

Committee Descriptions/Responsibilities

Apples for the Students - Chairperson collects, counts and mails Hollywood Market receipts. (September- May)

Book Fair - Chairperson works with the Media Center Specialist coordinating volunteers, setting up the fair, etc. (November & March)

Box Tops - Committee members distribute notices to students and teachers for collection dates; collect, count, package, and mail the tops to General Mills and distribute the money to each teacher. (September - May, quarterly)

Campbell Soup Labels - Committee members pick up Campbell's soup can labels at school, cut labels to size, rubber band packages and mail in groups of 500. (September-May, monthly)

Charity Fundraising - Chairperson coordinates fundraising dates with local retail outlets, such as Parisian, Macy's, area restaurants. Chair and committee publicize the events at school (September-June)

Daddy/Daughter Event- Chairperson works with committee on all aspects of event: deciding on activity, decorations, date, time, place, refreshments, photos, etc. (April)

Disability Awareness Day - Chairperson coordinates the day and time of the workshop, sets up the equipment, informs 4th grade teachers, organizes volunteers for the day of. (April)

Fall Fundraiser - Chairperson with committee organizes and implements event, distributes prizes, collects pledges, etc. (September)

Family Fun/Last Blast - Chairperson works with committee to determine events, dates, and logistics. Volunteers help organize games and activities, food and other entertainment as needed. (TBD)

Holiday Service Project - Chair and committee organize a holiday sing-a-long at an assisted living center. Volunteers provide food for a celebration following the singing. (December)

E-Waste Recycling - Chairperson picks up ink cartridges and other e-waste at school in the container near the office, packages and mails. (September - May, quarterly)

Market Day - Chairperson arranges dates for pick-up, delivery and ordering. Chairperson distributes order forms each month, collects from PTA office, submits them, and organizes delivery. (September - May)

Membership - Chairperson signs in every new member, issues PTA cards, and prepares a list of active members for the President prior to each meeting. (August - May)

Mother/Son Event - Chairperson works with committee on all aspects of event: deciding on activity, decorations, date, time, place, refreshments, photos, etc. (April)

Popcorn - Committee pops popcorn and delivers to classroom at teacher request. (Sept-June)

Publicity - Chairperson and committee handle all aspects of communication for PTA, including articles in the Star, the PTA bulletin board and website. (September - June)

Reflections Art Contest - Chairperson works with committee to distribute information and rules to students on this national arts contest sponsored by the National PTA. Chairperson arranges for art submission deadline, judging and award ceremony in the categories of music, literature, visual arts dance choreography, film/video production, and photography. (September - January)

Santa's Secret Shop - Chairperson works with committee to select date and activities for the day. Chairperson delegates as needed - shoppers, gift wrappers, craft helpers, etc. (December)

SCRIP - Chairperson and committee coordinate ordering of SCRIP certificates, prepare budget report for PTA meetings, deposit checks, and develop incentive program as needed. (September - June, weekly)

Spirit Store - Chairperson and committee open Spirit Store on a weekly basis and during various events. (September -May)

Student Directory - Chairperson compiles directory and oversees cover contest. (September-October)

Teacher Appreciation - Chairperson coordinates committee to show appreciation for our teachers, including meals during conferences, etc. (September - May, throughout the school year)

TerraCycle Drink Pouches - Chairperson coordinates collection of drink pouches, counts and mails them. (September- May)

Variety Show - Chairperson works with committee to arrange rehearsals, collect music, and work with all aspects of the annual variety show. (March)

Yearbook Cover - Chair and committee oversee contest to determine the cover for the yearbook. (January - May)

YouthSavers - Chairperson schedules the day of depositing. Volunteers take the deposits from students and staff, record them, and then deposit in the bank. (September-May)