

Rolling Hills PTA Committee Descriptions  
2019-2020

| <u>COMMITTEE</u>  | <u>DESCRIPTION</u>   | <u>TIME FRAME</u>        |
|---|--|--------------------------|
| <p><b>After-School Workshops</b></p> <p>1 Chair</p> <p>2 person committee plus volunteers</p> | <p>Secure instructors, organize and coordinate our after-school workshop program. Committee members will be on-site to oversee the program while the children are attending workshops along with parent volunteers. The workshops run for 6 consecutive weeks beginning in January, 1 or 2 days per week.</p> <p>Should be available Tuesday or Thursday afternoons to supervise program. Can be chaired by two parents.</p> | <p>November - March</p>  |
| <p><b>Arts-in-Education</b></p> <p>1 Chair</p> <p>2-3 person committee plus volunteers</p>    | <p>The Committee Chair is responsible for bringing Cultural Arts Programs into Rolling Hills. The Chair works closely with the Principal and staff to schedule appropriate programs for the school year. Attendance is required at monthly District Arts-in-Ed meetings and PTA meetings to present monthly reports. Preparing contracts, coordinating performers and budget record keeping is necessary.</p>                | <p>All Year</p>          |
| <p><b>Audit</b></p> <p>1 Chair</p> <p>2 person committee</p>                                  | <p>Audits the PTA financial records and books twice during the year.</p>   | <p>All Year</p>          |
| <p><b>Birthday Bulletin Board</b></p> <p>1 Chair</p> <p>Volunteers if needed</p>              | <p>On the 1<sup>st</sup> of each month, this committee re-designs the large bulletin board located at the entrance to the building. The board recognizes the birthdays of all of our students and staff members each month, with a different theme.</p>  | <p>All Year</p>          |
| <p><b>Book Fair</b></p> <p>1 Chair</p> <p>2 person committee plus volunteers</p>              | <p>Organize book fairs, coordinate with Scholastic. Prepare schedule for students and volunteers for the Fair. Must be at the Fair to supervise the 3-4 day sessions and possibly one evening, as well as set up and take down displays.</p>   | <p>October and April</p> |
| <p><b>Box Tops</b></p> <p>1 Chair</p>   | <p>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.</p>  | <p>All Year</p>          |

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| <p><b>Budget Representative</b></p> <p>1 Chair</p>   | <p>Share information regarding the District budget with RH parents and community. Attendance at the Board of Education Budget Workshops and Adoption Hearings is required.</p>  | <p>March-May</p>                       |
| <p><b>Clothing- "Spirit Wear"</b></p> <p>1 Chair</p> <p>Volunteers</p>                                     | <p>Pre-order items, create order form, keep inventory of items. Must be available to sell items at various PTA functions and distribute orders. Can be creative and add new items to our inventory!</p>   | <p>All Year</p>                        |
| <p><b>Directory</b></p> <p>1 Chair</p>   | <p>Prepare the PTA directory of names, addresses and contact information by class and grade at the beginning of the year. Information is entered in a database by parents. Information is reviewed by chair before the directory is available to parents and posted on PTA MemberHub.</p> | <p>September-October</p>               |
| <p><b>Fall Festival</b></p> <p>1 Chair</p> <p>2 person committee plus volunteers</p>                       | <p>This is a one day major event filled with activities for children to enjoy. Schedule volunteers, secure food and plan crafts and events.</p>   | <p>Mid/late Saturday in October</p>    |
| <p><b>Fall Fundraiser</b></p> <p>1 Chair</p> <p>2 person committee plus volunteers</p>                     | <p>Organize fundraiser selected by executive committee/board and promote event, post fliers, collect and distribute orders. All ideas are welcome! Plans need to be set by August.</p>  | <p>September-October</p>               |
| <p><b>Family Fitness Night</b></p> <p>1 Chair</p> <p>Volunteers</p>  | <p>Organize with Rolling Hills Physical Education teacher and principal a fun-filled night of fitness activities for students and parents including activities such as cup stacking, relay races, karate and yoga.</p>  | <p>February</p>                        |
| <p><b>Field Day</b></p> <p>1 Chair</p> <p>3 person committee (one from each gr. pref.) plus volunteers</p> | <p>Coordinate with principal and secure volunteers to help with activities throughout the day.</p>  | <p>1 full day in beginning of June</p> |

