

# 2026/2027

## RILEY ELEMENTARY PTSO

### Committee Descriptions

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Please note: ALL VOLUNTEER SIGN-UPS MUST include at least 1 photographer as a volunteer position, with instructions to email photos to the PTSO's **NEW** yearbook email, [rileypptsoyearbook@gmail.com](mailto:rileypptsoyearbook@gmail.com).

The chairpersons and committee members assigned by the Executive Committee will work with their designated Executive Committee Officer Consultant to assist in planning and executing their assigned event. The Executive Committee Officer Consultant will provide the committee and the chairperson with the required tasks for each event. All decisions and purchases must be submitted to the Executive Committee Officer Consultant for approval and finalization by the Executive Committee.

**Executive Committee** - The members of the leadership board, as elected by the PTSO (President, Vice-President, Corresponding Secretary, Recording Secretary, Treasurer, Co-Treasurer).

**Consultant** - An Executive Committee Officer Consultant is an Executive Committee officer selected as the primary point of contact for individual events with PTSO member committees.

**Chairperson** - PTSO member and main point of contact for the event. Appointed by the Executive Committee based on interest, qualifications, and other factors. Collaborates with the Consultant and serves as an intermediary between the committee members and the Executive Committee.

**Committee Member** - PTSO member who assists the chairperson and supports the committee. Collaborates and operates under the direction of the chairperson and the Executive Committee Officer Consultant.

Committee member submissions are due by Friday, September 18.

PTSO property, whether donated or purchased, must be kept on school grounds unless the Executive Committee explicitly grants an exception.

Committee structures, positions, and operational rules must strictly comply with our organization's Bylaws, including Article VIII and Article IX.

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**Carnival Day** (June) – This outdoor event is for the entire school to enjoy. The chairperson and committee should work with the PTSO Executive Committee to coordinate the event. Responsibilities include setup, games and activities, food, snacks, drinks, and volunteer coordination. Volunteers are needed for setup, games and activities, photos, and cleanup. The event is generally scheduled for the first Friday in June.

**Color Run** (October) – This outdoor event is for the entire school to enjoy. The chairperson and committee should work with the Consultant to select a company for non-toxic color powder, such as Chameleon Colors, Amazon, or Color Blaze, and purchase balloons and other event supplies. The committee will also help select tiered pledge prizes and a prize for the highest earner, organize volunteers, and assist with setup, including cones, color bottles, buckets, the balloon arch, and the sound system. The committee will coordinate with Mr. G regarding the use of the gym volleyball poles for the START line. Volunteers are needed to set up, take photos, fill bottles, and spray students with color powder.

**Father/Daughter Dance** (February) – The chairperson and committee are responsible for planning the event theme, activities, refreshments, keepsake craft, and volunteer support. Volunteers are needed for setup, games and activities, photos, and cleanup.

**Field Trip Committees** (September) – Individual chairpersons and committees are needed for kindergarten through 3rd grade. They will research field trip locations and available dates/times and present options to the PTSO Executive Committee, Mr. Coughlin, and the teachers for their grade.

Field trips **must** meet the following guidelines:

- Take place during school hours
- Be less than 1 hour away and located in New Jersey
- Be educational and age-appropriate
- Not exceed \$20 per ticket

**Fourth Grade Committee** (March - June) – The Fourth Grade Committee consists of 4th grade parents/guardians who assist with planning and coordinating 4th grade activities and keepsakes.

Responsibilities include:

- Coordinating 4th grade lawn signs, shirts, breakfast, the Fourth Grade Field Trip, photos for the video, and the Farewell Event
- Collecting current and past photos from Riley school events, preferably from kindergarten or the student's first year at Riley Elementary, and emailing them to [rileypsoyearbook@gmail.com](mailto:rileypsoyearbook@gmail.com) for the yearbook

- Creating and presenting the top 3 lawn sign designs to the PTSO Executive Committee for final selection in April
- Assisting with the 4th grade breakfast, including volunteers, breakfast items, refreshments, and yearbook signing
- Planning the Fourth Grade Farewell event for 4th grade students and their families

The Fourth Grade Farewell event is a “moving-up” celebration for outgoing students. Light refreshments are served, and an activity is highly recommended to keep students engaged, such as a keepsake craft or games.

**Glow Dance (January)** – The chairperson and committee are responsible for planning a night of music and refreshments, selecting decorations and glow items with the Consultant, assembling glow bags at least 1 week before the event, and coordinating volunteers. Volunteers are needed for setup, decorating, serving refreshments, taking photos during the event, and cleanup.

**Halloween Dance (October)** – The chairperson and committee are responsible for planning a night of music, games, activities, decorations, and refreshments. The chairperson will present ideas to the Executive Committee for approval and carry out the approved plan. Volunteers are needed for setup, decorating, games and activities, serving refreshments, photos, and cleanup.

**Mother/Son Event (April)** – The chairperson and committee will present ideas for either an in-school event or an outing. If an outing is preferred, the committee will provide 3 age-appropriate options for grades K–4, including the cost per person for adults and children and available dates/times, for review and approval by the Executive Committee. If the event is held at school, the committee will coordinate music, games, activities, refreshments, and volunteers. Volunteers are needed for setup, games and activities, photos, and cleanup.

**Staff Appreciation (September - June)** – The chairperson and committee assist the Executive Committee with staff appreciation events throughout the school year, including the staff welcome breakfast, staff luncheons during conference times, and Teacher Appreciation Week. The welcome breakfast has traditionally been held in the teacher’s lounge. The committee also helps suggest and assemble staff appreciation gifts, coordinate food and drink donations or catering, provide supplies such as plates, napkins, and utensils, and maintain the toiletry baskets in the teacher’s lounge restrooms.

**Theater Week** (March) – The chairperson and committee are responsible for coordinating volunteers for student check-in, practice supervision, and dismissal to parents or guardians. The committee will also help coordinate the main event, including concessions, decorations, the photo backdrop, candy and flower grams, and photos of the performance and cast. The committee must also create a program by contacting local businesses for ads and parents for student boosters.

**Winter Wonderland Dance** (December) – The chairperson and committee are responsible for planning snacks, activities, volunteer roles, gym decorations, and a holiday/winter playlist for the event. Volunteers are needed for setup, serving food and refreshments, running activities, assisting families with taking photos with Santa using their personal phones, and cleanup.

**Yearbook** (September - June) – The committee is responsible for working with class parents to collect photos of students during school activities, ensuring all Riley students, especially all 4th grade students, clubs, teachers, and staff, are photographed, and assisting with yearbook distribution. Traditionally, all 4th grade students have received complimentary yearbooks as a gift from the PTSO. The committee will also coordinate with teachers to hold a 4th grade cover design contest.

These committee descriptions are intended to provide general guidance based on the event planning details available at this time. While every effort has been made to outline responsibilities as clearly and accurately as possible, event needs may shift throughout the school year based on planning, feedback, participation, availability, or other factors. The Executive Committee may adjust responsibilities or event operations as needed.

The activities described reflect many of the events the PTSO works to provide each year. Help us make them a reality by joining the PTSO. Hand in hand, we can all make a difference.

**John E. Riley Elementary School PTSO**