

# PTF Sponsored Activities 2016-2017

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## *Opening Service – September 6<sup>th</sup>*

Parents are invited to attend Opening Service on the first day of school. After the service all parents are invited to get together in the lunchroom for a short period to enjoy coffee or juice and treats. One person is needed to prepare the coffee and juice. We ask that 3 people sign up to bring treat such as coffee cake, bars or fruit. You do not have to go to the service or the fellowship, these items can be dropped off in the lunchroom in the morning when you drop your child off.

## *Open House –September 20<sup>th</sup>                      \*PRE-K\**

Families are invited to come and visit the classrooms and meet for fellowship in the lunchroom. Parents of the children in Pre-K supply the treats for this activity.

CHAIRPERSON RESPONSIBILITIES – Arriving at the school at least 20 or so minutes in advance of the activity to prepare coffee and juice. It is beneficial to contact the other people who signed up to help as well to ensure there are enough people to help that night. Everyone who volunteered to help should arrive early to help get treats put on trays and tableware prepared if needed. Everyone who volunteered also helps clean up the lunchroom after the activity. This includes cleaning tables, sweeping floors and basic cleanup of the kitchen and counter areas. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

## *PTF Meeting – September 26<sup>th</sup> 6:30 pm*

This is a time where parents, teachers and friends of the school meet to discuss the different activities coming up and ways on which we can help make things better for the school - such as buying specific items for teachers or fundraising ideas. New ideas are always welcome – please come join us and show your child you care for and support their school!

## *Reformation Activities/Presentation – October 30<sup>th</sup> – time TBD*

This is a new wonderful opportunity for Christian fellowship and a great way to get to know the other families in Samuel. Plans are for a quick meal and activities in the gym for the children to participate in while the adults are invited to a presentation about Reformation.

CHAIRPERSON RESPONSIBILITIES – If you are interested in helping please contact Pastor Schreiner. Volunteers may be needed to help serve the meal, plan and run stations/games.

### *SMSU Float Committee – October 1<sup>st</sup> – 11:00 a.m.*

Parents, teachers and students of Samuel work together to prepare a float and walk through the parade showing support of our school. We try to stick close to the SMSU theme of the year and with the help of the teachers we have the kids make posters to display on the float. Parents are encouraged to join the group and walk through the parade. You may bring a wagon or stroller if you have a younger child.

CHAIRPERSON RESPONSIBILITIES – Getting the float registered and communicate information on when and where to meet prior to the parade and parent pickup after the parade. Calculate the cost of supplies needed (candy or other items to toss, float decorations, hand-outs telling about our school....). **The amount spent on these has to be approved at a PTF meeting prior to the event (Septembers meeting).** This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Book Fair – Date TBD (possibly in conjunction with Christmas Concert)*

This is a wonderful way for people to purchase books as gifts for Christmas. This is also a wonderful way for our school library to get new books as Scholastic is generous and our school will get money to purchase books depending on the amount of sales. This is also a great way for our classrooms to get new books – teachers fill out wish lists after they look through the books and anyone who chooses to can donate a book (or books) from their wish lists to the classrooms.

CHAIRPERSON RESPONSIBILITIES – This person would work in conjunction with the school librarian, Kathy Paxton. Scholastic typically has a ‘theme’ for the book fairs every year – this person would work with Kathy and any other volunteers to make the theme work for our book fair. In the past we have had crafts and reading activities in conjunction with the book fair that relate back to the theme. Volunteers for this activity help setup the books before the fair and also help kids find books during the fair or act as cashiers to check people out at the fair.

### *Family Camping/Reading Adventure Night – work this with the Book Fair – TBD*

This is a new activity. Let’s welcome spring and summer with “camping” and reading! A fun-filled night with reading in tents with flashlights, complete with art activities, scavenger hunt, prizes, a hotdog supper and smore’s for dessert! Weather permitting this can be done outside if not we will still do it in the school.

