

PSA Fundraising and Service Committee Descriptions

Unless otherwise noted, proceeds from the following Fundraising Committees are deposited into PSA's general fund, then used for technology purchases, enrichment programs, classroom needs, student organizations and other funding requests.

Back to School Supply Sale – In May, families who will have students in grades K-4 the following year may pre-order required school supplies. In August, families pick up their student's grade level supply kit on a designated day (usually the week before school starts). The committee is responsible for pricing and procuring school supplies, organizing the sale, preparing and publicizing the order form, sending a reminder to parents about pick up day, and staffing pick up day.

Box Tops for Education - Parents and students collect Box Tops for Education labels from hundreds of grocery and other products at home, then turn them in at their school office or at the Board of Education building (420 Springfield Pike) during the school year. The committee promotes the program, collects the labels and prepares them for mailing to General Mills for redemption twice per year. Each Box Top is currently worth 10 cents for PSA.

Crayons to Computers – During the summer, volunteers work a three-hour shift at Crayons to Computers, which is a free store for local educators seeking classroom supplies. The store is located in Bond Hill, about 10-15 minutes from Wyoming. For every three-hour shift, Wyoming teachers receive a voucher to shop at no cost to fulfill classroom needs. Currently, vouchers are being given to newly hired Wyoming teachers as a welcome gift from PSA. The committee coordinates with Crayons to Computers to schedule the volunteer days, promotes the program, recruits volunteers and arranges for vouchers to be mailed to the teachers.

Market Day – Market Day is a national food fundraising cooperative offering restaurant-quality frozen items (prepared meals, appetizers, meat, vegetables, desserts and more) through a monthly purchasing program. Families place orders from September through June via a paper order form (distributed to grades K-4) or online at www.marketday.com. Orders are picked up on a designated day, usually the second or third Saturday of the month. Dates, times and location are published on the Wyoming City Schools calendar and in the PSA e-newsletter, the *Lariat*. The committee distributes order forms and information, promotes the program, and oversees the receipt of orders, packaging, and distribution. PSA receives a percentage of total sales.

May Fete – A long-standing tradition in Wyoming, May Fete is an annual carnival including rides, games and food. Wyoming City Schools are closed for the day - usually the third Friday in May - so all family members can enjoy the festivities, which run from 11:00 a.m.-10:00 p.m. In 2013, the location of May Fete was moved from the Middle School to the City of Wyoming's downtown business district, making it an even stronger community event. The committee consists of a large leadership team that oversees every aspect of May Fete and its two related fundraisers - the annual Wheel-A-Thon and Bogey Round Up Golf Tournament.

Middle School Magazine Sale – New and renewal magazine subscriptions are sold to the public during a fundraising campaign in early fall. A large portion of the proceeds are designated to help fund the Middle School's annual trips to Camp Kern (6th grade) and Chicago (8th Grade). The committee works with a fundraising company to schedule the sale, promotes the sale, organizes the student sale packets, collects orders and processes paperwork, prepares deposits and financial reports, and recruits additional volunteers, as needed.

Non-Event – This annual fundraiser consists of a letter and return envelope mailed to Wyoming households requesting donations to PSA. The committee oversees all aspects of this fundraiser including preparing the letter, mailing list and return envelopes, working with the printer and mail service, issuing thank you notes and processing donations received. Currently, the campaign runs from early November through the end of February.

Odds & Ends/Kroger Rewards – This committee oversees smaller, short-term fundraising opportunities, often partnering with local businesses offering retail promotions. One example is a restaurant eat-in, when a percentage of sales on a designated evening is donated to PSA. The Kroger Rewards program allows Kroger shoppers to link their Kroger card to Wyoming PSA, allowing PSA to receive a percentage of purchases from that card's activity. This committee looks for and organizes various fundraising opportunities, then promotes them to Wyoming student families and to the Wyoming community.

Primary Fundraiser - In the fall, students from all three Primary Schools work together to typically sell items from a catalog to the public. Items are then delivered in mid-November. Online orders are sold as well. In 2014, PSA partnered with a new fundraising company, which offered food items, jewelry, wrapping paper and more. The committee works with the fundraising company to schedule the sale, promotes the sale, organizes the student sale packets, collects orders and processes paperwork, prepares deposits and financial reporting, and recruits additional volunteers, as needed.

