

Committee Chair Descriptions 2026-2027

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Artist in Residence

The goal of the Artist in Residence Program is to infuse arts into the curriculum. This program will find a local artist who will have a short-term residency at Willowbrook focusing on hands-on learning experiences with students. Each grade level will collaborate with the artist to learn a new artistic skill or process. In addition to securing an artist in residence, this Committee can also work on its own or with the Cultural Arts Chairs and Book Fair Committee to book speakers and author visits. This is a 2-person committee with a flexible 2-year commitment. Due to the timeline of finding and scheduling the artist, the actual duration of the committee has a range of 1 to 2 years.

Tasks required: Find a local artist, coordinate with PTO, principal and teachers to determine the date(s) and focus of the residency.

Date(s): TBD

Daytime attendance requirements: None

Birthday Signs

Coordinates, maintains and places/removes Birthday Signs in the yards of Wildcats that sign up to participate. This is a 6-person committee with a 1-year commitment.

Tasks required: Maintain birthday signs, coordinate volunteers, place Birthday Signs in yards and make sure that each birthday is acknowledged. Committee members place Birthday Signs the evening before the birthday and take them down the evening of the birthday.

Date: Year round, starts September 15

Daytime attendance requirements: None

Book Fair

Coordinates the semi-annual Book Fair. This is a 4-person committee with a 2-year commitment. Two positions are staggered each year.

Tasks required: Coordinating book fair dates with school, PTO and vendor; promoting events through flyers, What's Up Willowbrook, etc.; coordinating book fair volunteers; facilitating the set-up and clean-up of the Book Fair.

Date: Fall and Late Winter/Spring

Daytime attendance requirements: Yes, at least one Book Fair committee member needs to be present during the Book Fair to help manage the cash register.

Bulletin Board

Maintains and updates the PTO Bulletin Board (main entrance at WB) with current PTO events and activities. This is a 2-person committee with a 1-year commitment.

Tasks required: Updating the bulletin board to promote PTO events

Date: Approximately three to four times per school year, usually at the start of the school year, late fall/early winter, spring, and possible early summer.

Daytime attendance requirements: None, access to school can be arranged early morning or late afternoon.

Fifth Grade Event

Oversees the end-of-year Fifth Grade Event. This is a 4-person committee with a 1-year commitment.

Chairs must have a child who will be in 5th grade at Willowbrook. It is recommended that Chairs have already had one child who has graduated from Willowbrook.

Tasks required: Collecting photos from all parents, creating memory book and video, planning activities for day of event

Date: During the last week of school

Daytime attendance requirements: Yes, one meeting with the principal to review event plans, and on the day of the event (usually from around lunchtime to the end of the school day).

Green Thumb

Maintains the Willowbrook seasonal plants for the front circle drive and back door C planters. This is a 3-person committee with a 1-year commitment.

Tasks required: Seasonal planting and decor in the large planters that line the front circle drive of Willowbrook.

Date: Fall, Winter, & Spring planter arrangements

Daytime attendance requirements: None

Grown Ups' Night Out

Organizes and Coordinates a parents-only evening event during the school year. This is a 3-person committee with a 1-year commitment.

Tasks required: Booking venue and organizing event details; arranging raffle and silent auction items; promoting event and coordinating with PTO Board.

Date: Saturday night in the winter/spring

Daytime attendance requirements: None

Hospitality

Arranges meals for teachers and staff several times a year. This is a 3-person staggered committee with a 2-year commitment.

Tasks required: Coordinating food order with vendors; organizing food donations; providing on-site support at event; organizing or providing additional services or events as needed.

Date: Mid/late-August (Welcome Back to Teachers lunch), mid-October (Parent-Teacher conference dinner), and early/mid-February (Parent-Teacher conferences - coordinate pizza dinner with office staff).

Daytime attendance requirements: August meal is served during lunchtime; dinners are provided late afternoon; committee members can split daytime attendance requirements.

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Ice Cream Social

Plans and hosts the evening event for the Willowbrook community; held within the first few weeks of school. Responsibilities include organizing volunteers and ordering the ice cream/popsicles from a vendor. This is a 2-person staggered committee with a 2-year commitment.

Tasks required: Purchasing frozen treats; renting ice cream cart; coordinating volunteers; providing on-site support at event

Date: Early September

Daytime attendance requirements: Set up in late afternoon on day of event

Ice Cream Wednesday

Provides frozen novelties during lunch the second Wednesday of the month. This is a two-person staggered position with a two-year commitment.