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| <p><b>Founder's Day</b></p> <p>1 Chair</p> <p>Committee</p>  | <p>Organize a committee to review nominations for the annual Founder's Day Awards. Requires 1 meeting with committee to review nominations and to select recipients. Collect money and organize table arrangements for dinner.</p>   | <p>November-February</p>      |
| <p><b>Health and Safety/Transportation</b></p> <p>1 Chair</p>  | <p>Responsible for disseminating information on health and safety as well as transportation issues.</p> <p>Oversee the blood donation drive sign-up sheet for Rolling Hills and encourage donors and volunteers to participate and assist at the event.</p>  | <p>All Year</p>               |
| <p><b>Jump Rope for Heart</b></p> <p>2 parents for each of 3 mornings</p>                                    | <p>Assist RH PE teacher on 3 fun-filled mornings before school. Collect donations for the American Heart Association and distribute prizes to students.</p>  | <p>March</p>                  |
| <p><b>Kindergarten Orientation/Registration</b></p> <p>1 Chair</p> <p>2 person committee plus volunteers</p> | <p>Coordinate an Orientation for incoming Kindergartners and their parents. Two days are scheduled for this event in January for Registration and in May for Orientation (total of four days). The chair meets with the Principal and then with the volunteers before Orientation to explain the responsibilities. Also, the chair plans the Kindergarten playdate scheduled in August at RH before the start of school.</p> | <p>January - May - August</p> |
| <p><b>Legislation</b></p> <p>1 Chair</p>   | <p>Attendance at District Legislation Committee meetings is required. Share information at RH PTA meetings. Attend Legislative Breakfast in March.</p>   | <p>All Year</p>               |
| <p><b>Masterpieces</b></p> <p>1 Chair</p>  | <p>This is a fun committee that organizes one publication of students' artwork and writing completed specifically for this publication. This committee is perfect for a working parent.</p>  | <p>January-March</p>          |
| <p><b>Membership</b></p> <p>1 Chair</p>  | <p>Secure membership of Rolling Hills families, teachers and staff to support the PTA, collect the enrollment information and monies. Prepare documents for PTA in a timely fashion to meet all deadlines. Maintain Membership Board at school.</p>  | <p>September-December</p>     |
| <p><b>Paint Night</b></p> <p>1 Chair</p>   | <p>Plan and organize parent-child paint night, secure vendor, collect payments, run event on scheduled night in March</p>  | <p>Feb-March</p>              |
| <p><b>Nutrition</b></p> <p>1 Chair</p>   | <p>Attend monthly meetings with the District food service company to discuss menus, etc. and report at the PTA meetings.</p>   | <p>All Year</p>               |

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| <p><b>Picture Day</b></p> <p>1 Chair</p> <p>Volunteers</p>                        | <p>Coordinate school picture day and retake day. Responsible for collecting orders and distributing pictures. Responsible for all reorders and coordinating the dates for Picture Days with PTA Council.</p>  | <p>October</p>   |
| <p><b>Plant Sale</b></p> <p>1 Chair</p> <p>2 person committee plus volunteers</p> | <p>Coordinate a Spring Plant Sale fundraiser in May. Order plants, secure the location, set up a schedule for the students, obtain volunteers and send out flyers.</p>  | <p>May</p>   |
| <p><b>RH R.O.C.K.S.</b></p> <p>1 Chair</p>  | <p>Organize and facilitate fundraising events throughout the year at different locations throughout the community. Some of these events have included Ralph's Ices, IHOP, Yogurt Time, and the Elwood movie theatre.</p>  | <p>All Year</p>  |
| <p><b>RHingo</b></p> <p>1 Chair/2 person committee plus volunteers</p>            | <p>Organize and facilitate Family Bingo Night. This is a very fun event and a major fundraiser at RH. Obtain prizes/donations, volunteers, and refreshments. One night event.</p>   | <p>Thursday evening in November</p>                                |
| <p><b>Scholarship Fund</b></p> <p>1 Chair</p>                                     | <p>Share information from PTA Council and District regarding PTA Scholarship drives.</p>  | <p>All Year</p>  |
| <p><b>School Based Management Team (SBMT)</b></p> <p>3 Parent Volunteers</p>      | <p>Three parent volunteers need to be members of this committee which meet with teachers, staff members and the Principal once a month to discuss school projects, functions, &amp; programs.</p>   | <p>Monthly</p>   |
| <p><b>School Tool Kits</b></p> <p>1 Chair/Volunteers</p>                          | <p>Organize the ordering of school supplies and distribution of the supply kits for the opening of the school year.</p>   | <p>April June (prep)</p> <p>August (delivery &amp; pickup day)</p> |
| <p><b>2nd Grade Moving Up</b></p> <p>1 Chair</p> <p>Volunteers</p>                | <p>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.</p> <p>Prepare a celebration of snacks/drinks in the gym after the Moving-Up Ceremony. Prepare a gift for each second grade student. (ie: CD of students' photographs, K-2)</p> | <p>June</p>  |
| <p><b>SEPTA Representative</b></p>  | <p>Special Education PTA-Attend SEPTA meetings and report at RH PTA meetings.</p>   | <p>All Year</p>  |

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| <p><b>Staff Appreciation</b></p> <p>1 Chair</p> <p>Committee plus volunteers</p> | <p>In September, organize a bus driver's welcome with a "to go" breakfast.</p> <p>In December, organize gifts for members of the non-teaching staff.</p> <p>Distribute small treats and notes of appreciation to teachers during Teacher Appreciation Week (usually in May).</p> <p>In June, set up a complete luncheon for teachers and staff on one of the last (half) days of the school year. Secure volunteers and food donations.</p> | <p>September,<br/>December, May<br/>&amp; June</p> |
| <p><b>Sunshine</b></p> <p>1 Chair</p>  | <p>Send out cards and gifts from PTA as necessary.</p>  | <p>All Year</p>                                    |
| <p><b>Sweetheart Dance</b></p> <p>1 Chair</p>                                    | <p>Organize a dance for RH parents and their children. Hire a DJ, plan refreshments and activities (photo booth), organize a presale of corsages and boutonnieres and arrange for CHS students to assist.</p>   | <p>February</p>                                    |
| <p><b>Holiday Boutique</b></p> <p>1 Chair/2 person committee and volunteers</p>  | <p>Coordinate with vendor and select items in September. Set up, price and sell Holiday Boutique items. Obtain volunteers, set up inventory and break down, a 1 day event. May also include an evening event.</p>   | <p>End of November-Early December</p>              |
| <p><b>Yearbook</b></p> <p>1 Chair/2 person committee plus volunteers</p>         | <p>Take pictures at all student functions, create and design yearbook for publication, send out order forms, distribute and collect 2nd grade surveys, personal ads and monitor orders. Work with committee of volunteers and with the Principal.</p>   | <p>All Year</p>                                    |