



Nesconset PTA
Committee Descriptions
REVISED Summer 2011

The Nesconset PTA invites you to volunteer for one or more of its committees that provides enrichment to your children's education. We strive to involve many parents in making next year a successful, rewarding year for all our children. There is no experience necessary, only the desire to help!

Listed below are brief descriptions for activities and committees we'd like you to consider participating in. Each requires different talents and time commitments. We hope you'll find one (or more), which suits you. We welcome whatever assistance you can give us. The more help we have, the more effective we can be for our children.

BARNES & NOBLE FAMILY NIGHT

December. Participate in planning and coordinating of the event with vendor and faculty.

BEAUTIFICATION-GROUNDS

Seasonal. Coordinate projects and volunteers to improve the overall appearance of our school.

BLOOD DRIVE

Fall and spring. Work with Long Island Blood Services to organize, advertise, and schedule appointments. Class parents will also be asked to make individual appointments using their class lists. Volunteers are needed to greet and register donors.

BOARD OF ED REP

Monthly. Attend regular meetings of the Board of Education and report to PTA at monthly PTA meetings.

BOOK FAIR

March. Committee chairs coordinate with Scholastic, schedule volunteer shifts, decorate for event. Volunteers must be available throughout the week of the fair in March. Volunteers will work shifts approximately 2 hours (you may offer more), also needed for family evening event to help students select books, maintain shelves, and fill orders. Volunteers may also be needed to set up and break down as well as decorate.

BOX TOPS

Periodic. Chairperson collects and submit Box Tops for Education. Maintains bulletin board for students. Plan and execute an incentive program to maximize and reward participation. Volunteers assist in trimming and counting the box tops.

CLASSPARENT COORDINATOR

Ongoing. Assist the president in overseeing the class parents. These coordinators are responsible for communicating information to the class parents, compiling emergency contact lists, and coordinating meetings with class parents as needed. In charge of the Class Parent Tea, preparing folders and follow up throughout year. Attend monthly PTA and district meetings encouraged.

FALL FESTIVAL & FOOD DRIVE

Immediate through October. Chairperson oversees subcommittees. Participate in planning and coordinating of this fall-themed event. Coordinate efforts with students We Share, We Care Club to collect food for local food pantry. Subcommittees will form including: **entertainment**- hiring a DJ, planning for activities and games; **food**-purchasing food and beverages to be sold at the event, **raffle baskets**- collecting items, soliciting donations from local merchants, wrapping baskets, and selling raffles and **decorations**. *Many parent volunteers* will be needed to decorate, greet, oversee games and sell items.

FAMILY MOVIE EVENT

Winter. Contact the local movie theatre to rent a theatre. Create flyer, publicize event, and distribute tickets.

FIELD DAY

June. Work with the physical education staff to organize volunteers to help on the field during the event. Assist in set-up and clean-up.

FIFTH GRADE COMMITTEE

Ongoing. Chairperson oversee subcommittees. Each subcommittee will also have a chairperson. Subcommittees will be forming to prepare for- **Yearbook** (ongoing) Select yearbook format and collect pictures/items needed for publication. Must be able to meet deadlines. Use of computer also valuable. **Class trip** (June) plan trip, collect fees. **BBQ and yearbook signing** (June), **Friendship Games and T-Shirt** (June) Help organize annual "Meet & Greet" of 5th graders from other feeder schools @ Great Hollow Middle School and coordinate design, purchase, and distribution of t-shirts. **Dance** (June) Plan and budget for 5th grade end of year celebration, collect fees.

FOUNDER'S DAY

February. Work with PTA president and school principal to select an honoree. Research and prepare presentation.

FRIENDSHIP FUND

As needed. Provide acknowledgements of sympathy etc. and "get well" gift for student and staff who sustain an injury, prolonged illness, or hospital stay.

GIFT WRAP SALE

September-October. Collect gift wrap orders, process orders, and distribute order forms and orders.

HEALTH AND WELLNESS

Ongoing. This representative is requested to attend district scheduled Health & Wellness meetings and work with the principal to establish new programs within the school. Must report back to membership at monthly PTA meetings.

