# CURRICULUM NIGHT



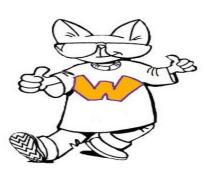
#### Whittier Virtual Open House - Wednesday, September 16, 2020

Please join us for the Whittier Curriculum Night on Wednesday, September 16<sup>th</sup>: During our Curriculum Night, you will have the opportunity to hear about the various learning experiences we have planned this year. Additionally, I highly recommend you visit our Library, Music, Art, PE, and Spanish teachers from 7 - 7:30 pm. We have an amazing fine arts team that would love to share their curriculum and programming information with you! Being virtual, the curriculum night format will not lend itself to a Q and A session. Therefore, in preparation for our curriculum night, we are reaching out proactively to seek any questions you have so we can ensure we are addressing them during our curriculum night presentations. If you have any questions, please submit this form prior to Monday, September 14th so that we may include the answers in our presentation. Here is the link to the form.

#### Curriculum Night Schedule (Zoom Links TBD):

- Leadership Team Welcoming Presentation: 6 pm to 6:30 pm,
- K-2 Classroom Teachers' Presentation: 6:30 pm to 7:00 pm,
  - Special Teachers' Presentation : 7:00 pm 7:30 pm
- 3rd-5th Classroom Teachers' Presentation: 7:30 pm-8:00 pm.

Whittier Elementary



Where You Belong!

## 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.
	1-2 hours per week (average)

COMMITMENT

**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)

#### **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

#### **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.

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