

Woodlawn PTO Committee Descriptions:

- 8th Grade Graduation ~ Assist the school with the graduation party by chaperoning/recruiting chaperones. Coordinate purchase of gifts for 8th grade graduates within budget. (May)
- 8th Grade Mixer ~ Organize an after school event for Woodlawn/Twin Groves 8th grade students with Twin Groves chairpersons. (Winter)
- Coat Drive ~ Promote/collect/distribute coats for needy families. (Fall)
- Cultural Arts ~ Review, schedule and host programs and assemblies working with School Administration and track financials with the budget.
- D96 Dash ~ Work with District 96 PTOs to organize a 5K walk/run event. (Fall)
- Dessert Day ~ Comply with state nutritional guidelines, schedule with local vendors, collect order forms, assign volunteers, setup and serve dessert during lunch hours, and track financials (Monthly)
- Dinner Night Out ~ Coordinate, schedule and promote several dinner night out fundraisers with local restaurants throughout the school year and track financials.
- Fall Book Fair ~ Coordinate three day Scholastic book fair at Woodlawn for students. Schedule volunteers, track financials, and work with Scholastic/LC staff on book selections. (Fall)
- Fall Party ~ Organize and work at the evening Halloween-themed party, coordinate volunteers, food, decorations, activities and track financials. (October)
- Flower Sales ~ Sell and distribute Leider's gift certificates and track financials. (April/May)
- Food Drive – Organize the collection and distribution of food items for Vernon Hills Food Pantry, work with Woodlawn staff/teachers, organize volunteers, and advertise.

- Gym Clothes ~ Manage the ordering, distribution and sales of gym clothes and locks at Locker Set Up Day. Work with the PE teachers on reordering needs throughout the school year and track financials. (Ongoing)
- Hot Dog Day ~ Plan the PTO hot dog lunch for students and staff during the last month of school and track financials. (May/June)
- Locker Clean Out Day ~ Organize volunteers to assist with the collection of new/gently used school supplies during Locker Clean Out Days. (May/June)
- Magazine Sales – Distribute Magazine order forms at Locker Setup Day, oversee order collection, advertise event and track financials.
- Parent to Parent Network - Act as liaison between Woodlawn and core PTP committee by attending meetings to gain knowledge and participate in developing future programs for District 96.
- School Supply Kits ~ Confirm supply kit requirements with school administration, coordinate orders/forms, organize sales and distribution of kits at Locker Set-up Day and track financials. (January & August)
- Special Lunch ~ Comply with state nutritional guidelines, schedule with local collect order forms, assign volunteers, set-up and serve lunch, and track financials (Monthly)
- Spirit Wear ~ Work with lowest cost vendor to design apparel, take orders during Locker Set-up Day (August), distribute and track financials.
- Spring Book Fair ~ Work with Barnes & Noble and Woodlawn staff, coordinate and advertise the book fair for students and families and track financials. (Spring)
- Spring Fling Party ~ Organize and work the Spring after school 3 on 3 basketball event and party, schedule volunteers, work with Woodlawn staff, provide food and track financials. (March)

- Staff Hospitality ~ Plan and organize meals for Woodlawn teachers/staff during Parent/Teacher conferences (November & March) and during Staff Appreciation Week (May) and track financials.
- Yankee Candle ~ Promote event, coordinate order taking during August Locker Setup Day and Spring, distribute orders, and track financials.