

# WHITTIER PTO

## 2020-2021 Vacant Leadership Roles

### CO-PRESIDENT

**DESCRIPTION OF ROLE** | Preside at all meetings of the PTO and Executive Board. Be the official representative at monthly Coordinating Council meetings. Approve all newsletters, flyers, or notices and have approval by Principal prior to distribution.

**EXAMPLE OF DUTIES** | Plan and run monthly PTO meetings. Work w/Chairs & leadership when needed. Regularly check PTO mailbox for mail and follow up accordingly. Help in making decision in regards to PTO. Write PTO updates for the Greenleaf. Attend PTO Council meetings.

**LEVEL OF COMMITMENT** | 1-2 hours per week (average)

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### CO – VP FUNDRAISING

**DESCRIPTION OF ROLE** | Oversee fundraising efforts/events. Work with event chairs and at times chair events yourself if needed.

**EXAMPLE OF DUTIES** | Annual Trivia Night, Silent Auction, Provide support for Fun Fair and Fun Run

**LEVEL OF COMMITMENT** | 20 total hours to plan each major event

## CO – CHAIR FUN FAIR

**DESCRIPTION OF ROLE** | Coordinate Fun Fair carnival games and activities during the Spring Season. Work with school and PTO to select a date typically the first or second Saturday in March.

**EXAMPLE OF DUTIES** | Work with Carnival company to obtain and review the contract for rented carnival games. Bulk of work begins in January and includes, marketing, recruiting volunteers, advanced ticket sales, determining food and beverage organizer. A timeline of tasks is clearly laid out and will be forwarded to Co-chairs of this event.

**LEVEL OF COMMITMENT** | 20 total hours (including event itself)

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## CO – PARENT ENGAGEMENT

**DESCRIPTION OF ROLE** | The Co-VPs of Parent Engagement work closely with one another in coming up with ways to keep all families engaged at Whittier in an inclusive way. The Co-Vps of Parent Engagement are responsible for identifying new ways to engage families at Whittier such as monthly coffee meetups and other social events. Parent Engagement also includes partnering with the VPs of fundraising and representing the committee at PTO leadership meetings.

**EXAMPLE OF DUTIES** | The Co-Vps of Parent Engagement are responsible for identifying new ways to engage families at Whittier such as monthly coffee meetups and other social events. Parent Engagement also includes partnering with the VPs of fundraising and representing the committee at PTO leadership meetings.

**LEVEL OF COMMITMENT** | 0.5 Hours per week

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## CO – CHAIR TRIVIA NIGHT

### DESCRIPTION OF ROLE

Aid in coordination of activities for Trivia Night. Event takes place in January.

### EXAMPLE OF DUTIES

Organize trivia night logistics: securing venue, MC, create committees for compiling trivia, securing volunteers for the event (set-up, spotters, check-in, drink tickets, clean-up), decide on decor theme and purchase necessary items, work w graphic designer volunteer to create signage, PowerPoint slides for trivia, and marketing leading up to event. Solicit 3-4 LIVE auction donations for LIVE AUCTION portion of evening.

### LEVEL OF COMMITMENT

1-3 hours a week until closer to the event.

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## FUN RUN CHAIR

### DESCRIPTION OF ROLE

The chairman for this event is responsible for managing all aspects of the overall event and working with school/PTO leadership.

### EXAMPLE OF DUTIES

- Recruiting committee members and determining their duties
- Creating/Tracking the committee budget to achieve overall PTO goals
- Leading committee members to ensure the timeline, due dates, goals/tasks are all being met

**LEVEL OF  
COMMITMENT**

Early planning is needed for the success of this event. The chairman for this event is responsible for managing all aspects of the overall event and working with school/PTO leadership.

## SERVICE DAY CHAIR

**DESCRIPTION OF  
ROLE**

Aid in coordination of activities to clean/arrange landscape at Whittier. Service Day - usually first Saturday in May.

