

Rolling Hills PTA Committee Descriptions 2022-2023

<u>COMMITTEE</u>	<u>DESCRIPTION</u>	<u>TIME FRAME</u>
After-School Workshops 1 Chair 2 person committee plus volunteers	Secure instructors, organize & 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, 2 days per week. Should be available Tuesday or Thursday afternoons to supervise program. Can be split amongst two parents.	November - March
Arts-in-Education 1 Chair 2-3 person committee plus volunteers	The Committee Chair is responsible for bringing Cultural Arts Programs into Rolling Hills. The Chair works closely with the Principal and staff to determine appropriate programs for the school year. Attendance is required at monthly District Arts in Ed meetings and PTA meetings to present monthly reports. Signing contracts, coordinating performers and budget record keeping is necessary. A large percent of the Rolling Hills PTA funds are spent on Arts in Education!!	All Year
Audit 1 Chair 2 person committee	Audits the PTA financial records and books quarterly. Audit should be performed twice during the year.	All Year
Beautification Committee 1 Chair	Responsible for seasonal outside themed decoration and plants around the building and in the courtyard. May also be in contact with an insured vendor that can provide grounds services when and if needed.	All Year
Book Fair 1 Chair 2 person committee plus volunteers	Organize book fairs, coordinate with Scholastic. Arrange schedule for children and volunteers for fair. Must be at fair to supervise the 3-4 day sessions and possibly one evening to coordinate with warm up to reading, as well as set up & take down.	October and April
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 may encourage involvement!	All Year
Budget Representative 1 Chair	Educate & communicate all budget announcements to RH parents & community. Attendance at Budget Committee, Board Meetings, Board of Ed. Budget Workshops and Adoption Hearings is required.	March-May

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<p>Birthday Bulletin Board</p> <p>1 Chair</p> <p>Volunteers if needed</p>	<p>On the 1st 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>Class Parent Coordinator</p> <p>1 Chair</p>	<p>This individual is responsible to disseminate information to class parents, oversee all issues that arise during the year and coordinate year end celebrations as appropriate. They are also responsible for setting up and organizing the "being a class parent" presentation after the first PTA meeting (annually) or at a time that it most convenient for the group.</p>	<p>All Year</p>
<p>Clothing- "Spirit Wear"</p> <p>1 Chairs</p> <p>Volunteers</p>	<p>Pre-order items, create order form, keep inventory of items on hand. Must be available to sell items at various PTA functions and distribute orders placed. Can be creative and add new items to our inventory!</p>	<p>All Year</p>
<p>Fall Festival</p> <p>1 Chair</p> <p>2 person committee plus volunteers</p>	<p>This is a one-day, large event, filled with activities for children to enjoy at the Fall Festival. Obtain volunteers, secure food and plan crafts and events.</p>	<p>Mid/late Saturday in October</p>
<p>Fall Fundraiser</p> <p>1 Chair</p> <p>2 person committee plus volunteers</p>	<p>Organize White Post Farms pie fundraiser to include promoting event, posting fliers, collecting orders and making sure they are distributed once they come in. All ideas are welcome! Needs to be set by August.</p>	<p>September-October</p>
<p>Fall Pumpkins</p> <p>1 Chair</p> <p>Volunteers</p>	<p>Order and coordinate pumpkin drop off for our pumpkin picking day.</p>	<p>September-October</p>
<p>Family Fitness Night</p> <p>1 Chair</p> <p>Volunteers</p>	<p>Organize with Rolling Hills Physical Education teacher a fun-filled night of fitness activities for students & parents including karate, dance, volleyball & obstacle course.</p>	<p>February</p>
<p>Field Day</p> <p>1 Chair</p> <p>Volunteers</p>	<p>Coordinate with school Principal and Physical Education teacher festivities for the day. Includes securing volunteers for activities, water, lunch and giving out medals to all students.</p>	<p>1 full day in beginning of June</p>

