track membership (August/Sept, work from home)	Susan Apicella (susan.apicella@yahoo.com)
5th grade fundraiser	Fundraise for 5th grade party in May through Gift card fundraiser (November, work from home)	Jen Szipiera (jen.sip.1973@gmail.com)
Got 2 Run	Recruit runners and walkers for the Got 2 Run fundraiser (May)	Kate Joyce (katrina.joyce@ccsd21.org)

Lou Malnati's fundraiser	Plan, collect orders, distribute orders (November)	Carla Cozzi (carcoz99@yahoo.com)
Publicity/Social Media	Create and maintain social media presence for Poe PTO (all year, work from home)	Sarah Hill (sarah.k.hill@icloud.com)
Poe Sign	Change sign for upcoming events, no committee meetings needed! (monthly)	Sarah Hill (sarah.k.hill@icloud.com)
Room Ambassadors	Recruit room ambassadors and coordinate communication for PTO (throughout year, work from home)	Sarah Hill (sarah.k.hill@icloud.com)
Summer K/1 playdates	Schedule and publicize 2-3 dates for playdates at Poe school over summer for incoming K/1 students (July, Aug)	Lisa Bernstein (lbernstein@yahoo.com) Jane Holze (sjholze@gmail.com)
Teacher Appreciation	Plan and execute events for teacher appreciation, arrange for school-wide event (May)	Margaret Connelly (margaret.connelly@ccsd21.org)
STEAM night	Plan, execute all-school family STEAM night, gather ideas/supplies (January)	Jill Ziegler (jill.ziegler@ccsd21.org)
Restaurant Fundraisers	Organize 4-5 restaurant fundraisers throughout year.	Stacy Dautel (stacydautel@yahoo.com)