Student Directory - The Wyoming Student Directory is an annual publication and fundraiser for the High School Sophomore Class to help pay for prom and other class activities, and contains contact information for student families, school staff/administrators, a map of Wyoming and advertisements from local businesses. In 2014, PSA successfully launched an online directory in addition to the print directory. The committee is broken down into specific roles including Coordinator, Database/Online Administrator and Advertising Sales. The committee works together to promote, produce and distribute the directory.

The following Service Committees support Wyoming student families and, in many cases, the entire Wyoming community.

Blue Ribbon Gowns – The graduation ceremony at Wyoming High School requires girls to wear long white dresses. Blue Ribbon Gowns is a rental service, providing an alternative source of dresses for girls attending Wyoming High School who prefer not to purchase a dress. The committee promotes the program, solicits donations of dresses from recent graduates, organizes the dress collection and arranges appointments with senior girls for fittings. Familiarity with the WHS graduation ceremony is recommended.

Everybody Counts – Everybody Counts is an educational program for K-4 students 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 then spend one hour in the classroom with the students promoting their particular “Everybody Counts” theme.

Hospitality – Each division (Primary Schools, Middle School and High School) has a committee to serve refreshments at various events during the year such as PSA meetings, school open houses and principals' coffees. The Hospitality committees maintain an inventory of tablecloths, cups, napkins, etc., purchase food and beverages for each event (reimbursable by PSA), and set

up and clean up the hospitality table for each event. Beginning in 2015, the kindergarten welcome event "Popsicles on the Playground" will be organized by the Primary Schools' Hospitality committee (see New Family Liaison below for more information).

Lariat Newsletter - The Designer and Editor work together to edit, layout and distribute the *Lariat*, PSA's monthly e-newsletter.

Membership - This committee promote membership in PSA, answers questions about the organization, tracks membership and payment information, and assists the Student Directory Committee to help produce the directory.

New Family Liaison – This committee helps welcome new families to the school district by preparing a welcome packet with important materials and contact information, and assigning a representative to each building to serve as a point of contact. The New Family Liaison Reps attend the New Student Welcome meetings held in each building in August, usually the week before school starts, to introduce themselves and distribute the welcome packets. In 2014, the New Family Liaison Committee helped introduce a kindergarten welcome event called "Popsicles on the Playground", providing an opportunity for incoming kindergartners and their parents to meet in a casual, social setting at each primary school building and to learn more about PSA. Beginning in 2015, the Popsicles on the Playground event will be organized by Hospitality.

Parent Advisory Council (PAC) - Helping to serve as two-way communication between parents and administrators, PAC team members meet once per month during the school year (September through May) with principals from each division. The Primary Schools, Middle School and High School PAC team consists of a PAC Chair and PAC Reps representing each grade level. The PAC Chair, who serves a two-year term, communicates regularly with the principals, prepares the monthly meeting agenda and *Lariat* submission, oversees the activities of the PAC Reps and serves on the PSA Executive Board. The PAC Reps serve either a one-year term (Middle School and High School) or two-year term (Primary Schools). They recruit and manage homeroom parents, organize volunteers for playground, lunchroom and other duties (as applicable), and assist with grade level events.

Parent Education Group (PEG) - The PEG Rep organizes a presentation to the general public one or two times during the school year. The presentation is geared towards parents and typically involves a topic such as healthy academic development or healthy social and emotional development of students. The PEG Rep also may be appointed by PSA to represent the organization on community boards (e.g., Wyoming's Alcohol Task Force).

Primary Schools Weekend Winter Enrichment - This committee oversees all aspects of offering winter enrichment classes for K-4 students, typically held on Saturday mornings in January and February at Vermont School. The committee decides what programs to offer, recruits instructors, prepares promotional materials including the registration brochure, oversees the registration process including preparation of deposits, and provides on-site management on class days.

Publicity - This committee coordinates the promotion of all May Fete festivities and, if requested, works with PSA committee chairs to promote their events and activities.

Social Media - This committee posts PSA events, activities, school news, etc. on social media including Facebook. PSA's Facebook page is listed under "Wyoming Parent School Association".

Staff Appreciation Event – Teachers, administrators and staff of Wyoming City Schools are recognized by PSA at a special event each year. Currently, this event is a luncheon held at Wyoming High School the day before school opens to students. The committee plans the event including the theme, food, decorations, door prizes, etc., promotes the event and recruits volunteers for donations and to help at the event.

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