**2017 / 2018 PTA COMMITTEE DESCRIPTIONS**

**Baking / Hospitality**

Committee members provide baked goods and refreshments for PTA meetings as well as at various PTA sponsored events and family fun nights. Chairs are responsible for coordinating donations from volunteers.

**BOARD OF EDUCATION**

Committee members are responsible for attending Board of Education / Committee meetings (including the Community Interaction meeting) on a rotating basis and taking notes to be shared at monthly PTA meetings. Chairs are responsible for organizing attendance at meetings and providing the PTA President with the monthly updates.

**Book Fair**

Scholastic Book Fairs are held at both schools three times a year. The Committee members are responsible for setting up the fair, assisting children in book purchases, working the “cash register” and packing up unsold books when the fair is complete. Chairs are responsible for overseeing the running of the fair, the calling of volunteers, promoting the book-fairs, and coordinating the finances with the PTA Treasurer.

**Box Tops**

Develop and distribute flyers informing Griebling / Memorial families of the Box Top collection process, participating products, and collecting contest dates. Organize committee members to submit trimmed Box Tops in adherence with Box Top regulations.

**Clothing Drive**

Chairs schedule clothing drives and distribute flyers informing parents, teachers and staff what to donate and when. Committee members volunteer to assist chairs at clothing drive accepting donations and loading the truck at the completion of the clothing drive.

**Cultural Arts**

Committee members assist PTA Executive Board Members at various assemblies that provide the students with education outside the classroom in an interactive, hands-on format. Assist with circulating and collecting staff surveys after each assembly.

**DANCE**

Chairs plan a themed dance and coordinate / organize attendance (students with adult). Committee members assist at event by “working” shifts.

**Decorating**

Chairs coordinate seasonal decorations and maintain grounds around each school, including updating front sign. Also decorate front doors of schools to coordinate with the season. Available to assist chairs / coordinate volunteers for decorating duties at other PTA- sponsored events. Committee members assist chairs with decorating.

**2017 / 2018 PTA COMMITTEE DESCRIPTIONS CONT’D**

**Family Fun**

Chairs plan events, projects, or programs designed for family enjoyment, usually at night. 2017 / 2018 scheduled events include Pizza Bingo, Barnes & Noble Night, and Lakewood Blue Claws Night. Committee members assist at events by “working” shifts.

**Field Day**

Chairs do any of the purchasing of needed supplies and help organize the volunteers Field day is one of the most look forward to days of the year. Both schools have very different types of activities but volunteers are needed for set up, face paint, tattoos, helping with games and “pony express”.

**Fifth Grade**

Fifth grade is one of our largest committees so we are breaking it down into sub committees this year. These sub committees will be working with the 5th grade liaisons, faculty members and each other to plan and fundraise for all 5th grade events. A pre-approved budget will be provided to each committee that they will need to adhere to:

•Fifth Grade Party -Chairs will plan and oversee the end of year party for 5th grade. Responsibilities Include: organizing volunteers, planning games and activities, organizing food donations and decorating.

•Fifth grade Yearbook - The yearbook chair will work with the balfour softwear and representative to create the 5th grade yearbook. Committee volunteers will be utilized to take pictures, at events and to collect boosters and children’s information needed for the yearbook.

•Fifth Grade Trip/Stepping Up- The 5th grade trip takes place in mid spring. The responsibilities of this chair position are to purchase goody bags to be handed out after the trip. These chairs will also be responsible for assisting the building administration with the stepping up ceremony.

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**FUNDRAISING**

This position manages the key fundraising initiatives annually for the school. The chair works to promote, create contests and create excitement to drive the greatest level of school wide participation. Past fundraisers have included, Gertrude Hawk chocolate, Mixed Bags and Yankee Candle.