**EXAMPLE OF DUTIES**

Work with school and PTO to select a date - usually a Sat or Sun morning, from 9-1pm. Create emails, posters and Sign Up Genius to solicit volunteers. Call landscapers to get prices on mulch - McAdam and 1-2 others, and arrange delivery (usually front of school). Work with Green Team garden chairs to solicit compost from the Village CompostAbles program and arrange delivery. On the day of the event, make sure volunteers weed, edge, spread compost and mulch, then power wash for cleanup. Volunteers bring wheelbarrows, tools and power washers. Arrange for the school to be open that morning.

**LEVEL OF  
COMMITMENT**

1-3 hours a week until closer to the event. 10 total hours commitment.

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# Whittier Wildcat Buddy Program For Families

We are so proud Whittier is a place we all belong, even while apart.

Whittier PTO would like to ease the transition for our new families—kindergarten and other grades—and create a supportive environment for all our incoming Wildcats.

This year, we're introducing the Whittier Wildcat Family Buddy Program!

We would love you to volunteer to be a veteran Buddy Family.

## What is a veteran Buddy Family?

A veteran Buddy Family is a current family with a child in any grade who acts as a welcoming and invaluable resource for a new Whittier family as they get settled in.

These community connections will be ongoing, but especially important as we navigate a new year...and a remote learning trimester. We would love to have you volunteer!

## How do I get involved?

If you would like to act as a veteran Buddy Family for an incoming Whittier Family, please email **Julie Burwell** ([burwell.julie@gmail.com](mailto:burwell.julie@gmail.com)) or **Kristen Hollinden**

([kristenhollinden@gmail.com](mailto:kristenhollinden@gmail.com)). Stay tuned, we'll connect families as quickly as possible!

Buddy Families should support new families while following all recommended social distancing guidelines.

## **Early Childhood Special Education Supply List 2020-2021**

Revised for Remote Learning: Additional items on the list will be utilized upon returning to the classroom.

### **Remote Learning**

- 1 package of 8-playdoh containers
- 1 package of dry erase markers
- 1 package of pip squeak or regular markers
- 1 package of crayons
- 1 pair of child-size scissors
- 2-glue sticks
- 1 bottle of white-glue
- 1 package of pencils
- 1 two pocket plastic folder with your child's name and school
- 1 32oz bag of rice or beans

### **On-Site Learning**

- A full size backpack that easily fit a 2-pocket folder in it- labeled with your child's name.
- 4 boxes of tissues
- 2 containers of disinfectant wipes w/o bleach-
- 2 containers of baby wipes
- 3 roll of paper towels
- 2 bottles of white glue
- 2 glue sticks
- 1 can of shaving cream
- 3 bottles of liquid pump hand soap
- 1 package paper plates (small or large)
- 1 box 5 oz Dixie or generic drinking cups



## Kindergarten Supply List 2020-2021



Revised for Remote Learning: Additional items on the list will be utilized upon returning to the classroom.

### Remote Learning

- 1 set of “over the ear” headphones with microphone (not earbuds)
- 2 pink erasers - not pencil top
- 1 boxes wide-tipped washable Crayola markers
- 12 #2 high-quality pencils, sharpened (Ticonderoga)
- 6 Elmer’s glue sticks
- 1 bottle liquid Elmer’s glue
- 1 pair child’s Fiskar scissors
- 1 box low odor dry erase markers (any color)

### On-site Learning

- 1 backpack (please label with your child’s name)
- 1 reusable water bottle (please label with your child’s name)
- 1 seasonal change of clothes, including socks, to be kept at school
- 1 large box of Tissues (we may need to ask for another box midyear)
- 2 boxes wide-tipped washable Crayola markers
- 24 #2 high quality pencils, sharpened (Ticonderoga)
- 1 box quart size Ziploc baggies, slide zip (Girls)
- 1 box Gallon Ziploc baggies, slide zip (Boys)
- 6 Elmer’s glue sticks
- 1 bottle liquid Elmer’s glue
- 1 container of Cleaning Wipes (to clean tables) (Boys)
- 1 roll paper towels (Girls)
- 1 1½" three ring binder with a clear view sleeve on the cover
- 3 boxes of 24 crayons
- 1 box of Crayola colored pencils, 24 count

### Physical Education

- Gym shoes and socks



**First Grade Supply List  
(Adapted for Remote Learning)  
Supply List 2020-2021**



We separated the supplies to reflect what is needed during remote learning and what is needed for in person learning. The items used during remote learning such as folders, headphones etc will also be used during Remote learning and brought to school for in person learning.