HOLIDAY FAIR

November- December. Meet and select a vendor, set prices, and schedule volunteers. Volunteers are needed to price and organize items. and to assist students in selecting items for their families..

HOSPITALITY

Organizes refreshments for PTA monthly meetings. Arrives early for set up.

ISLANDERS GAME

February. Participate in planning and coordinating of the event.

KINDERGARTEN ORIENTATION

April. Work together with faculty in welcoming our incoming kindergarteners

LI DUCKS GAME

March- May. Participate in planning and coordinating of the event by working with Ducks events coordinator. Collect payments, arrange seating, distribute tickets. Coordinate with music teacher 5th grade singers for participation during 7th inning stretch.

MEMBERSHIP

September to early October. Collect membership dues, distribute membership cards, and keep accurate membership records. Attend open school night to encourage participation.

MEMORY BOOK

Ongoing. Work with photographer and PTA board to create a yearbook-like book for all students of the special memories created this school year. Currently, the goal is to provide one book per family that highlights each class, school activities, and clubs.

MOVING UP CEREMONY

June. Fourth grade class parents host the hospitality of this event. They will be purchasing refreshments, food, and decorations as well as setting up and cleaning up.

NOMINATING COMMITTEE

Winter/Spring. This committee's major role and responsibility is to nominate the best qualified, available nominee(s) for each office. Members should be active in the PTA and know members, they MUST be able to keep the discussions of the committee confidential.

ORIGINAL WORKS

January. Distribute and collect student artwork orders, process orders, and distribute completed orders.

PARP Parents as Reading Partners

Work with Media Specialist, Principal, and teachers to select a theme and activities for an exciting month of reading activities.

PHOTO DAY

September- October

Chairs need will coordinate volunteers to assist on photo days. They will coordinate class schedules, distribute flyers and photos and arrange volunteer shifts for photo day.. Volunteers will in preparing the students.

PRE-K SCREENING

Spring. Welcome incoming kindergartners to screening, serve juice and snack, and introduce parents to PTA.

PUBLICITY

Monthly/ongoing. Post monthly calendar, at greeter's entrance, regarding activities. Submit articles and photos to newspapers to promote the involvement of PTA sponsored events, activities, and successes of our students.

RED RIBBON WEEK

September- October. A nationally sponsored program during October that deals with drug and alcohol awareness. Participate in planning and coordinating of the event.

REFLECTIONS

Spring. Coordinate participation in district, state, and national arts competition sponsored by PTA. Publicize deadlines and regulations and collect entries. Attend fall showcases.

SEPTA

Ongoing. Attend monthly meetings and report to PTA at monthly PTA meetings

SHAKE AND ROLL- BUNCO

March. Participate in planning and coordinating of this fundraising event. Volunteers are needed to organize attendance, provide hospitality, oversee game, solicit donations from local merchants, wrap baskets, and selling.

SIT-SCHOOL IMPROVEMENT COMMITTEE REP

Ongoing. Attend Administrative meetings with principal, held approximately once a month. Present report at PTA meetings.

SPIRIT WEAR

Fall. Order and sell Nesconset Elementary School merchandise such as t-shirts, sweats, or shorts. Process order forms and fill orders. Available at open school night and fall festival to accept orders and showcase samples.

STAFF APPRECIATION LUNCHEON

April. Organize and plan a luncheon to show appreciation to faculty and staff. Create an invitation, decorate, arrange a theme, order food, coordinate volunteers. Volunteers are asked to provide desserts, help in set up, serving, and/or clean up of the event.

SUMMER BASH

June. Schedule and organize a family fun-filled celebration.

SUMMER READING CHALLENGE

September and June. Work with Library Media Specialist who will collect evidence of reading from students in September, prepare certificates, and provide rewards to those who successfully completed task. In June, assist in preparation of upcoming Summer Reading Challenge; incentive and sending of letter home to families prior to end of school year.

TALENT SHOW

February. Participate in planning and coordinating of the event.

WEBSITE

Ongoing. Maintain postings on Nesconset PTA website. www.nesconsetpta.org