**Team Beacon PTO**

*“No one can do everything, but everyone can do something.”*

**Team Beacon Meeting Agenda**

May 20, 2021 at 7:00pm

Location: Online Zoom meeting: <https://us02web.zoom.us/j/88119149377>

* **Opening and welcome**
* **Welcome Katie See, Wylie Principal**
* **Principal Update** – Ryan Bruder
* **Committee Chair Updates:** 
  + Staff Appreciation – Nicole Cochran
  + Fundraising - Kimberly Marinelli
  + Yearbook - Ashley Hopkins
  + Social Media - Kimberly Haner
  + Webmaster - Kevin McClain
* **Committee Chair Positions**
* **Open Discussion**
* **LAST MEETING OF THE YEAR!** You are all rockstars!
* **Committee Chair Descriptions:**

## Grant Committee Chairperson​

**The Grant Committee Co-Chairperson is in charge of reviewing, researching and, along with the Team Beacon, approving teacher grant requests, based on guidelines established by Team Beacon. The committee chair is responsible for scheduling the grant timeline.**

## Beacon Blast

**Planning starts in August. Requires about 10 hours including race day. Works with the other Run Co-Chairs to set a Run date, set up an online platform (Get Movin' Crew), solicit donations, send race info home, orders T-shirts or race bibs, set race times & attend race day.**

## Staff Appreciation

**Plan food or other appreciation for the month; purchase food or organize Sign Up Genius; set-up before & clean-up after in the teacher lounge, submit receipts to the office for reimbursement.**

## Yearbook

**​Responsible for taking pictures (and delegating to parents), designing the YB, page layouts, center photo orders and sales.**

## Fundraising

**Organize local business fundraising and inform the community. Busch’s, Kroger, Box Tops, Dine to Donate, etc.**

**Scholastic Book Fair**

**The Book Fair Chair is responsible for selecting the Book Fair Dates, organizing volunteers to help set-up, assisting students and parents as they browse the book selections, and working the cash register.**

## Ice Cream Social

**Planning starts in August. One evening Event: Work with secretaries to set a date, buy ice cream and toppings, organize volunteers with Sign-up Genius, send invitations home to families, attend and manage the event.**

## March Is Reading Month

**By January, meet w/ B & A teachers and co-chairs to determine theme; gather ideas and decorations; recruit set-up volunteers; book entertainer for end of MIRM celebration; order prizes for students; recruit take down volunteers; assist teachers as needed.**

## Art Night

**Planning begins in March. One evening Event: Work with secretaries to set the date, organize art events, organize volunteers with Sign-up Genius, send invitations home to families, attend and manage the event.**

## Movie Night

**The Movie Night Chair is responsible for choosing a movie night, creating fliers to advertise the event, assisting with movie selection (G or PG only), purchasing water and snacks, organizing volunteers to help set-up, pop-popcorn, clean-up.**

## STEM Night

**The STEM Night Chair is responsible for working with Anchor PTO chairs in planning the math/science games and events, event set-up and clean-up, decorating the school, and organizing volunteers with a Sign Up Genius as well as coordinating with the NHS.**

## Field Day

**Work with Mr. McHugh to organize and fill volunteer roles needed for Field Day in the spring. Also work with secretaries to order inflatable and snacks.**

## Zap Zone

**Work with Chair from Anchor to organize the annual fundraiser held at Zap Zone.**

## Volunteer Co-Chair

**Reach out to parents based on their selected interests to help fill volunteer needs throughout the year (events, donations, etc.)**

## Lost and Found

**Work to keep the lost & found at Beacon to a minimum by posting photos of items on social media and sending home reminders to parents throughout the year.**

## Social Media

**Keep Team Beacon's Facebook page up to date by adding events, meetings, shout outs, etc.**

## Webmaster

**Work with President and Committee Chairs to update the Team Beacon Website to keep information current.**