

PTO Committees

PTO Executive Committee: This committee is responsible for the implementation of PTO events and programs. It relies on skilled committee chairs and volunteers to deliver events and programs. It also makes decisions on the reinvestments of funds raised. This committee is led by the PTO President, supported by two Vice Presidents, a Secretary, a Fundraising Coordinator, a Room Parent Coordinator and a Treasurer. The term begins July 1st and ends June 30th, with elections held in May before the end of the school year.

All Staff Holiday Gift Committee: The ASHG Committee coordinates an annual collection of funds from the parents to redistribute to each and every staff member (except the Head of School) to ensure that no staff member goes unappreciated around the holidays. The committee is led by a chair and supported by committee members.

Book Fair Committee: This committee is responsible for planning and implementing target language book fairs (French, Spanish and Mandarin). It relies on used book donations and also works with providers overseas to source new books for sale. This committee is led by a chair and supported by committee members.

Community Service Committee: This committee works closely with the school administration to identify service opportunities for children in K1-8th grade and help implement these initiatives. Previous service opportunities include caroling at a nearby nursing home and volunteering at a soup kitchen in downtown Denver. This committee is led by a chair and supported by committee members.

Dragon Swag Committee: Assist the Fundraising Chair in marketing Dragon Swag, maintaining the website and problem solving. This is a pilot program this year so the expectations are as yet undetermined!

Fundraising Committee: This committee is led by the Fundraising Coordinator, a member of the PTO Executive Committee. The PTO's fundraising programs are usually managed by sub-chairs and supported by committee volunteers. Examples of current fundraising programs are: Pizza Fridays, Grocery Card Programs, Box Tops, Original Works, Amazon Smile, Back 9 Art, and Dragon Swag, ISD's new online spirit merchandise store. Funds raised are used to provide services for the ISD staff, including granting teacher wish lists and offering staff appreciation events, as well as educational opportunities for the parents and social events like Morning Minglings.

International Bash Committee: The Bash committee will plan and implement the International Bash held each spring. Responsibilities include: filling subcommittee chair roles, ensuring sub-chairs are progressing on their assigned tasks, regularly keeping communication between PTO Executive Committee, ISD administration and sub-chairs, advertising, marketing and selling tickets in advance, reconciling the accounting, and thanking all donors after the event. This committee is led by a Chair, Sub-Committee Chairs and committee members.

Morning Mingling Committee: This committee is responsible for planning and organizing 4-5 social events for the benefit of teachers and parents. Light breakfast snacks are served starting at 7:30 am for teachers and open to the parents after drop off. Free coffee services is provided by an outside vendor. Morning Mingling provide an opportunity for parents, teachers and staff to mingle and chat in an informal setting. It is led by a Chair and supported by committee members.

Parent Ambassador Committee: The Parent Ambassador Committee is divided into three groups: ECE, Lower School and Upper School. Each two-person ambassador group works with their Division Coordinator. Together they identify ways to increase parent and student involvement, plan events and activities designed to develop friendships and a sense of community, and serve as human 'suggestion boxes' for the parents they represent to then share with the PTO Executive Committee. Each of these committees will need a support team to help implement the identified events and activities.

Parenting Education Committee: The Parenting Education Committee works with the school administration to identify parenting topics of interest to the school community. It assists the school to identify

providers, plan for and deliver 3-4 educational parenting sessions, and organize child care. This committee is led by a Chair and supported by committee members.

Parent Owned Business Committee: This committee identifies and liaises with ISD Parent Owned Businesses to help promote their businesses within the ISD community, while symbiotically offering a resource for ISD families to benefit from the deals and offers provided by the POBs. It is led by a Chair and supported by committee members.

Room Parents: Room Parents are led by the Room Parent Coordinator, a member of the PTO Executive Committee. A room parent is identified for each classroom. The teacher determines who will be his/her class' room parent(s) from the volunteers who come forward. A room parent's primary task is to disseminate information from the Room Parent Coordinator to the parents in the classroom-this is a vital component to the job. Failure to do so may result in a room parent being removed from their position. A room parent also supports the teacher, helps with communication between the teachers and parents, helps share classroom pictures and helps answer questions from parents. Additionally, room parents are encouraged to plan 'Get To Know You' events at the beginning of the year and an End of Year party for the class as well, but it is not required. A Room Parent Handbook can be found on the PTO website for more information.

Staff Appreciation Committee: This committee serves to recognize and show appreciation for all ISD staff throughout the year by conducting several appreciation events. Events include the Holiday Cookie Exchange and the Staff Appreciation Week in late spring.

Talent Show Committee: This committee will plan and host the annual student Talent Show. Responsibilities include recruiting and scheduling student acts, securing venue, lighting, sound, and refreshments, advertising and selling tickets in advance, organizing volunteers for set-up, event implementation, and clean-up, and thanking all the donors and participants after the event.

Volunteer Appreciation Party Committee: Work with the PTO Executive Committee to plan and organize a volunteer appreciation party, which includes choosing a venue, theme, food and drink, and activities.

World Tea Fair Committee: This committee will plan, budget, and organize the World Tea Fair scheduled to take place in late fall. Responsibilities include recruiting hosts for each country represented, advertising and selling tickets in advance, coordinating volunteers for set-up, working the event, and clean-up, creating a descriptive program for the event, and thanking all the donors after the event.

Graphic designers, marketers and photographers are in demand too!