CHAIRPERSON RESPONSIBILITIES – This person is responsible for getting together with the other volunteers and planning the evening’s activities. You may ask for donations from everyone at school for things needed (food, books, tents, grills(if can do outdoors), flashlights, etc). **If money from the PTF is needed someone from the group needs to make a request from the PTF at the January PTF meeting.** This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity – as this is a new event the chairperson will have to make one up –including all items donated or purchased, number of people attended, etc. Please consider helping with this new event!

### *PTF Meeting – November 21<sup>st</sup> 6:30 pm*

This is a time where parents, teachers and friends of the school meet to discuss the different activities coming up and ways on which we can help make things better for the school - such as buying specific items for teachers or fundraising ideas. New ideas are always welcome – please come join us and show your child you care for and support their school!

### *Christmas Concert – December 4<sup>th</sup>*

*\*PRE-K\**

After the concert everyone is invited up to the lunchroom to enjoy juice/coffee and treats while enjoying a little Christian fellowship. Treats are provided by parents of all grades for this event.

CHAIRPERSON RESPONSIBILITIES - Arriving at the school at least 20 or so minutes in advance of the activity to prepare coffee and juice. It is beneficial to contact the other people who signed up to help as well to ensure there are enough people to help that night. Everyone who volunteered to help should arrive early to help get treats put on trays and tableware prepared if needed. Everyone who volunteered also helps clean up the lunchroom after the activity. This includes cleaning tables, sweeping floors and basic cleanup of the kitchen and counter areas after the activity. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Advent Meal – December 7<sup>th</sup> and 14<sup>th</sup> – at Christ Lutheran Church*

This is something we have just recently implemented into our activities. It is a great way for the parents and the children to get more involved in the church fellowship prior to the Advent services. This is a fundraiser for the PTF Organization. **To make this activity a success we need full cooperation from ALL families.** The food served at these meals will be decided upon at a PTF meeting prior to the activity, items may be requested of the school families for donation such as buns, juice, desserts, etc.

CHAIRPERSON RESPONSIBILITIES – Arranging for any donated items to be dropped off in the kitchen (church basement) the day of the meal, preferably an hour or so before depending on the items. This person will organize with the group the menu and any items that need to be purchased prior to the date of the meal. **Any funds needed for purchase of food, etc. will have to be approved at a prior PTF meeting (Novembers meeting).** This person also will organize the kitchen crew and families for serving the meal.

This typically works best with 3 to 4 adults in the kitchen and the kids and parents serving the food. Everyone involved are asked to help setup and cleanup after the meal. With everyone's help everything is cleaned up and we are all able to enjoy the service. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Family Movie Night - January 20<sup>th</sup>*

This is a great family event supporting Christian fellowship that the kids and even the parents enjoy! An age appropriate family movie (such as a Disney movie) is chosen and all families including grandparents are invited to come join us in the lunchroom for popcorn and a movie, and maybe other treats. Parents are asked to bring lawn chairs to sit in and kids can come in their jammies and slippers and can bring blankets and pillows to be comfortable.

CHAIRPERSON RESPONSIBILITIES – Organizing the volunteers and the food/drinks for the evening. Popping popcorn and filling bags, drinks (juice or water). All volunteers are responsible for set up and cleaning up of the lunchroom. **If any funds from PTF are to be used the request has to be made at the PTF meeting prior to this event (November's meeting).** This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *PTF Meeting – January 23<sup>rd</sup> 6:30 pm*

This is a time where parents, teachers and friends of the school meet to discuss the different activities coming up and ways on which we can help make things better for the school - such as buying specific items for teachers or fundraising ideas. New ideas are always welcome – please come join us and show your child you care for and support their school!

### *Whopper Feed – Date TBD* – Tentatively planned for Grandparents Day BB Game in February

This is a fundraising event. The first one was held in 2012 to make money to help purchase the new playground equipment.

CHAIRPERSON RESPONSIBILITIES - This person would be in charge of organizing the event, contacting Burger King to set up the date and amount of food needed and getting the information out via the Cougar Chronicle, church bulletin, etc. inviting everyone to the Whopper Feed. The chair would also work with the volunteers scheduling 2 shifts to work the event – the main duties for volunteers are helping setup and make the burgers and cleaning up after the event. The PTF would determine prior to the event what they would like to put the funds toward – for example, the funds have been used to purchase new uniforms for the volleyball/basketball teams.