Tasks required: Responsible for organizing the pre-order report, selecting/purchasing frozen treats, managing inventory, coordinating volunteers, and counting cash.

Date: Second Wednesday of the month (when school is in session), 11:15 a.m. - 12:45 p.m.

Daytime attendance requirements: Yes, committee members do not need to attend all days, but may need to be on call if scheduled volunteers cannot assist.

KAPO (KOREAN-AMERICAN PARENTS ORGANIZATION)

The Korean American Parents Organization was formed to create a network among Korean American families in District 30. The organization serves as a liaison between the school and the Korean families as a part of the PTO. KAPO seeks to build sound relationships among students, parents, teachers and school officials by promoting mutual understanding of cultural and linguistic differences.

District 30의 KAPO(Korean-American Parents Organization)에서 인사드립니다. 저희 단체는 한인 가정과 학교와의 교량적 역할을 목적으로 만들어졌습니다. PTO 소속으로서 학생, 학부모, 학교와의 원활한 소통과 문화적, 언어적 상호 이해관계를 도모할 수 있도록 도와드리는 단체입니다. 궁금한 사항이나 도움이 필요하신 분들에게서는 아래 연락처로 연락해 주시기 바랍니다.

Tasks required: Liaison between KAPO and Willowbrook School PTO

Date: August to June

Daytime attendance requirements: KAPO holds occasional daytime meetings.

Lew Blond Run

Represents Willowbrook at the May Lew Blond run. There is 1 liaison with a 1-year commitment.

Tasks required: Promoting the Run within the Willowbrook community, attending District planning meetings, and participating/volunteering at the event.

Date: A few planning meetings and event on a Saturday morning in May

Daytime attendance requirements: A few planning meetings could be scheduled during the day.

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Multicultural Night

Plans the Willowbrook Multicultural Night and coordinates parent volunteers to represent countries. This is a 3-person committee with a 1-year commitment.

Tasks required: Coordinating parents volunteers who will set up a table to represent a country; reaching out to organizations to give a cultural presentation (i.e., dance, martial arts, music)

Date: January

Daytime attendance requirements: None

Room Parent Chairs

Finalizes room parents for each classroom and oversees room parent informational meeting in September. Assists with room parties by coordinating with room parents, managing finances per class, and ensuring room parents are fulfilling their roles. This is a 3-person staggered committee with a 2-year commitment.

Tasks required: Coordinating room parent assignments for each class

Date: Halloween, Winter party (last school day in December) and Valentine's Day

Daytime attendance requirements: Attendance during the classroom parties in October, December and February.

School Store

Coordinates School Store at least 4 times a year, on one Tuesday during lunch and the School Tool Box sale for pre-ordering school supplies. This is a 2-person staggered position with a 2-year commitment.

Tasks required: Organizing the school store, managing inventory and cash, and scheduling 5th grade students to volunteer. Responsible for obtaining the finalized school supply list from Willowbrook in the spring and working with School Tool Box to offer these items through online sales of school supply boxes.

Date: School Store is held at least 4 times a year, on one Tuesday during lunch starting in early October. School supply boxes are available for purchase from May through August.

Daytime attendance requirements: Yes, committee chairs train the 5th grade volunteers at the beginning of the year. Committee chairs visit on the designated Tuesday during lunchtime to help run the school store, monitor supplies and check in with the students.

Special Lunch

Coordinates monthly special lunch. This is a 3-person staggered committee with a 2-year commitment.

Tasks required: Working with the Special Lunch provider to select vendors; organizing volunteers; sending emails to parents with order information; and helping to serve lunch every 3rd Wednesday.

Date: Third Wednesday of the month

Daytime attendance requirements: Yes, all committee members should be present for each Special Lunch.

Spiritwear Apparel & Merchandise

Collaborates with the spiritwear vendor to supply apparel and products for the school year. This is a 2-person staggered committee with a 2-year commitment.

Tasks required: Working with the vendor, designing spiritwear to sell utilizing an online store. Spiritwear should include apparel, accessories, and other products. Coordinate distribution of spiritwear to students when finished products arrive.

Date: Spiritwear should be sold twice a year, in the Fall and Spring

Daytime attendance requirements: None

Spiritwear Breakfast

Coordinates two breakfasts for students. This is a 3-person staggered position with a 2-year commitment.