**Gift Auction**

The PTA’s biggest fundraiser of the year! An evening out that includes dinner, entertainment and raffles. This year we will be dividing the responsibilities up into “Gift Auction Sub Committees”. You can volunteer for multiple committees:

* GA General Chair- coordinating the event with the catering hall, obtaining all necessary licenses, and for overseeing the entire event and volunteers, schedule basket wrapping dates, organize class and teacher baskets. The “General Committee” volunteers will assist with basket wrapping, class baskets, and gift auction games.
* GA Solicitation Chair: Will organize solicitor and solicitation efforts for prize items via mail, internet or in person (You will be provided access to solicitation spreadsheet in Google shared drive and given official donation request forms).
* GA Program Chair: Solicitation for sponsors and advertisements (You will be provided access to solicitation spreadsheet in Google shared drive and given official sponsorship / advertisement form) and help with the compilation and assembly of event program.

**2017 / 2018 PTA COMMITTEE DESCRIPTIONS CONT’D**

* GA Ticket Sales Chair: Organizing Admission Ticket / Raffle Ticket sales and distribution.
* GA Decorating Chair –Design the table centerpieces and other decorations. Set up at the hall on the day of the event.

**Holiday Bazaar**

Chairs will organize two-day sale for students to purchase inexpensive holiday gifts for friends and family. Bazaar will be held on the same days at each school. One chair from Griebling and one chair from Memorial is preferred. The Committee members are responsible for setting up the bazaar, assisting children with gift purchases, personalizing ornament, working the “cash register” and packing up unsold merchandise when the bazaar is complete. Chairs are responsible for overseeing the running of the bazaar, the scheduling of volunteers, promoting the bazaar, and coordinating the finances with the PTA Treasurer.

**KINDERGARTEN SOCIAL**

Chairs will organize a social held in early fall for the Kindergarten that acts as a meet and greet for the children and parents. The chairs are responsible for planning the activities and crafts, organizing the volunteers and food donations and creating an invite to be sent home via backpacks.

**Keepsake Art**

Chairs work with art teachers to determine design theme, order supplies, and manage end to end process, including each student completing an art piece, submitting designs to art company for production, overseeing order process of individualized keepsakes, and distributing orders upon delivery. Committee member’s assist chairs as needed.

**kid stuff FUNDRAISER**

Chairs handle relationship with Kid Stuff and work with staff and administration to determine the best distribution method. Coordinate sale of the books and return of unsold books.

**nominations**

The Nominating Committee is elected by the PTA Executive Board at a PTA meeting (November or December). The committee is composed of 4 PTA members in good standing (includes one reserve member). These individuals select a chair from their group and are responsible for selecting the most qualified candidate for each office of the PTA Executive Board in accordance with the PTA’s bylaws. The committee needs to put the best interest of the PTA above personal feelings or friendships, and remain impartial.

**restaurant promotions**

Chairs organize monthly cash-back programs and other similar opportunities at local restaurants. Committee members assist with copying / distributing flyers to student body.

**rewards programs**

Ongoing activity to earn points, cash, and items for our schools via programs such as Shoparoo, Target Red Cad, Amazon Smile, ink cartridges, etc. Committee members will assist with copying / distributing flyers, promotion of programs (usually via Facebook / website posts), and collections as needed. Chairs determine what programs are most beneficial to our schools and oversee communication about these programs to the school community.

**2017 / 2018 PTA COMMITTEE DESCRIPTIONS CONT’D**

**EVENTS**

The events chair coordinates event between the schools and the PTA for special events like the Spelling Bee, Foul Shooting Contest, cooking club, etc.

**spiritwear**

Chairs coordinate the sale of Griebling / Memorial insignia articles of clothing and accessories throughout the year. Committee members assist selling goods at various PTA sponsored events.

**staff appreciation**

Chairs organize and host the annual Teacher Appreciation Week luncheon held for staff (typically week of May). Organize committee volunteers to present faculty and staff with a gift/goodie bag and encourage all Griebling / Memorial children to show their appreciation to a teacher during the week.

**thanksgiving pie sale**

Chairs handle relationship with vendor and distribute, collect and tally forms and money. Committee members assist chairs with distributing pies upon delivery.

**trunk or treat**

Chairs plan Trunk or Treat event (typically the Sunday before Halloween) and coordinate / organize attendance. Committee members assist at event by “working” shifts to distribute, collect and tally forms and money.

**WEBSITE**

Chair maintains the PTA’s web presence by updating Website and Facebook information timely and accurately.