

BARRINGTON PTO CHAIR POSITIONS & COMMITTEES

Listed below are descriptions of our current chair positions and committees. We hope this provides you with information as to what these committees do and the extent of involvement during the school year. Please contact the committee chair (list found on the Barrington PTO website) or a member of the Executive Board if you have questions.

COMMUNICATION & COORDINATION

Directory/Membership Chair is in charge of creating our school's directory that contains student's names, addresses, phone numbers as well as other school-related information. Families who sign up for PTO membership and opt in to share their information are included in the directory. Paid PTO membership allows for access to the directory.

New Family Network is serviced by our co-president elects who work to welcome and acquaint new families with the Barrington community, policies, and procedures.

Room Parent Chair functions as a liaison between the PTO and room parents. This chairperson finds 2-3 room parents per classroom and disseminates information from the PTO to the room parents to distribute to their classroom parents. This chair also purchases gifts for the specials teachers.

Room Parents then act as the liaison between the classroom teacher(s) and parents of students in that class. The room parents coordinate teacher gifts, class parties and other needed activities.

School Supplies Chairs work closely with the district supply vendor to purchase all school supplies in bulk and has them delivered directly to classrooms prior to the start of school. This supply sale allows families to purchase supplies for one flat, nominal fee and creates equity in resources among all students.

Staff Appreciation Chairs are in charge of various staff appreciation activities throughout the year, including but not limited to, a welcome breakfast in August, meals during special training days, meals during conferences, stocking the fridge in the faculty lounge, and putting together various all-school activities during Teacher Appreciation Week in May.

Website/Communications/Social Media Chairs are responsible for all communication with the members of the Barrington PTO. This includes updating the website, sending PTO-related emails and updating other social media.

Yearbook Chair is responsible for the photographs and layout for the yearly publication.

PROGRAMMING

Barrington Book Chairs organize at least one school-wide Barrington Book each year. This chairperson surveys the teachers for a list of recommended books, considers author visits throughout the year, and utilizes administration in the selection of an annual book. The chairs create a timeline to include Barrington Book promo week, book order placement, book reading by chapter for 3 weeks, and plan a Barrington Book Family Night. Barrington Book usually takes place January-March and is completed prior to Spring Break.

Cafeteria Chair organizes lunchroom volunteers to assist students, as well as teachers and aids to transition lunch groups and help children properly dispose of lunch in the trash, recycling and food waste bins.

DEI Chair works to support both district and school-level efforts in place to foster a culture in which differences are understood and students and community members feel welcomed.

5th Grade Promotion Chairs plan all the 5th-grade promotion festivities (luncheon, ceremony, memory book, t-shirts, etc.) The chairs work with a committee of other fifth grade parents. It is a wonderful opportunity to help out one last time before your child moves onto middle school.

Gardens & Grounds Chair organizes a committee of people to help to maintain the flowerbeds, pots and grounds at Barrington. The committee often plans and designs new garden areas on the school grounds.

Helping Hands is an operation on an as-needed basis. This program is serviced by our co-president elects, who in the event of a special circumstance affecting families and/or staff of our school, will work with Barrington Administrators to coordinate meals, volunteers, provide financial assistance, etc.

I Heart Science/Math Night Chair organizes either the science OR math night one time per year, alternating the focus each year. A committee is typically created and helps to plan the events of the PTO-sponsored, free event for families in mid-February.

Timing: Nov - Dec planning; February - event

Meals on Wheels Chair coordinates volunteers and delivery of meals during school day lunch periods.

Spelling Bee Chair organizes the 1st-3rd grade spelling bee as well as the 4th-5th grade spelling bee in January. This person is responsible for setting the dates along with the PTO Presidents and Principals, registering Barrington with Scripps in early fall, finding judges and pronouncer for each bee, and communicating with the custodial staff to ensure the gymnasium is set up for each competition.

FUNDRAISING

After School Enrichment (ASE) Chairs work to contact instructors, set up courses, create the ASE schedule, publish the ASE catalog and organize registration online with the help of the Communications and Website Chairs. ASE classes provide fun and enriching activities for Barrington students. ASE hosts at least two sessions per academic year.

Bobcat Social Chairs host an adult-only fundraiser for the school community in the winter season (typically February/prior to Spring Break). The chairs work with a committee to secure sponsors, venue, flowers, food/drink and more.

Book Fair Chair works with the school librarian to gather volunteers to help with the school-wide book fair.

Clown Around Chairs work together to host a community-wide carnival for students and families held on a Friday in May, following Field Day. This fun-filled event includes games, food, silent auction and raffle. This is the PTO's largest fundraiser and a great opportunity to get involved, as there is a committee who helps secure sponsors and activities for the event.

Election Day Bake Sale Chairs organize volunteers and arrange for the donation of an array of goodies to be sold at Barrington during local and national elections.

Making Tracks for Bobcats Chairs organize a 1-mile fun walk that takes place each fall to raise money and support additional learning experiences. The chairs work with a committee to secure sponsors, music, prizes and more.

Mini Fundraiser Chair works to secure mini fundraisers with local restaurants and stores monthly during the academic year.

Spirit Wear Chairs help the students at Barrington show their spirit by designing and ordering spirit wear for students at Barrington. Spirit Wear sales are held 2-3 times per year online and occasionally set up in person at events like Bobcat Kick-off and Clown Around.