- 1 set of "over the ear" headphones with an in-line mic (not ear buds)
- 1 boxes wide tipped washable Crayola markers
- 1 box Twistables or Crayons
- 1 pack of colored pencils
- 2 pink erasers-not pencil top
- 1 glue stick
- 1 pair of scissors
- 1 heavy duty (plastic) yellow folder
- 1 heavy duty 3 prong (plastic) blue folder
- 4 Dry erase markers
- 2 packages of post it notes (2 different colors)
- pencils

**In Person Learning**

- 1 backpack-please label with your child's name
- ! pencil box if we aren't able to share supplies at tables
- 1 large box Kleenex
- 1 roll of Bounty Paper towels
- 1 boxes wide tipped washable Crayola markers
- 24 #2 high quality pencils, sharpened (Ticonderoga)
- 1 box quart Ziploc slider baggies (Girls)
- 1 box Gallon Ziploc brand baggies (Boys)
- 1 box snack Ziploc brand baggies (Boys)
- 1 bottle of hand sanitizer (girls)
- 6 Elmer's glue sticks
- 1 box of 24 Crayola colored pencils
- 1 heavy duty (plastic) yellow folder
- 1 heavy duty 3 prong (plastic) blue folder
- 1 heavy duty folder, any color (NEEDS TO FIT IN A HANGING FILE)
- 1 Container Cleaning Wipes (to clean tables)
- 2 box low odor dry erase markers (multicolor)
- One, 1½" white three ring binder with a clear view sleeve on the cover
- 1 set of 24 Twistable Crayola Crayons



**Wish list For IN PERSON Learning:)**

- **Mr. Sketch scented Markers**
- **1 box of clear sheet protectors**
- **Papermate Flair pens (assorted colors)**
- **Sharpie permanent marker, fine point (assorted colors)**
- **Magnetic Dry erase markers with erasers**
- **Astrobright paper**
- **Astrobright card stock**
- **White cardstock**
- **Post it notes (assorted colors)**

## **Second Grade Supply List 2020-2021**

### **Remote Learning Supply List:**

- 1 wide-ruled single subject spiral notebooks
- 1 composition notebooks
- 2 heavy duty plastic folders with 3 prongs (1 red, 1 yellow)
- 1 package post it notes
- 12 Ticonderoga sharpened pencils
- 1 pair of scissors
- 1 package of Crayola 24 Twistables
- 1 box of Crayola markers
- 6 dry erase markers
- 1 package Pearl erasers
- 1 set of headphones/ earbuds (with a microphone)

### **In School Supply List:**

- 1 3-ring binder (1.5 Wide)
- 1 wide-ruled single subject spiral notebooks
- 1 composition notebooks
- 1 heavy duty plastic folders with 3 prongs (blue)
- 1 box of Crayola 24 colored pencils
- 3 packages of post it notes
- 6 glue sticks
- 24 Ticonderoga sharpened pencils
- 1 package Pearl erasers
- 2 boxes of tissues
- 1 Container Cleaning Wipes
- 1 bottle of hand sanitizer (girls)
- 1 box quart Ziploc slider baggies (Girls)
- 1 box Gallon Ziploc brand baggies (Boys)
- 1 box snack Ziploc brand baggies (Boys)

### **In School Wish List:**

- Mr. Sketch scented Markers
- 1 box of clear sheet protectors
- Papermate Flair pens (assorted colors)
- Sharpie permanent markers, (assorted colors)

- White cardstock
- Astrobright paper
- Astrobright card stock

## Grade 3 Supply List 2020-2021

### Needed for Remote Learning

\*\*\*Oak Park Public Library Card\*\*\*

1 bound Composition Notebook (speckled cover)

2 spiral notebooks

1 set of earbuds/headphones

Students will need access to:

- Sharpened pencils and eraser
- Markers
- Crayons or colored pencils
- Scissors
- 1-2 Packs of Post-Its
- 3-4 Dry Erase Markers
- 2 Glue Sticks
- Ruler

