

Rolling Hills PTA Committee Descriptions 2024-2025

<u>COMMITTEE</u>	<u>DESCRIPTION</u>	<u>TIME FRAME</u>
After-School Workshops 1-2 Chairs Plus Volunteers	Secure instructors, and coordinate our after-school workshop programs. 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, 1-2 days per week. Should be available on afternoons to supervise the programs.	1-2x per Fall/Spring
Arts-in-Education 1 Chair 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.	All Year
Audit 1 Chair	Audits the PTA financial records and books quarterly. An audit should be performed twice during the year.	All Year
Beautification Committee 1 Chair	Responsible for seasonal outside-themed decorations and plants around the building and in the courtyard.	All Year
Book Fair 1 Chair Plus volunteers	Organize book fairs and coordinate with Scholastic. Arrange a schedule for volunteers. Must be at fair to supervise the 2 day and one evening session. In charge of set up and take down.	October and January
Clothing - "Spirit Wear" 1 Chair Plus Volunteers	Pre-order items, create order forms, keep an 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!	All Year
Fall Festival 1 Chair Plus Volunteers	Rolling Hills fall celebration with DJ, food, games, crafts, and fun for all students and family members! The chair will be in charge of contacting vendors, decorations, and gathering volunteers to help set up/clean up the event.	Saturday in October
Fall Fundraiser (Pies) 1 Chair	Contacting vendor, setting up order form, creating a flyer and promoting pie sale. Collecting money, setting up pick-up time and obtaining volunteers to assist in process	October/November
Fall Pumpkins 1 Chair	Order and coordinate pumpkin and decoration drop-off for our pumpkin-picking day. Obtaining volunteers to assist students & teachers.	October
Field Day 1 Chair Plus Volunteers	Coordinate with the school principal and physical education teacher to plan festivities for the day. Includes securing shirts, decorations, snacks, and water for students.	1 full day at the beginning of June
Health and Safety/Transportation 1 Chair	Responsible for attending monthly meetings and relaying information discussed regarding the Commack School District's H&S and transportation updates.	All Year
Holiday Boutique 1 Chair Plus volunteers	Coordinate with vendor. Set up, price and sell holiday boutique items. Obtain volunteers, create flyer, set up inventory & break down. Two in-school days and one evening event are held.	End of November- Early December
Incoming K/Welcoming Committee 1 Chair Plus volunteers	Coordinate an Orientation for incoming Kindergartners (and their parents). The event is held the week before school. In charge of organizing students by class. Buying snacks and water for students. Coordinating with spirit wear chair to sell items and gathering volunteers to greet incoming students.	August

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Nutrition 1 Chair	Attend monthly meetings with the district food service company to discuss menus, etc. and report back to the PTA.	All Year
Paint Night 1 Chair Plus Volunteers	Secure an insured paint vendor. Organize and plan to include promoting the event.	Feb-April
Picture Day 1 Chair Plus Volunteers	Point of contact for the school. Organizes volunteers to assist students during picture and picture re-take day.	October/December
Plant Sale 1 Chair	Coordinate a Spring Plant Sale fundraiser in May. Order plants, secure the location, set up a schedule for pick up. Obtain volunteers and create flyer to promote.	May
RHingo 1 Chairs Plus volunteers	Organize and facilitate Family Bingo Night. This is a very fun event and a large fundraiser at RH. Obtain donations, volunteers, and refreshments. One night event.	Thursday evening in November
RH R.O.C.K.S. 1 Chair	Reaching out to the community to organize monthly fundraising events at various businesses such as restaurants, amusement parks, family entertainment etc. Create flyers and promote events.	All Year
School Store 1 Chair Plus Volunteers	Purchase and sell items at the "school store". Open/close shop during school lunch periods. Coordinate all volunteers needed.	All Year (1x month)
School Tool Kits 1 Chair Plus 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 Plus 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. Research and provide gifts for 2 nd grade class.	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. (One Kindergarten, One 1 st grade, One 2 nd grade parent)	Monthly
SEPTA Representative	Special Education PTA-Attend SEPTA meetings and report back at RH PTA meetings.	All Year
Staff Appreciation 1 Chair Plus volunteers	Organize a bus driver's welcome/gift with a quick "to go" breakfast. (September) Supply Teachers with small treats and notes of appreciation during Teacher Appreciation Week (May). Set up a luncheon for teachers and staff. Obtain volunteers and food donations. (June)	September, May & June
Sweetheart Dance 1 Chair Plus Volunteers	Plan and secure vendors for school dance. Including but not limited to decorations, photo booth, concessions, DJ, activities etc.	November-February
Yearbook 1 Chair & 5 person committee	Take pictures at all student functions, create & design yearbook for publication. Send out order forms, distribute & collect 2nd grade surveys, and personals.	All Year