

INDIAN HOLLOW PTA COMMITTEES

COMMITTEES	DESCRIPTION	TIME FRAME	PREPARATION
Arts in Education (1) Chair (6) Person comm.	Find and make arrangements for educational programs in school. Work closely w/ Principal and faculty, supervise programs and attend monthly district meetings at Hubbs.	All Year	All Year
Audit (1) Chair	Audits the PTA financial records and books quarterly.	All Year	None
Book Fair (1) Chair (6) Person comm.	Organize 2 book fairs, order and select books for K-2. Arrange volunteers for both fairs. Must be at fairs to supervise the 3 day sessions, twice a year.	Fall, Spring	3 weeks for each fair
Box Tops (1) Chair	Coordinate and publicize the collection of Box Tops and facilitate their reimbursement. Create class tracking bulletin board and any other incentives that will encourage involvement!	All Year	None
Budget (1) Chair	Attend district wide meetings. Report back at PTA Meetings.	March - May	None
Bulletin Boards (1) Chair	Update/decorate birthday board monthly at Indian Hollow. Maintain Where in the World board and LED board in main lobby.	All Year	One day per month
Carnival (1) Chair (8) Person comm.	Arrange various booths and events. Involves planning, advertising, arranging coverage, and running the event. Purchase prizes from specialty house. Purchase, prepare and sell food and refreshments.	March	January - March
Children's Fashion/Talent (1) Chair/(6) Person comm.	Select children to participate in the show. Orchestrate event, prepare memos, solicit donations.	March	October-March
Class Parent Representative	Gather names of those who wish to become class parents; prepare a master list. Work with teachers on selecting class t-shirts & distribute to class parent. Help during the year with phone calls and emails as needed.	All Year	2 days; meet throughout the year
Clothing/Coat Drive (1) Chair/(4) Person comm.	Prepare memo for Backpack News. Sort clothes and arrange for charity to pick up clothes. Also responsible for Coat Drive in Nov.	Fall	1 day 1 day
Courtyard/ Environment (1)Chair (6) persons	Maintain and decorate courtyard (including large window) and beds in front of school. Purchase bulbs for bulb planting in October; arrange help for the day. Organize & maintain recycling projects and Earth Day project.	All Year	Weekly during Spring & Fall
Disabilities Awareness	Arranges and organizes programs for disabilities awareness week. Attend district meetings.	All Year	1 Week
Dossier	Nominate members for recognition at the Founder's Day Dinner in February; prepare for Dinner	All Year	None
Ducks Game (1) Chair	Coordinate with representatives from N.R. and Burr, and organize Ducks Community Night	June	2-3 weeks
Food Drive (1) Chair	Prepare memo for Backpack News. Sort through food items donated and arrange for charity to pick up food.	1 Week-Nov	1 day
Fundraising (1) Chair	Choose fundraisers depending on PTA needs. Prepare memos for Backpack News, distribution of items, etc. Including, Kids Stuff— coupon books distributed each October.	All Year	Choose company for following year
Gently Used Book Drive (1) Chair	Prepare memo for Backpack News. Arrange for distribution and pick-up of books to charity/organization(s).	1 Week- Jan	1 day
Health & Safety	Arrange for volunteers for district blood drives.	Fall, Spring	Several weeks

