

## 2017-2018 School Year

- **APPRECIATION COMMITTEE:** The Appreciation Committee offers various forms of appreciation to the teachers and staff of Hindley throughout the year. This may include coordinating to have volunteers provide dinner on Open House night, lunch during conference weeks, and a holiday breakfast in December. The committee also provides a monthly appreciation event that varies from month to month (e.g., candy bar, Chinese auction in staff lounge). The committee also maintains a staff birthday bulletin board in the hallway.
- **AUTHOR'S VISIT COORDINATOR:** In consultation with the Hindley librarian, the Author's Visit Coordinator researches and proposes children's book authors to make presentations at Hindley during the school year. Authors are selected in consultation with Hindley's principal and grade-level lead teachers, but must be approved by the Board of the PTO. As provided in the PTO's Authorization Policy, any contracts to be entered into by the PTO must be signed by a Co-President rather than a Coordinator or Member Committee chair. The Coordinator is responsible for communicating with authors, arranging dates and times for the visits, coordinating the event with the appropriate teachers, arranging book signings, and taking book orders. The coordinator is also responsible for meeting and greeting the author and escorting him or her to and from the event.
- **BOOK FAIR COMMITTEE:** The Book Fair Committee plans and organizes the annual Fall Book Fair. The committee chair or chairs work in cooperation with the Hindley librarian to run the Book Fair and related family events. Specific responsibilities include: selecting a vendor (although all contracts must be approved and signed by a Co-President), a theme, publicity, decorations, scheduling class visits and parent volunteers, and facilitating teacher wish lists. The committee chairs are also responsible for sending information to the Wire and website coordinators as necessary.
- **BOX TOPS COMMITTEE:** The Box Tops Committee is responsible for publicizing the Box Tops For Education program to the students and parents and submitting the box tops to General Mills for the rewards check. The committee also decorates a bulletin board to publicize the effort, cuts and counts box tops, announces the results, and coordinates classroom winners.
- **CDSP and BUDGET REPRESENTATIVES:** These Coordinators serve as liaisons between Hindley and the Darien town budgeting process, which is concentrated during the period from January through April. These Coordinators represent the PTO in the Darien Board of Education budgeting process. Coordinators attend monthly CDSP meetings and the Board of Education and Board of Finance meetings that are part of the budget process. In particular, the

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Coordinators need to attend public hearings in February and March and should be prepared to give public comments on behalf of Hindley. Any information gathered at any meeting is shared with the PTO Board, the principal of Hindley School, and PTO members as needed.

- **CHESS COORDINATOR:** The Chess Coordinator is responsible for communication with Hindley chess club members regarding tournaments, for organizing chess club classes, and for ordering team t-shirts.
- **COMMUNICATIONS COMMITTEE:** The Communications Committee includes 2-3 Hindley Wire Editors, 2 Hindley PTO Website Webmasters and 1 Web Content Administrator, with the following responsibilities:
  - Hindley Wire Editors: Collects, organizes and edits all school and community information in weekly e-newsletter sent on Sundays throughout the school year and E-blasts as necessary. A draft is suggested by the prior Friday evening. Maintains and updates all Hindley email addresses and must coordinate frequently with Webmasters for continuity. The PTO provides Constant Contact software.
  - Webmaster: Maintains the Hindley PTO website and social media pages, responsible for posting announcements and information in a timely manner. These postings will be from the administration and/or the PTO regarding the interests of the Hindley community.
  - Web Content Administrator: Acts as a liaison between the Webmasters and Wire Editors and provides content updates, forms and announcements as needed by the Board, Coordinators and chairs of Member Committees.
- **CREATIONS COMMITTEE:** The Creations Committee plans, organizes and executes the annual Creations Art Show, typically held in the spring. The committee selects a theme (usually working with the Hindley art instructor), publicizes the show, supervises set up, coordinates any parent volunteers, and attends the show.
- **DAEG COORDINATOR:** The DAEG Coordinator is the liaison between Darien Advocates for Education of the Gifted (“DAEG”) and helps to publicize and coordinate events sponsored by DAEG. This Coordinator works with the DAEG board to execute the events at Hindley. The Coordinator also attends meetings of the DAEG (typically twice a year) and communicates information back to members of the Hindley community.
- **DIRECTORY COMMITTEE:** This committee coordinates and produces the directory of Hindley students, parents and staff. As provided in the PTO’s

