

## **COMMITTEE CHAIRS – OPEN POSITIONS - DESCRIPTION**

**Adult Benefit** – Organize the Adult Benefit for The Lane School.

**Assemblies** - Organize 3-4 assemblies at the school throughout the year.

**Local Retail Events-** Coordinate days with local retail establishments during which the corporations donate a percentage of the purchases to The Lane PTO. These retailers could include: Kramer Foods, McDonalds, Il Poggiolo, Homemade Pizza and other willing participants.

**School Supply** – Collect order forms for purchase of school supply kits. Work with teachers to formulate list for each grade level. Intercept school supply delivery at school in August. Upon receipt, chairs check and organize all school supply kits and deliver them in alphabetical order to each classroom so they are ready for the first day of school.

**Science Fair** - Organize the annual Science Fair for all students to participate in, usually during the last week of January.

**Wrapping Paper Online Sales**– Coordinate fundraiser which offers online purchase of wrapping paper and various other specialty products to the families and friends of The Lane School.