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(1) Chair			prior to events
Holiday Boutique (1) Chair (8) Person comm.	Buy, from specialty house, small novelty items for children to purchase. Prepare memo for Backpack News, class schedule for children to shop. Organize volunteers to assist children.	3 Weeks Dec	Nov - December
Hospitality	Purchase and set up refreshments at PTA meetings. Maintain stock of paper goods.	All Year	All Year
Indian Hollow Postal Service (6) Person comm.	Organize volunteers; assist 1 rotating 2nd grade class each week during rec time to collect, sort & deliver mail to various addresses throughout the school.	Nov 2016- April 2017	Nov-April
Kindergarten Registration & Orientation (1) Chair (2) Persons comm.	Assist with registration. Assist with a program for incoming kindergartners. Organize volunteers, work closely with Principal. After 1-day training session, screen the pre-Kindergartners for Amblyopia during Kindergarten registration. Provide fingerprinting during Kindergarten registration.	Jan 2 Days in May	3-4 weeks
Legislation (1) Chair	Read PTA literature, attend Council meetings; keep abreast of any changes and report back at PTA meetings.	All Year	All Year
Membership (1) Chair	Membership drive the first few weeks of school. Recruit new members at Open House. Accept membership through February.	September to March	1-2 weeks
Nominating	Assist with selection of the Executive Committee for the next school year. Write nominations letters and assist in finding qualified applicants to fill vacancies.	April	None
Nutrition (1) Chair	Attend monthly meetings at Hubbs. Check on cafeteria weekly. Organize Nutrition Week in March.	All Year	All Year
100th Day Celebration (6) Person comm.	Organize volunteers to set-up mini museum displaying children's projects. Set up previous day, breakdown after viewing.	2 Days Feb	3 Days
Parent/Child Involvement (1) Chair/(4) person	Plan, run several parent/child programs during the year. Zingo, Read-In and Movie day.	All Year	All Year
Parliamentarian (1) Chair	Familiarize yourself with Indian Hollow bylaws. Be available to answer any questions that arise.	All Year	Minimal
PARP (pick a reading partner) (4) person comm.	Work with faculty to organize reading program. Help implement program; arrange for volunteers.	Feb	October-February
Plant Sale/Mum Sale (3) person comm.	Order plants. Prepare memo for Backpack News, create schedule for classes. Arrange coverage during sale.	Sept/May	2-3 days
Public Relations 3 per grade (9) person comm.	Grade Representatives take pictures of special events throughout the year. Print photos, decorate and update bulletin boards with current pictures.	All Year	All Year
Second Grade Moving Up	This committee needs to be chaired by a K or 1st grade parent to allow Second Grade parents to attend the Moving Up ceremony. Parent volunteers from the K and 1st grade classes are needed. Prepare a celebration of snacks/drinks in the gym, after the Moving-Up Ceremony. Prepare a gift for each second grade student.	June	None

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Scholarship (1) Chair	PTA Council Scholarship Committee prepares all memos for district fundraisers. Report fundraisers at PTA meetings and be the collector of any monies/forms for I.H.	All Year	All Year
Site Based Management Team (SBMT)	Three parent volunteers need to be members of this committee which meets with teacher and staff representatives and Principal once a month to discuss school projects/functions/programs. Meetings are right before PTA meeting, once per month.	All Year	None
School Store (8) person comm.	Purchase inventory for store; keep inventory. Organize "school store days" and volunteers; organize supply box orders.	All Year	All Year; heavy in August/September
Special Education PTA (SEPTA)	Attend SEPTA district meetings once a month and report information at PTA meetings.	All Year	All Year
Spiritwear (1) Chair + volunteers	Prepare memo for Backpack News. Order and distribute school spiritwear throughout the year.	All Year	All Year
Spring Gala (8) person comm.	Organize and orchestrate event (like planning a wedding), soliciting donations and making up Chinese Auction baskets.	March or April	Oct-March or Nov-April
Staff Appreciation (1) Chair + volunteers	Plan a luncheon for the faculty. Prepare memo for Backpack News. Organize meal donations.	June; takes place on 1/2 day	2 weeks
Toy Drive (1) Chair + volunteers	Prepare memo for Backpack News. Sort through toys. Arrange for charity to pick up toys.	1 Week- Nov-Dec 2016	2-3 Days
Website (1) Chair	Update I.H. site on monthly basis.	All Year	All Year
Winter Recreation (3) per grade/(9) person comm.	Arrange craft projects for students for 6 weeks during indoor rec time. Organize volunteers and implement program.	January- February	2-3 weeks
Workshops	Arrange programs for children for Fall & Spring sessions. Select classes, arrange teachers, set-up and distribute applications, organize schedules. Stay after school from 3:30-5:00 to oversee workshops. Work with REACH, Inc.	Nov/Dec April/May	2-3 weeks each session
Yearbook/Picture Day (1) Chair (5) person comm.	Collect pictures from Public Relations, create & design yearbook; order and distribute. Attend district meeting in September. Send memo for picture day, obtain volunteers, and help photographer on picture day. Send home pictures.	Late Fall (pic day); Spring (yearbook)	same
Zingo	Organize and facilitate Family Bingo Night. This is a very fun event and a fundraiser at IH. Obtain prizes/donations, volunteers, and refreshments. One night event.	Late Fall	None