

CROSS TIMBERS ELEMENTARY PTO COMMITTEE DESCRIPTIONS



5th Grade Party – Plan and coordinate the end-of-school party for 5th grade.

Art Pals – Coordinate art pal volunteers for teaching art lessons to Pre-K. There is an art curriculum with four projects to complete throughout the year.

BALTO Week – Plan and coordinate BALTO week activities for CT to support our upstream school, Edmond North High School. This event is typically in February.

Birthday Celebrations - Coordinate purchasing of decorations for the monthly birthday celebration. Each month will prepare decorations, set up decorations in the cafeteria, and take down decorations in the cafeteria for monthly birthday celebrations. Dates to be determined by Principal Neely.

Bulletin Boards – Coordinate and assist in the decoration of the school bulletin boards for teachers/staff prior to school starting and throughout the school year.

Christmas Decorating - Coordinate and be in charge of putting up all Christmas Decorations at the beginning of season and taking down decorations prior to January return to school.

Classroom Coordinators – Oversee all classroom coordinators. Coordinate with Principal Neely and PTO Board about the plan for coordinator sign ups and parent party sign ups. Will send communication out and distribute information related to parties, events, and classroom needs to classroom coordinators.

Counselor Pals – Make copies and assist counselors and help with any give backs (ex. Food Drive) throughout the school year.

Family Fun Night – Coordinate and plan the all school outdoor/indoor family event. (last year was in Fall, previous year in the Spring) No Auction at this event

Frozen Treat Fridays - Purchase treats for cart, coordinate Fridays with Principal Neely, and coordinate sign ups for volunteers to work cart

Garden/Landscaping – Coordinate the repainting of the paw prints on sidewalks before each new school year, maintain flower beds in front of school, plant and maintain plants in pots outside around school, and work with Principal for any landscaping help needed

Holiday Schoolwide Appreciation - Plan and coordinate the treats for our Holiday hot cocoa and popcorn schoolwide appreciation for Cross Timbers Students and Staff. Responsible for all the prep, set up, and passing out. (Typically, day before Winter Break and lines up with PJ Day)

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Holiday Store- Shop throughout the year and prior to the event for items to be included in the Holiday Store. Plan and coordinate set-up week prior, take down the last day, and all volunteer sign ups needed. (Typically, in December)

Hospitality – Plan and coordinate sign ups for the monthly teacher lunches throughout the year. Also, plan and coordinate staff appreciation week in May.

Laminating – Laminate items for teachers and PTO each week.

Lunch Pals – Coordinate and create the sign ups for the volunteers for the lunchroom to assist the kids during lunch. Email sign ups to PTO president to be put on the website and in the monthly newsletter from the Principal.

Meet the Teacher Decorating – Plan decorations (and photo ops if needed) for Meet the Teacher Day that goes along with the school theme. Get approval from Mrs. Neely and the PTO board. Then, coordinate volunteers to help decorate prior to the Meet the Teacher event.

Mother/Son Game Night – Plan and coordinate the event and volunteers needed for the game night for the boys of Cross Timbers and their special guest.

Music Pals- Help coordinate and design the backdrops for the grade level school music programs

Popcorn- Coordinate volunteers to pop and hand out popcorn on the monthly school-wide popcorn days.

PreK Garden - work with PreK teachers to coordinate work on PreK Garden

Promotions- Set up and coordinate business or restaurant promotional nights/event fundraisers to benefit Cross Timbers PTO. Communicate with the Principal and PTO president for flyers sent home and social media posts.

Spirit Store/T-Shirts- Work with PTO President planning the Spirit Wear items/shirts to be sold at Meet the Teacher and throughout the year (Winter Wear). Coordinate the purchase and set up spirit store items for various events during the year.

Spring Fundraiser (Bingo/Silent Auction) - New event held in the spring. Whole school BINGO and silent auction fundraiser

Square 1 Art – Coordinate the Square 1 Art fundraiser with school front office staff. Typically, done in Spring.

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Staff Appreciation Days - Plan and coordinate all of the staff appreciation days throughout the school year. Create a sign/poster for a given appreciation day and plan a treat to be given out from PTO. Dates will be coordinated with the Principal.

Sweetheart Dance – Plan and coordinate the dance event and volunteers needed for our Cross Timbers girls and their special date. Typically in February.

Teacher Lounge Snacks - Shop for snacks and stock the teacher lounge snacks bi-monthly or monthly.

Timber Trot (Fun/Color Run) – Plan and coordinate the school-wide fun run fundraiser, with a color run for 5th grade. The event currently serves as one of the school’s largest fundraisers of the year. (Typically, in fall)

Veterans Day Event - Plan and coordinate decorations, food, and volunteers needed for the Veterans Day event to honor our Cross Timbers Veterans.

Watch D.O.G.S. – “Dudes of Great Students Program” – Coordinate the program to provide positive male role models for students within Cross Timbers walls. Provide information and sign ups for dads and male figures of CT students at the beginning of the school year and be in charge of an informational meeting typically held in August.

Website/Social Media – Update and manage the PTO website and social media accounts, create school graphics for events and maintain the online store.

Yearbook – Work through the year on the design, production, and distribution of the school yearbook including photography, page design, and layout. Also in charge of 5th grade tributes.

If you are interested in a certain committee or would just like more information please email crosstimberspto@gmail.com or chat with one of the PTO Board Members.