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Founder's Day 1 Chair Committee	Organize a committee for reviewing nominations for the annual Founder's Day Awards. Requires 1 meeting with committee to review nominations & chose recipients. Collect money and organize table arrangements for dinner.	November-February
Health and Safety/Transportation 1 Chair	Responsible for disseminating information on health and safety issues as well as transportation. Oversee the blood donation drive for Rolling Hills and encourage donors and volunteers to assist at the event.	All Year
Holiday Boutique 1 Chair 2 person committee plus volunteers	Coordinate with vendor and select items in August. Set up, price and sell Holiday Boutique items. Obtain volunteers, set up, inventory & break-down. 1 day event. May also include an evening event.	End of November- Early December
Incoming K/Welcoming Committee 1 Chair 2 person committee plus volunteers	Coordinate an Orientation for incoming Kindergartners (and their parents) for entrance into Rolling Hills. Two specific days are needed for this event in both months in addition to pre-training of volunteers and meeting with the Principal. Responsibilities also include a Kindergarten play date in August before the start of school.	January- May - August
Legislation 1 Chair	Attendance at District Legislation Committee meetings is required. Pass info on at RH PTA meetings. Legislative Breakfast in March.	All Year
Newsletter 1 Chair	Do you love to write? Are you computer savvy? Then this position is for you. This position is responsible for creating a newsletter for the RH community. Your input is greatly encouraged! You will work closely with Committees Chairs, RH Executive Board members, teachers and staff.	All Year
Nutrition 1 Chair Volunteers	Attend monthly meetings with the District food service company to discuss menus, etc. and report back to the PTA. Coordinate Nutrition Week activities and secure volunteers.	All Year
Paint Night 1 Chair Volunteers	Secure an insured paint vendor. Organize and plan to include promoting event, posting flier.	January- March
Picture Day 1 Chair Volunteers	Coordinate school picture day and re-take day. Responsible for collecting orders and distributing pictures. Responsible for all reorders and coordinating activities with PTA Council.	October

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PIR/Literacy Night 1 Chair	Facilitate Partners in Reading Program, coordinating with Reading Specialists at Rolling Hills. Document and track student participation and decorate bulletin board..	January-February
Plant Sale 1 Chair 2 person committee plus volunteers	Coordinate a Spring Plant Sale fundraiser in May. Order plants, secure the location, set up a schedule for the children, obtain volunteers and send out flyers.	May
RHingo 1 Chairs 2 person committee plus volunteers	Organize and facilitate Family Bingo Night. This is a very fun event and a large fundraiser at RH. Obtain prizes/donations, volunteers, and refreshments. One night event.	Thursday evening in November
RH R.O.C.K.S.	Reaching Out to the Community for Kids Sake- Organize monthly fundraising events at various businesses such as restaurants, amusement parks, family entertainment etc.	
School Store 1 Chair Volunteers	Purchase and sell items at the "school store". Open/close shop during school lunch periods. Coordinate all volunteers needed.	All Year
School Tool Kits 1 Chair Volunteers	Organize the ordering of school supplies and distribution of school items for the opening of the school year.	April June (prep) August (delivery & pickup day)
2nd Grade Moving Up 1 Chair Volunteers	This committee needs to be chaired by a K or 1st grade parent to allow Second Grade parents to attend the graduation. Volunteers from the K & 1st grade parents are needed. Prepare a celebration of snacks/drinks, held in the gym, after the Moving-Up Ceremony. Copy & wrap graduating class photo to be given to each student.	June
School Based Management Team (SBMT)	3 volunteers need to be on this committee which meets with teacher & staff representatives and school principal once a month to discuss school projects/functions/programs.	Monthly
SEPTA Representative	Special Education PTA-Attend SEPTA meetings and report back at RH PTA meetings.	All Year

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<p>Staff Appreciation</p> <p>1 Chair</p> <p>Committee plus volunteers</p>	<p>In September, organize a bus driver's welcome/gift with a quick "to go" breakfast.</p> <p>In December, organize gifts for aides.</p> <p>Supply Teachers with small treats and notes of appreciation 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. Obtain volunteers and food donations.</p>	<p>September,</p> <p>December, May & June</p>
<p>Sweetheart Dance</p> <p>1 Chair</p> <p>Volunteers</p>	<p>Plan and secure vendors for school dance. Including but not limited to decorations, photo booth, concessions, DJ, activities etc.</p>	<p>November-February</p>
<p>Yearbook</p> <p>1 Chair</p> <p>2 person committee plus volunteers</p>	<p>Take pictures at all student functions, create & design book for publication, send out order forms, distribute & collect 2nd grade surveys, personals and collect all money. Manage large committee of volunteers and work very closely with the Principal.</p>	<p>All Year</p>