

## PTO By-Laws Addendum - Non-Budgeted Committees

As noted in PTO By-Laws, Article VII, Section 1, the following is a current list of the non-budgeted committees and their description.

### Recycling Programs Committee:

This committee shall collect and disburse any recyclable materials that the school collects. At this time, these items include ink cartridges (Cartridge World) and cell phones (Cell Phones for Soldiers). The lead person shall be responsible for recruiting any needed volunteers.

### Community Partners Committee:

This committee shall coordinate any passive fundraising opportunities through "community" (local or otherwise) businesses. At this time, these opportunities include Albertson's/Safeway, King Soopers, Shoparoo, Land's End, French Toast and various local restaurants. The lead person shall be responsible for educating the school of the opportunities, pursuing any new opportunities (with prior discussion and approval from the PTO Board), monitoring any incoming funds, informing the PTO Treasurer of those funds, and recruiting any needed volunteers.

### Communications Committee:

This committee is responsible for coordinating upcoming PTO/school events with the school, through the school newsletter, flyers, the PTO Facebook page, the school website, etc.. The lead person shall be responsible for recruiting any needed volunteers.

### Decorations Committee:

This committee is responsible for putting , taking down and properly storing decorations around the school during various holiday's. The lead person shall be responsible for recruiting any needed volunteers.

### Office Uniform Committee:

This committee is responsible for the , upkeep (and cleaning???) of the extra school uniforms kept in the office for children who need them. The lead person shall be responsible for recruiting needed volunteers.

### Lost & Found Committee:

This committee is responsible for the maintenance and upkeep of the lost and found area found inside the main doors, near the front office. The lead person shall be responsible for organizing the donation of any items non-claimed items once or twice per year and recruiting any needed volunteers.

### Buck-a-Bag Fundraiser Committee:

This committee is responsible for organizing and carrying out the planning and marketing of the fundraiser. The lead person shall be responsible for recruiting any needed volunteers.

### School Year Calendar Magnets Committee:

This committee is responsible for collecting orders from TCA families and staff at the beginning of the school year for magnet calendars, ordering the magnets from the magnet company and distributing the magnets to families/staff. The lead person shall be responsible for recruiting any needed volunteers.

### Edukits Committee:

This committee shall be responsible for working with Edukits to offer school supply kits to families (including relaying the school supply lists to Edukits and obtaining their quotes for each kit each year). Families are to be supplied with order forms toward the end of the school year with orders relayed to Edukits. Kits will then be distributed to families at the "Meet and Greet" event at the beginning of the following school year. The lead person shall be responsible for recruiting any needed volunteers.