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- **ENRICHMENT COMMITTEE:** The Enrichment Committee researches and proposes programs or activities to enrich and reinforce each student's school experience. Programs and activities are selected in consultation with Hindley's principal and grade-level lead teachers, but must be approved by the Board of the PTO. As provided in the PTO's Authorization Policy, any contracts to be entered into by the PTO must be signed by a Co-President rather than a Coordinator or Member Committee chair. The committee then schedules all activities, acts as a liaison to performers, attends all events, arranges payments and manages the evaluation process.
- **FAMILY PORTRAIT DAY COMMITTEE:** This committee plans and executes a family photo shoot fundraiser. Duties include researching photographers, acting as the liaison with the chosen photographer, publicizing the event, scheduling photo sessions, and supervising the payment process. As provided in the PTO's Authorization Policy, any contracts to be entered into by the PTO must be signed by a Co-President rather than a Coordinator or Member Committee chair.
- **FAMILY SOCIALS COMMITTEE:** The Family Socials Committee coordinates and executes the Hindley family and social events approved by the Board for each school year. Committee members publicize events, organize staffing, research and propose food and entertainment providers, and coordinate and assist with set-up, decorating and clean-up. As provided in the PTO's Authorization Policy, any contracts to be entered into by the PTO must be signed by a Co-President rather than a Coordinator or Member Committee chair. Primary responsibility for any given event may be assigned to a subset of committee members.
- **FIFTH GRADE GRADUATION COMMITTEE:** This committee works with Hindley's principal, the fifth grade lead teacher, and fifth grade Room Parents to plan the special activities associated with fifth grade graduation. This may include a class t-shirt, the fifth grade photo composite, and other graduation events.
- **FUNDRAISING COMMITTEE:** This committee designs and implements one or more fundraising events during the school year, usually with a focus on fall events. This committee is not responsible for Hindley Happening (including the silent auction), the Book Fair, or Family Portrait Day.

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- **GARDENING COMMITTEE:** This committee is responsible for the development, planting schedule, and maintenance associated with the interactive Children's Garden. The committee also coordinates with teachers to plan class visits and other programs relating to the garden.
- **HINDLEY HAPPENING COMMITTEE:** This committee plans, organizes, and runs the Hindley Happening fair in May, including the associated silent auction. Committee chairs coordinate the activities of subcommittees, volunteers and outside providers. Committee chairs also obtain the insurance certificates and municipal and other permits needed for the Hindley Happening. In addition, committee chairs research and propose food vendors and other service providers for the Hindley Happening. As provided in the PTO's Authorization Policy, any contracts to be entered into by the PTO must be signed by a Co-President rather than a Coordinator or Member Committee chair.
- **HINDLEY HAPPENING SILENT AUCTION COMMITTEE:** This committee plans, organizes and runs the silent auction that occurs during the Hindley Happening. The committee solicits and accepts donations, creates the auction brochure, sets opening bids for items, and sets up and administers the auction and delivery of items to winning bidders.
- **HOSPITALITY COMMITTEE:** This committee plans and executes a Back to School Teachers Luncheon the day before students return to school at the beginning of the school year. The committee also provides refreshments at Open House in the fall.
- **INTERNAL BEAUTIFICATION COMMITTEE:** This committee is responsible for enhancing the school's appearance and contributing to school spirit by creating seasonal decorations. Responsibilities include the set-up and take down of the decorations in the front vestibule area, the Welcome Center area (including the bulletin board certain months of the year), and for shares held in the Common Room (excluding the Veteran's Day Share). This committee also assigns various other PTO committees to decorate the bulletin board above the Welcome Center each month.
- **JUNIOR ACHIEVEMENT COORDINATOR:** The Junior Achievement Coordinator recruits and organizes volunteer parent leaders to participate in the training and classroom presentations developed by Junior Achievement of Southwest Connecticut for Grades 1-5.