### *Spring Program – May 3<sup>rd</sup>*

*\*PRE-K\**

The teachers and kids work really hard on putting together an evening program for the enjoyment of their families. This leads to another opportunity for Christian fellowship after the program with treats and beverages being served in the lunchroom. Parents are asked to donate treats for this fellowship.

CHAIRPERSON RESPONSIBILITIES – Arriving early to prepare coffee and juice. Organizing the volunteers to help get the bars, etc. put out on trays and tableware out for the fellowship after the program. All volunteers need to help setup and cleanup the kitchen area. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Afternoon of the Arts – March 15<sup>th</sup>*

Do you wonder what art projects your child works on throughout the school year? This is where you will be able to enjoy walking around the gym looking at some of the art projects that all grades have worked on during the year. Refreshments are served and it's another opportunity to get to know your child's friends and families.

CHAIRPERSON RESPONSIBILITIES – Responsible for organizing the volunteers, setting up the food and beverages for the activity and cleanup after the event. Treats are usually provided by parents for this event. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Band/Piano Concert – May 17<sup>th</sup>*

The Band and Piano teachers work together to have their students show off their skills at a joint concert in the spring. The parents of these students provide treats for the fellowship.

CHAIRPERSON RESPONSIBILITIES – Arriving early to prepare coffee and juice. This person is responsible for organizing the volunteers to get the treats out on trays and tableware (napkins and such) ready for the activity, and to help with other setup and/or cleanup. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Teacher Appreciation – Week of May 8<sup>th</sup>*

*\*PRE-K\**

What a great way to show our teachers just how important they are and how much we appreciate all they do for our children. This could be having a 'theme' week where kids bring gifts fitting into the theme during the week. One thing we have done in the past is the teachers are 'taken out' for lunch on that Friday by the PTF. To do that parent volunteers are needed to help with serving lunch and watching kids during recess. Another thing that has been done is breakfast for them before their morning meeting.

CHAIRPERSON RESPONSIBILITIES – Each classroom should have a chairperson. This person will be in charge of contacting parents and planning on what to do for their classroom or planning with the others (from the other classes) to come up with the idea for how to celebrate our teachers during that week. ***It is ALWAYS a good idea to plan early for this activity – maybe start talking with the other ‘chairpersons’ in January or February and get your ideas for this worked out.*** **If items need to be purchased, to be reimbursed they need to be approved by the PTF at a meeting prior to the activity (Aprils meeting).** If a decision is made to take the teachers out for dinner, this person should also setup the place and time for the teachers to have their meal, this should be organized with the teachers to avoid any scheduling conflicts in advance. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Activities Banquet – May 23<sup>rd</sup>*

This is to showcase the kids in grades 3 through 8 who participate in any type of sport, piano or band, or other school activity such as forensics, meet math, etc. There is a potluck meal served during the banquet and is open to all. This is run by the 8<sup>th</sup> grade parents.

CHAIRPERSON RESPONSIBILITIES - Arriving early to decorate and get coffee/juice ready to go. Getting any table service items out and ready to go, setting up the counter for the food and EVERYONE involved is asked to help cleanup – not just the 8<sup>th</sup> grade parents. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.

### *Graduation – June 1<sup>st</sup>*

Fellowship and a short program after the Graduation service to honor the graduates. This is held in the lunchroom. Parents of the 7<sup>th</sup> graders are in charge of this event.

CHAIRPERSON RESPONSIBILITIES - Getting the parents together in advance to plan on the reception. This includes planning for the cake, flowers, juice or punch and tableware. These items are reimbursable through the school activity fund, just keep your receipts and turn into the office. This group needs to be in touch with Mr. Festerling regarding the class colors, flower, etc. to plan for the cakes, decorations and flowers. All 7<sup>th</sup> grade parents and their kids are to help setup and cleanup after the event, as well as serve the cake and juice during the reception. This person also makes sure the PTF Activities Binder is updated with the serving information and such from the activity.