

ESPO Committee/Event Descriptions

The following list represents the major activities and events that the Emerson School Parent Organization (ESPO) undertakes during the year. To find out more about any of the items listed, please feel free to contact [Deb Hoffman](#) or a Grade Representative.

Art Show: (Mid April) Parents are needed to help prepare the school for Art/Music Nights, which are held by grade level in late April and early May. Parents organize and hang the art in the week preceding the first Art/Music Night. Come join the display team, and decorate the school with each child's precious works of art.

Chair – Anu Jain

Bake Sale (November 24-25): This event is an old favorite! Parents are needed to bake, help with set-up, sell baked goods, and clean up. This is a great opportunity for students and families to purchase wonderful homemade treats, cakes, pies and cookies – just in time for Thanksgiving celebrations. Money raised at the Bake Sale has historically been given to the Technology Program to fund equipment benefiting the entire school.

Chair – Diane Marx

Book Fair (November 9): This annual event is held at the downtown Borders in early November. The Book Fair gives families a chance to shop for books, music and treats while raising funds for Emerson's library. Twenty percent of the evening's sales (excluding gift card sales) are donated to Emerson's library. Volunteers are needed to help with promotions, teacher wish lists, teacher and student book reviews, and assisting at the store during the event.

Chair – Colleen Spencer

Community Service: This committee organizes several events during the school year to benefit local social service agencies or organizations. The goal of this committee is to help our children understand the importance of "giving back". The committee works in concert with Emerson's staff to create a culture of caring throughout the Emerson community.

Chair – Elizabeth Caswell

Emerson Cares: Emerson Cares is a pool of potential volunteers who may be called upon to support Emerson community members (families and staff) in times of need (for example, the death of a family member or other tragedy).

Chair – Villabeth Taylor

Faculty & Staff Appreciation Lunch (May 5): Parents in the Emerson community are very appreciative of Emerson's faculty and staff. To express our gratitude, we provide a special lunch for them. Help is needed with food preparation, set-up, decoration, serving, and clean up. Additional help is needed to cover classrooms during the lunch so teachers can have a full hour to enjoy the meal with their colleagues.

Chair – Open

Faculty & Staff Gifts: Each year ESPO purchases gifts in the fall for faculty and staff to show our appreciation.

Chair – Karen Berger

Faculty & Staff Treats: This committee provides treats for faculty and staff at their monthly meetings. Staff meetings are held at the end of the school day when a little snack is truly appreciated! Sign up sheets are also posted in the school.

Chair – Wendy Vidovic

Flowers: Flowers are presented to faculty at concerts and performances throughout the year. Volunteers purchase flowers and arrange "student presenters" at these events.

Chair – Marianne Wilczak

Fund Raising: This committee administers various fund raising functions, such as the Grocery Card program, the SCRIP program and Box Tops for Education.

Chair – Colleen Spencer

Halloween Carnival (October 31): The Halloween Carnival is a fun and exciting day for students, faculty, and parent volunteers. A school-wide parade is held in the morning, followed by individual class events. An ESPO sponsored Carnival is held in the afternoon. We rely on parents to run game booths, bring refreshments, and help set up and take down booths at the Carnival. Volunteers are needed the week before the carnival, to decorate the school and fill goodie bags, as well as on the day of the event. *(Please note that parents of Kindergarteners and First Graders should not volunteer to help at this event, as they are requested to accompany their children to the Carnival.)*

Chair – Kim Hughes

Parent Coffees (September 18 and February 12): These events are designed to give a neighborhood feeling to Emerson School by providing parents a chance to socialize informally with each other, as well as with various teachers and Mrs. Adams. Volunteers are needed to bring baked goods. Three coffee/teas are planned throughout the year.

Chair – Bonnie Keen

PEC: The Program Enrichment Committee is charged with searching out presentations that add to the school's curriculum. PEC is interested in hearing your ideas for potential presentations. Please contact the event Chair or Co-Chair to submit your ideas.

Chair – Jennifer Ratliff-Moss

Pizza Lunch: The very popular Friday tradition continues this year! We count on a rotating team of parent volunteers to set up and deliver pizza lunches to the classrooms. Each Friday, two work shifts are available – this flexible scheduling helps to ensure participation from as many families as possible. Pizza Lunch is ESPO's largest fundraiser of the year.

Please note: a separate sign-up sheet for volunteers is included with this mailing.

Pizza Chair – Cathy Halloran

Volunteer Chair - Kim Hughes

Publicity: This committee helps to facilitate communication for all ESPO events and fundraisers. Volunteers are called on to help maintain the three ESPO bulletin boards (the Lower School lobby, near the K through 2 classrooms and the Middle School) and display signs for ESPO events.

Chair – Deb Loreman

Walk-a-thon (May 21): This fun annual event is for all students. It is a day when the students walk a designated path around campus to earn donations for ESPO, which are then used to help fund the annual gifts to the school. Parents help with lap counting, snack preparations and distribution, set-up and clean up. Money raised by the walk-a-thon is used to fund a worthwhile project at Emerson.

Chair – Kelli Meeks

Welcome Desk: Parents on this committee welcome parents and visitors to the school and perform other tasks as needed, such as delivering lunches or messages to students, directing applying families to the Admissions Office and administering the Visitor Log. Volunteers for this committee must be enthusiastic, friendly and able to keep information confidential.

Chair - Mike Braun