

## PSA Fundraising and General Committee Descriptions

The below information provides a brief description of the various PSA Fundraising and General Committees, and the responsibilities of those who chair or participate on the committee.

### **PSA Fundraising Committees:**

**Back to School Supply Sale** – A Primary School fundraiser. Students in grades K-4 can purchase required supplies at a discounted price. Families preorder in May and pick up their student's grade level supply kits on a designated day, prior to the beginning of the new school year. The sale also often provides "extras" that aren't included in their kits, for an additional cost. The committee is responsible for organizing the sale of school items for students. The event takes place at the end of the summer. Proceeds from this event go back to the PSA general fund.

**Blue Ribbon Gowns** – The event provides graduation dresses for rent to seniors at a reasonable cost. The dresses have been donated and are gently used. These gowns have been enhanced by the committee and are for rental to seniors for their special graduation day. The PSA committee coordinates and organizes the dress rentals. Proceeds from this event go both the PSA General Fund and back into the Blue Ribbon Gown program for future dress maintenance.

**Boxtops for Education** - Parents and students collect the box tops at home and turn them into the local school offices at designated time frames throughout the school year. The committee members collect and redeem the box tops that are taken to each primary school office or to the board office. The school district receives a percentage (varies year to year) monetarily for each box top collected.

**Crayons to Computers** – Volunteers (ages 14 and over) work at Crayons to Computers; a free store for locator educators who rely on store for their every day classroom needs. The committee members help recruit and fill volunteer slots at Crayons to Computers. In exchange, the Wyoming Primary and Middle school teachers shop at no cost for classroom supplies. See web site for eligibility rules that may apply.

**Market Day** – Market Day event is one Saturday morning each month. The Market Day committee oversees the receipt orders, packaging, and distribution of the items ordered through the program. The school district receives a percentage (varies year to year) monetarily for the amount of food orders taken each month.

**May Fete Leadership Team/Chairs** – May Fete is an annual fundraising carnival for the Wyoming and surrounding communities, including rides, games and food. The May Fete committee oversees every aspect of May Fete. They provide broad oversight and organize the subcommittee teams with the overall goal of making a successful May Fete event. All proceeds from this event go back to the schools to purchase equipment, technology and educational items that benefit all students.

**Middle School Magazine Sale** – An annual event for Middle School students traditionally occurs at the beginning of the school year. The PSA committee oversees the annual magazine sale. Proceeds from this sale go directly back to the Middle School educational programs. The percentage varies from year-to-year.

**Non-Event** – An annual non-event fundraiser, that consists of a solicitation letter mailed to Wyoming households requesting donations. The committee oversees the Non-Event (This event will not take place during the 2011-2012 school year, due to the pending school levy.)

**“Odds & Ends” & Kroger Gift Card Program** - The Kroger gift card is purchased with a desired amount. Participants then use the card to purchase groceries, gas or other retail/restaurant gift cards from Kroger. Kroger **donates 4%** to Wyoming Schools whenever a gift card is purchased. Other “Odds and Ends” fundraisers could include one-time or easy-to-organize fundraisers, such as Pizza Parties, retail promotions, etc. The PSA committee will oversee both the Kroger Card program and the Odds & Ends fundraising opportunities. Responsibilities will include: administer, distribute, market and oversee the gift card program.

**Primary Fundraiser** - The fundraiser has varied in the past and the chairs will seek out the best fundraiser that is age appropriate for the elementary students, as well as, recruit committee members to assist with the process. In past years, the primary fundraiser has been wrapping paper sales and coupon books. This committee works with the Primary Co-chairs to organize and work the annual Primary School fundraiser that traditionally occurs at the beginning of the school year. Proceeds from the Primary Fundraiser go back into the PSA General Fund for distribution where most needed.

**Student Directory Solicitations** - The Student Directory is our annual publication of all student/family addresses and phone numbers. The event is an annual fundraiser benefiting the Sophomore Class for that year. Order forms are provided in your student packets at the beginning of the school year. The committee coordinates the student directory activities that include securing ads from the community to be advertised in the directory, as well as, offset the cost of printing.

**Student Directory Database** – This committee supports the Student Directory Solicitation fundraiser. The committee chairs coordinate and provide all updated computer information for the Student Directory.

## **PSA General Committees:**

**Everybody Counts** – Everybody Counts is an educational program for students K-4 to promote “respect for all” and takes place in the fall of each school year. The committee coordinates volunteers to participate in the program. Volunteers are provided a 1 hour training session on their grade level topic, as well as, all materials needed to participate in the program. The volunteers will spend one hour in the classroom with the students promoting their particular “Everybody Counts” Theme.

**Foreign Language Fun** - This program provides the students an opportunity to learn a second language, at an earlier age, with weekly sessions throughout the school year. The committee recruits teachers and schedules students for the program for the duration of the school year.

**Lariat Editor and Lariat Designer** - These individuals work together to develop the layout and design of the monthly, online, PSA Newsletter. These individuals also manage the electronic distribution process.

**Membership** - This committee chair oversees PSA Membership by coordinating student information with the Student Directory chairs to ensure accurate distribution data for our school district.

**New Family Liaison** – PSA provides important materials and contact information to new families upon entering the Wyoming community. This committee organizes and provides these materials and contact information to new families.

**P.A.C. (Parent Advisory Council)** - P.A.C. representatives organize room parents for all grade levels, assist with grade level events and meet with their designated Grade Level Administrators on a monthly basis. These individuals act as a liaison between the schools, P.S.A. and parents.

**Parent Enrichment** – Wyoming schools try to bring real life into the classroom, whenever possible, through parent/family presentation and participation. The Parent Enrichment committee acts as a liaison to assists teachers by helping to bring in community members’ expertise, experiences and knowledge for special presentations in the classroom. Examples include: organizing a guest speaker for a particular topic being studied or providing a classroom with food from a country being studied.

**Parent Guide** - A comprehensive information guide (in hard copy or to review online) is distributed to both Wyoming Middle School and Wyoming High School parents in the district. This committee participates in performing updates and distributing such a guide.

**P.E.G. Rep. (Parent Education Group Rep.)** - Wyoming City Schools has representation on community boards to assist in creating programming for parents on topics ranging from healthy academic development to healthy social and emotional development of students. Such programs are offered once to twice a year and are held at a particular community location. These free events are open to the general public. The P.E.G. representative is appointed to represent PSA on the various community boards.

**Primary Weekend Enrichment** - Weekend enrichment offers weekend classes to students in grades K-6. Students who participate will receive additional enhancement in areas learning new topics of educational interest. The committee members oversee the program by coordinating students and topics of interest.

**Publicity** - This chair will work with all PSA chairs to publicize upcoming events through various channels, educate the general public on PSA and will organize all promotion of May Fete festivities.

**Staff Appreciation Event** – On an annual basis, the Wyoming City School teachers, administrators, staff and spouses are recognized at a special event. The committee members partner with community suppliers to organize and facilitate the annual event, as well as, obtain volunteers to work the event.