Tasks required: Send email to families signed up for the event; coordinating 3-4 volunteers; purchasing food, supplies and raffle items; coordinating the volunteers during the event.

Date: One Friday morning in December and one Friday morning in February/March

Daytime attendance requirements: Yes, 7:30-9 a.m. for both December and February/March events

Staff Appreciation Week

Creates a special week for teachers and staff during Staff Appreciation Week. This is a 3-person position with a 1-year commitment.

Tasks required: Organizing different ways to show thanks and appreciation to the Willowbrook Teachers and Staff. Recruiting volunteers if needed. Coordinating with Willowbrook to see which day the District is serving the Teacher and Staff Appreciation Lunch/Breakfast and assisting if needed.

Date: Staff Appreciation Week takes place each year during the first full week of May.

Daytime attendance requirements: Daytime attendance may be required to set up or volunteer.

Staff Raffle

Works with the Willowbrook staff to donate fun-filled activities for our students. This is a 2-person staggered position with a 2-year commitment.

Tasks required: Coordinating with Treasurers to create raffle form; promoting raffle; choosing winners and notifying families

Date: To be determined, probably sometime between January-March

Daytime attendance requirements: None, raffle drawing can be performed in evening if necessary

Student Artwork Coordinator

Serves as the PTO liaison with Ms. Sendaydiego to coordinate the annual art fundraiser. This is a 2-person staggered position with a 2-year commitment.

Tasks required: Alongside Ms. Sendaydiego, gather kids' art submissions and promote fundraiser (What's Up Willowbrook, flyers, social media) send orders to vendor, and distribute to students (sort by class and deliver to Willowbrook main office).

Date: TBD, probably in the Winter/Spring

Daytime attendance requirements: Pick up materials from Ms. Sendaydiego (one time), drop off orders for distribution (one time)

Students' Dance Party

Organizes one Dance Party for Willowbrook students. This is a 3-person committee with a 1-year commitment.

Tasks required: Communicating needs for the school gym, working with PTO to finalize date, hiring DJ, creating theme for event, price, registration form; and providing on-site support at event

Date: A Friday evening in February

Daytime attendance requirements: None

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Students' Night Out

Organizes one event for Willowbrook students and their parents/guardians. This is a 3-person committee with a 1-year commitment.

Tasks required: Securing venue (could be Willowbrook School), working with PTO to finalize date, price, registration form; and providing on-site support at event

Date: A Friday or Saturday evening in the Fall

Daytime attendance requirements: None

Trunk or Treat

Organizes and coordinates Willowbrook's October fall family event. This is a 3-person staggered committee with a 2-year commitment.

Tasks required: Developing theme and activities for the Trunk or Treat; booking vendors; promoting the event; coordinating volunteers; providing on-site support at the event.

Date: Friday night in October

Daytime attendance requirements: Yes, setup after school on day of event

Wake Up Willowbrook Pancake Breakfast

Dads host a pancake breakfast held at Willowbrook. This is a three-person staggered position with a two-year commitment.

Tasks required: Coordinating communications to families about event; organizing shifts of volunteers; purchasing food and supplies; coordinating the volunteers and cooking during the event

Date: A Saturday morning in January

Daytime attendance requirements: None

Walk for Willowbrook

Plans and organizes a community Walk for Willowbrook students and staff/community. This is a four-person staggered position with a two-year commitment.

Tasks required: Planning and promoting the event; coordinating volunteers; arranging sponsorships/donations from local business and collecting donations from the Willowbrook community to meet a PTO set fundraising goal.

Date: Beginning of School Year/Early Fall

Daytime attendance requirements: Yes, on the day of the walk.

Yearbook

Coordinates creation of annual Willowbrook yearbook. This is a three-person staggered position with a two-year commitment.

Tasks required: Gathering photos for all grades (from room parents and staff), creating schedule and gathering photos from all Willowbrook events, utilizing vendor's yearbook editing software to design yearbook using student portraits, class pictures (provided by School Photographer) and event pictures; collaborating with Willowbrook main office: faculty lists, class lists, do not picture lists, promoting the yearbook, tracking sales, and distributing yearbooks

Date: Yearbook needs to be finalized by the end of the school year

Daytime attendance requirements: Photographer needed at Willowbrook events