

# 2010-2011 PTA COMMITTEE DESCRIPTIONS

## Hospitality

**Staff Lunches:** Volunteers needed to provide food for 4 staff appreciation lunches throughout the year.

**Staff Appreciation:** One volunteer provides cards for faculty and staff as well as organize activities/gifts for Teacher Appreciation Week, Nurses' Day and Secretaries' Day.

## Programs

Will coordinate with hospitality to provide for programs at the PTA General Meetings and provide for Parent Education Programs.

## Membership

**Phone Directory Publisher:** Publishes and distributes a McAuliffe phone directory as early in the year as possible.

**Phone Directory Editor:** Organizes the selling of ads for the phone directory and coordinates with the publisher for the timely delivery of the directory.

## Ongoing Fundraisers

**Corporate Incentives:** Coordinates the collection of grocery store cash register tapes for computers as well as other proofs of purchases needed for programs that provide educational equipment. ( Tom Thumb Rewards, and Albertson's Cards.)

**Spirit Wear/Sales:** Volunteers needed 30 minutes before or after school on an as needed basis to sell Spirit Wear (McAuliffe t-shirts, pom-poms, etc.).

## One Time Fundraisers

**Book Fair:** Volunteers needed to work shifts for the book fair by ringing up sales.

**Fall Spaghetti Dinner:** Volunteers needed to publicize event, assist with ticket sales and serve dinner.

**Direct Donations:** Organizes a Direct Donation Campaign at the beginning of the school year. .

**Spring Pizza Night:** Volunteers needed to publicize event, assist with ticket sales and serve pizza.

## Student Services

**Wrap Pacs:** This committee develops school supply lists with each grade level, sets price of supply kits with the approval of the executive board and notifies parents of the sale in the Spring. This committee also takes Wrap Pac orders and distributes Pacs to classrooms a few days before the start of the school year.

**Wee Deliver:** Volunteers needed to assist in the running/delivery of our in-school postal service.

## Youth Protection

**Fall Bike Rodeo:** Volunteers needed to organize and work the Bike Rodeo this Fall for Kindergarten, 1st and 2nd graders. Volunteers will set up an obstacle course, and fill out safety certificates in conjunction with the HVPD.

**Fire Prevention:** This committee organizes a fire prevention poster contest and coordinates with the HVFD to present a fire prevention program at school.

## Volunteers

**Library Development:** Volunteers needed on a flexible basis to assist librarian with reshelving books and other library tasks. Volunteers can help as little as 15 minutes before, during or after school.

**Community Outreach:** A committee focused on service projects. Volunteers will collect food, clothing and toys for drives throughout the year as needed. Committee also collects pop-tabs for donation to the Ronald McDonald house (a place for families of hospitalized children to stay free of charge).

## Publicity

**Yearbook Editor:** Coordinates with photographers, teachers, administration, and parents, in the scheduling and taking pictures, selling and distribution of yearbooks.

**Yearbook Photographer:** Coordinates with Editor, teachers, administration, and parents, in the scheduling and taking pictures.

**Newsletter Publisher:** Arranges for the Xeroxing and distribution of the weekly newsletter. This year the grade level coordinators will handle this function by coordinating with the Editor.

**Newsletter Editor:** Edits the weekly newsletter. Places articles in newsletter format.

## Arts in Education

**Challenger Publishing:** Volunteers have the opportunity to work one on one with students at McAuliffe to help them develop, write and publish their very own book. Flexible hours. Basic computer skills needed.

**Language Arts:** A one person committee. Volunteer needed to promote language arts that might include scheduling in house Language Arts programs/Field Trips.

**Reflections:** This program is part of the National PTA Reflections program in October. Volunteers coordinate our local competition, arrange for judges, ribbons/prizes as well as display artwork and host a Reflections reception.

**Talent Show:** Volunteers needed to arrange and coordinate McAuliffe's annual Talent Show.

**Destination Imagination:** An extracurricular program sponsored by the school district for students interested in art, performing arts, creative writing, science and technology. LISD provides training to parent volunteers. Teams form in September with competition in late February. Team Managers needed.

## Math and Science

**Math Club:** Volunteers needed to assist with after school Math Club for 4<sup>th</sup> and 5<sup>th</sup> graders.

**Math/Science Program:** A one person committee. This volunteer schedules and arranges for Math and Science Programs/Field Trips.

**Environmental Awareness:** Volunteers needed to promote concern for the environment. Volunteers coordinate an EPA poster contest and school recycling projects.

**Campus Beautification:** Volunteers to assist in keeping the gardens, planters and other green areas weeded, cleaned and kept up.