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- **KIDSCARE COMMITTEE:** This committee organizes regular (often monthly) meeting of the Kidscare Club at Hindley. Kidscare Club's mission is to inspire a spirit of service and encourage children to volunteer at an early age. These volunteer projects provide children with a hands-on volunteer opportunity to give back to the school, local and global community.
- **LIBRARY COORDINATOR:** The Library Coordinator recruits and schedules parent volunteers to provide assistance in the Hindley library according to a schedule developed with the Hindley librarian.
- **LOST AND FOUND COORDINATOR:** The Lost and Found Coordinator monitors and organizes lost and found items in the Hindley common room and main front entrance. The Coordinator reminds students and parents to claim lost items by the end of each month via announcements and/or notices in the Hindley Wire. From time to time, the Coordinator discards or donates unclaimed items, which have traditionally been donated to Person-to-Person.
- **MUSIC FOR YOUTH COORDINATOR:** The Music for Youth Coordinator acts as Hindley's representative to Darien Music For Youth, which provides cultural programs to all the Darien schools throughout the year. The Coordinator is responsible for coordinating Music for Youth fundraising programs at Hindley (usually in September), and coordinating all programs during the year (usually 3 separate programs: fall, winter and spring), handling any requirements by the performers at Hindley (e.g., if they need tables, microphones, etc.), and handling publicity to get the programs in the newspapers. [*Consider deleting.*]
- **PORTRAITS OF AMERICA COORDINATOR:** The Coordinator presents a brief (50-minute) art history program to students in grades 4 and 5.
- **PUBLICITY COMMITTEE:** This committee is responsible for the publication of school news and events in the local media, and for maintaining the hall bulletin board and school scrapbook.
- **SPIRITWEAR:** The Spiritwear Committee coordinates the sales of Hindley spiritwear throughout the school year. This may include selling merchandise at events such as the Hindley Bash, Open House, Kindergarten Orientation and Family Socials events. The committee maintains a budget with the PTO Treasurer while working with various vendors, communicating with the Board about ideas, and ordering merchandise.

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- **SCHOOL STORE:** This committee organizes and supervises the Hindley School Store, a fundraising effort by fifth grade students. Committee chairs purchase merchandise and supervise and schedule the fifth grade student sales staff. The proceeds are used at the end of the school year to purchase a fifth grade gift from the graduating class (which must be approved by Hindley's principal). The committee must adhere to a "Do Not Purchase List" established by the principal, including items such as guns, stink bombs, glass objects, violent toys or anything disruptive to the classroom environment.
- **SCHOOL SUPPLIES COMMITTEE:** This committee organizes the school supply program that enables parents to buy school supplies through the PTO in the spring before the following school year. Duties include working with teachers to put together a list of supplies for their respective grades, and working with the school supply vendor to get supplies needed at lowest cost possible. The committee chair must send a final list of supplies to parents in each grade and collect money and forms for supplies. The committee also must arrange delivery of purchased to school and classrooms in time for the first day of school.
- **SOS COMMITTEE:** This committee comes to the aid of Hindley families, teachers and staff during times of crisis or emergency such as an injury, illness or death in the immediate family. The committee organizes volunteers who can provide meals, transportation and/or other necessary help and support. Assistance is given on a confidential basis.
- **SPECIAL EDUCATION REPRESENTATIVES:** These Coordinators are Hindley's representatives on the Darien Special Education Parent Advisory Committee. Coordinators serve as a conduit of information from Hindley parents to the Darien school district special education administration and from the special education administration to Hindley parents regarding topics and issues related to special education in Darien.
- **UNICEF COMMITTEE:** This committee coordinates and executes the UNICEF trick-or-treat box distribution and collection drive as well as accounting for the UNICEF monies collected.
- **VETERAN'S DAY COMMITTEE:** This committee plans and organizes the fourth and fifth grade Veteran's Day tribute held in November. Duties include decorating the common room for the event.
- **WELCOME CENTER COMMITTEE:** This committee is responsible for coordinating volunteers to greet visitors at the Welcome Center at the school's

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front entrance. The committee generates and maintains a monthly schedule of volunteers and communicates job responsibilities to volunteers.

- **WELCOMING COMMITTEE:** This committee is responsible for welcoming new families to Hindley by organizing events such as a Back to School Lemonade Social in August. The committee helps provide information for incoming families who are new to the school. Duties include sending invitations and organizing August event, which occurs the week before school starts, as well as the coffee in the winter.
- **YEARBOOK COMMITTEE:** This committee handles all aspects of compiling, organizing, typing, arranging sales and distribution of the Hindley yearbook. This committee should work in coordination with the Publicity Committee and Room Parents in collecting photographs and organizing student artwork. Committee members also are responsible for taking candid pictures throughout the year.