

Art & Design's Report

What is a PTO Art & Design Chair:

The Chairperson(s) shall be responsible for all PTO art displays throughout the school. Some past decorations are stored in the PTO supply closet.

Art & Design Chair's Role:

The PTO Art & Design Chair(s) are responsible for creating and maintaining the front hallway seasonal art display. They should also follow up with Mrs. Falber periodically throughout the year to find out if any hallway decorations should coincide with current curriculum. The bulletin board located to the left of the front door can be used as well.

It is important that all hallway is decorated prior to the first day of school.

In October, consult with the organizer of the Veteran's Day celebration at school. Annually, cards will be posted and help may be needed simply to title the board.

In late fall/early winter, change up the hallway decorations.

In March, an updated Art & Design Chair's Report is given to the current PTO President, via email, to pass to the new, elected Art & Design Chair(s).

Again in April/ May, change up the hallway decorations.

In May/June you train the new, elected Art & Design Chair(s).

In June a theme for the 5th grade moving up ceremony is nice

Also in June, the last day of school, the hallway decorations need to be stored for summer.

TIMELINE

June

- Transition with previous PTO Art & Design Chair(s)
- Attend new board General meeting

August

- Make sure that all the bulletin boards are decorated prior to the first day of school
- Decorate bulletin boards for the Back to School nights

September

- The Gift Wrap Chairs will want to use the glass case for their product display. They will use it during the entire Gift Wrap drive

October

- Consult with the organizer of the Veteran's Day celebration at school. Annually, cards will be posted and help may be needed simply to title the board

November

- The Book Fair chairs will decorate the All Purpose Room and parts of the hallway leading to All Purpose Room. They will also want to use the glass case for three-dimensional displays. You may or may not need to decorate any bulletin boards

December

- In late fall/early winter, change up the boards

February

- Help the art teacher in the spring (Feb/Mar/Apr) display the children's masterpieces for the art show

March

- Update Art & Design Chair's Report and submit to current PTO President

May

- In late spring, change up the boards again. Consider decorating for the PTO Memorial Day Fair
- Transition with the newly elected PTO Art & Design Chair(s)

June

- The boards need to be changed one final time. You could possibly theme them for the children moving up a grade, etc.