

CMS PTA COMMITTEE SIGN-UP SHEET

2019-2020

We are looking forward to a great year, and to your involvement with the CMS PTA. The best way to become involved is to join a committee! Our committees have varied functions (see below), but together they ensure that we are helping our school serve our children in the best ways possible.

Please see the list of committees below and place a check on the line for any of the committees you'd like to join. Please place a 'C' next to any committee(s) you would like to chair. Please also check (at the bottom of this page) the area(s) to which you can donate next year.

Email responses to 'commackmiddleschoolpta@gmail.com' ('Committees' in the subject line) **or drop off** in your building's PTA mailbox and we will pick it up at your school. Please label the envelope '**2019/20 CMS PTA Committees**'.

Kindly return your form by June 7, 2019

Thank you for donating your time to the students of CMS!

Parent's Name: _____
Phone #s: (home) _____ (cell) _____
Email address: _____
Child(ren)'s names and grades in September _____

Committees:

- _____ Arts-in-Education
- _____ Book Drive
- _____ Book Fair -Scholastic
- _____ Budget
- _____ Fundraising – Spirit Wear
- _____ Fundraising – fundraising event(s)
- _____ Fundraising – refreshment sales (school play)
- _____ Health and Safety
- _____ Hospitality - for Fall Open Houses and Transition Night
- _____ Membership
- _____ Nutrition
- _____ Parliamentarian
- _____ School Board Representative
- _____ SEPTA Representative
- _____ Staff Recognition Luncheon
- _____ Transition Night

Contact me to donate : _____ Blood (District Blood Drive – Fall / Spring)
_____ prize(s) or baskets for fundraiser(s)
_____ items/money for Staff Recognition in June

Committee Descriptions for CMS PTA

Arts-in-Education: a year-round committee which researches and books programs to be brought into the school, with the focus on character building and appreciation of the arts. Meetings are currently held monthly on a Friday at 9:30am and listed on district calendar. You may be asked to attend and evaluate certain programs.

Book Drive: a committee that organizes and runs a gently used book drive during the year.

Book Fair: Scholastic Book Fair to be held the Fall. Volunteers needed to assist the students during the fair.

Budget: a year-round committee which focuses on keeping the CMS PTA membership up-to-date on the district budget process and issues that arise. Attendance at some district Board of Education meetings is required.

Fundraising

- **Fundraising events:** a committee that organizes events and solicits donations to and for that event.
- **Refreshment sales:** a committee that purchases and sells refreshments at the school play.
- **Spirit Wear:** a year-round committee that purchases and sells clothing at several events during the school year.

Health and Safety: a committee that assists with the sign-up for and check-in at the district blood drives and reports on various health and safety issues as they arise.

Hospitality: This committee is responsible for purchasing and providing refreshments at the Open House evenings at the beginning of the school year and the 5th to 6th grade Transition Night in the Spring.

Membership: Committee coordinates August through May membership drive.

Nutrition: a year-round committee that participates in district decision-making about all aspects of the cafeteria and food offerings. The Nutrition Committee organizes events for Nutrition Week at the Middle School. Attendance at monthly district meetings is required.

Parliamentarian: a committee of one (usually) who needs to be familiar with the CMS PTA bylaws to ensure that proper protocol is followed at the PTA meetings, during elections and at other formal venues. Attendance at PTA meetings is required.

PTA Website: This committee is headed by CMS PTA Officers, they determine what should be posted on the PTA page of the school website. The committee chair is responsible for updating the page as necessary. This committee also maintains the Facebook page, which is a private member only, for information only, page.

School Board Representative: a committee of one (or two) who attends the monthly Board of Education meetings and gives a summary report of the minutes of those meetings at the CMS PTA meetings.

SEPTA Representative: a committee of one (or two) who attends the monthly SEPTA meetings and gives a summary report of the minutes of those meetings at the CMS PTA meetings.

Staff Recognition Luncheon: a committee that organizes, shops for, and serves the year-end luncheon for the CMS teachers and staff, usually held during the last week in June on one of the “half days.”

Transition Night: This committee supports the Commack Coalition of Caring’s Transition Night held in May for incoming 5th graders. Parents are needed to organize the students on that evening.