

## 2021-2022 Committee Interest Form

### Indian Hollow PTA, Commack



It's that time of year again! The Indian Hollow PTA has a number of member openings to fill for our committees. Please see the attached list and descriptions, and consider which committee you can help on! Fill out and return to school in an envelope labeled "PTA Committee Form" with your child's name and teacher, no later than Friday 10/8.

Please note that ALL chairs and members MUST be PTA members. Membership is online at [indianhollow.memberhub.com/store](http://indianhollow.memberhub.com/store). Once established, all committee members will be called. Should you have any questions or comments, please contact us at [indianhollowpta@gmail.com](mailto:indianhollowpta@gmail.com)

We appreciate everyone who is willing to help. Together, we can make the 2021-2022 school year a memorable one for our children!

Thank you!  
Kristen Demundo and Jenn Palilla

\*Please complete & return by Friday 10/8\*

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Child(ren)'s Grade (as of September) K \_\_\_ 1st \_\_\_ 2nd \_\_\_

Please circle yes or no

May we publish your name (yes / no) phone number (yes / no) and email address (yes / no) on the IH Website??

Please check which committee(s) you are interested in being a member or chairing below:

Committee	Select		Committee	Select	
	Member	Chair		Member	Chair
Arts in Education			School Store/Supplied		
Book Fair			SEPTA		
Box Tops			Spirit Wear		
BOE/Budget			Staff Appreciation		
Children's Fashion/Talent Show			Website		
Clothing/Food/Toy Drives			Winter Recreation		
Holiday Boutique			Yearbook		
Nutrition			ZINGO		
Plant Sale					

## 2021-2022 Committee Descriptions

### Arts in Education

Work with principal and faculty to research and book shows. Involves phone calls and emails to coordinate programs, attending district AIE meetings and shows to evaluate and supervise programs (Sept-June)

### Book Fair

Coordinate two fairs per year with principal and Scholastic. This includes selecting and ordering books for K-2, arranging fliers for distributions and volunteers, and attending fairs to supervise (Fall and Spring fairs)

### Box Tops

Organize Box Top collection throughout the year. Maintain Box Top collection through website and distribute fliers (Sept-June)

### BOE/Budget

Represent IH by attending monthly district BOE/Budget Meetings. Report back to PTA at meetings or via emailed report. Communicate any issues/feedback that may come up (Sept-June)

### Children's Fashion/Talent Show

Coordinate and supervise event, supervise rehearsals, manage tickets and distribution, and volunteers. Create and prepare program communications, fliers and event programs (Jan-Mar)

### Clothing/Food/Toy Drives

Organize collections, prepare fliers to promote, arrange for collection pick-ups and counting of collected items (Oct-Dec)

### Holiday Boutique

Coordinate yearly boutique with principal and vendor (Miss Chocolate). This includes selecting products, scheduling delivery/pickup, arranging fliers for distributions and volunteers, and attending to supervise (Nov/Dec)

### Nutrition

Represent IH by attending monthly district Nutrition Meetings. Report back to PTA at meetings or via emailed report. Communicate any issues/feedback that may come up (Sept-June)

### Plant Sale

Coordinate yearly sale with principal and vendor. This includes selecting products, scheduling delivery/pickup, arranging fliers for distributions and volunteers, and attending to supervise (Apr-May)

### School Store/Supplies

Purchase inventory for School Store and organize committee members for shifts on store days. Communicate with teachers and vendor regarding supplies needed and prepare fliers for distribution. Organize supplies in August/September when they arrive for distribution to classrooms (Sept-June)

### SEPTA

Represent IH by attending monthly district SEPTA Meetings. Report back to PTA at meetings or via emailed report. Communicate any issues/feedback that may come up (Sept-June)

### Spirit Wear

Research and work with vendors for current and new Spirit Wear products. Organize pop-up sales/volunteers, maintain inventory and memberhub store, promote sales online and through flier distribution (Sept-June)

### Staff Appreciation

Organize staff appreciation volunteers and luncheon. Communicate event with staff and coordinate distribution (May-June)

### Website

Maintain IH PTA website on a bi-weekly/monthly basis to communicate events and information (Sept-June)

### Winter Recreation

Plan and implement 4-6 age appropriate crafts to be utilized during indoor winter recess sessions. Purchase materials and organize dates with IH staff and volunteers (Dec-Mar)

### Yearbook

Develop pages of the IH Yearbook, coordinating with the yearbook vendor (Jostens). Create backgrounds and layouts with pictures submitted throughout the year. Maintain yearbook email to organize and collect photos and assist in communicating yearbook sales and distribution (Jan-Apr)

### ZINGO

Organize and coordinate volunteers, fliers for distribution, prizes for event. Assist in checking in attendees, selling 50/50 raffle tickets during event, transport material to CMS, and coordinate with HS volunteers (TBD)