

**Miner Elementary School  
Parent Teacher Organization  
SY2019-20 Committees**

**Fundraising & Grants:** Plan major and minor fundraising events. Identify grant opportunities and write application. Provide grant requirements, expertise, and advice. Provide reports to the Grantor. Maintain lists of current/potential grants and current/ potential grantors. Work with Communications Committee to promote and facilitate online sales as part of the school's Spirit Store.

**Communications:** Manage internal communications channels, tools, and processes for informing PTO membership and immediate community. Collect and manage PTO member data and distribution lists. Support promotional needs of PTO Executive Board and committees, including flyers, posters, and banners. Manage the school's "Spirit Store."

**Community Engagement:** Establish and maintain relationships with external organizations and partners. Maintain a list of school and PTO partners. Coordinate outreach/advocacy to city organizations/agencies. Maintain a list of current issues. Coordinate Miner's participation in community-sponsored events.

**Family Engagement & Events:** Plan, coordinate, promote, and implement major and minor events and activities to facilitate and increase family engagement at the school.

**Family Support:** Plan, coordinate, promote, and implement events, drives, and activities to meet critical needs of Miner families. Recruit volunteers and donations for Family Support activities. Work closely with the school's social workers.

**Appreciation & Recognition:** Plan, coordinate, promote, and implement and activities to show appreciation to teachers, staff, administrators, students, and parents. Recruit volunteers and donations for appreciations events. Organize gestures of appreciation to donors, sponsors, grantors, partners, etc.

**Facilities & Grounds:** Maintain a list of all needed repairs and upgrades to school facilities/grounds.. Work with the Community Engagement Committee to advocate to government organizations. Identify potential sponsors for funding. Identify potential vendors to implement specific needs. Maintain a list of all PTO-owned property and manage storage and use of PTO property (i.e. "Property Custodian").