### Needed for On-Site Learning

24 #2 **Ticonderoga** pencils (sharpened please)

1 box of 24 crayons

3 packs of markers

1 pack colored pencils

4 packs Post-It Notes (3" x 3" - lined or unlined)

2 spiral notebooks – wide rule

3 Poly vinyl two pocket folders – no prongs - 1 red, 1 green, 1 blue

2 boxes of facial tissues

8-10 glue sticks

3 erasers (no pencil toppers)

1 book bag/backpack

2 small bottles of liquid glue

1 box of Ziploc bags

last name: A - H gallon I – Q quart R – Z snack

3 rolls of Scotch tape

1 large pencil pouch

8-12 dry erase markers (no yellow and low/no order, please)

2 pair of pointed Fiskars scissors

2 black Sharpie permanent markers

1 ruler with centimeters and inches (non flexible)

1 package lined notebook paper - wide rule

1 container disinfecting wipes

# 4<sup>th</sup> Grade Supply List

## Adapted for Remote Learning (2020 - 2021)



**The items listed below are for all 4<sup>th</sup> grade classrooms for the 2020-2021 school year. Please read carefully as certain items ask for specific colors, styles, and/or sizes. If there is something you need from school or cannot get at this time, please let us know.**

### **Remote Learning Supplies:**

- |  |                    |
|--|--------------------|
| 2 dozen Ticonderoga pencils                                | 1 pair of scissors |
| 1 pack colored pencils                                     | 2 highlighters     |
| 2 glue sticks  | 1 pencil case      |
| 1 personal pencil sharpener                                |                    |
| 1-8 pack of colored markers                                |                    |
| 2 packs - 8 Expo dry-erase markers                         |                    |
| 1 ruler – inches and centimeters                           |                    |
| 3 packs of post-it notes                                   |                    |
| 1 set of ear buds or small headphones for iPad use         |                    |
| 2 three-subject spiral notebooks (one blue, one any color) |                    |
| 1 folder - any color                                       |                    |
| 1 sketch pad (8" by 11" or 9" by 12")                      |                    |

### **These can wait to add until we return to in-person or later in the year:**

- 2 dozen Ticonderoga pencils
- 2 black Sharpie markers
- 1 clear protractor
- 1 pack of loose leaf paper - wide rule
- 4 folders (one red, one blue, one green and two any design)
- 1 container of Lysol wipes (if available)
- 1 bottle hand sanitizer
- 2 boxes of Kleenex tissue
- 1 box of storage bags (last name: A-M = gallon, N-Z = sandwich)

# 5<sup>th</sup> Grade Supply List (2020-2021)

***The items listed below are required for all 5<sup>th</sup> grade classrooms for the 2020-2021 school year. Please read carefully as certain items ask for specific colors, styles, and/or sizes.***

## **Remote Learning Supplies:**

1 pkg. of pencils	1 green spiral for math
1 set of colored pencils	2 two-pocket folders (one green, one blue)
1 set of broad-tip colored markers	1 blue three-subject spiral notebook
1 set of fine-tip colored markers	1 composition notebook (wide-ruled)
6 Expo dry-erase markers	1 sketchpad (8" by 11" or 9" by 12")
1 pair of scissors	1 pair of headphones
1 glue stick	1 pencil case
1 roll of tape	1 personal pencil sharpener
1 ruler	2 packages of 2x2 Post it Notes (pastel in color)

## **Additional Supplies for In-Person Learning:**

2 pkgs. of pencils (12 ct.)	2 two-pocket folders (one red, one yellow)
1 pkg. of ballpoint pens	2 spiral notebooks (one red, one yellow)
2 pink erasers	1 music folder (any design)
2 black Sharpie permanent markers	1 calculator (optional)
1 pair of scissors	1 container of Lysol wipes
2 highlighters	1 container of hand sanitizer
1 roll of tape with dispenser	3 boxes of facial tissue
2 glue sticks	
1 package of loose-leaf notebook paper	
1 personal/reusable water bottle (labeled with student's first and last name)	
1 lunch container (labeled with student's first and last name)	
1 box of storage bags ( <i>last name: A-M = sandwich, N-Z = gallon</i> )	