

WTES PTA
Committee List & Descriptions

ART SHOW

Held in the Spring, this committee works with the building art teacher to create a project to be sold at the Art Show.

Responsibilities include:

- Work with the building Art Teacher and principal to organize the date & time of the event (this is usually the same week as the Spring book fair).
- Decide on type of project and if outside vendors (such as Artome) will be used.
- Communicate with any outside vendors
- Promote event to families via email, social media, website, and flyer.
- Arrange for payment of any outside vendors with the treasurer
- Submit volunteer schedule to be added to the website at least 2 weeks before event.
- Submit all expenses to treasurer in a timely fashion.

BOOK FAIR

Held twice a year, in Fall & Spring. The Book Fair Chairperson works with Scholastic Books to organize the Book Fair. Responsibilities include:

- Schedule Book Fair & communicate dates with school
- Send notices home with students
- Be present each day during the Book Fair to run the register
- Submit all necessary paperwork to Scholastic Inc in a timely fashion
- Disburse Scholastic Dollars
- Promote event to families via email, social media, website, and flyers.
- Submit Volunteer schedule to be added to website at least 2 weeks before event
- Submit all expenses and change requests to treasurer in a timely fashion

ENRICHMENT

This committee organizes after-school enrichment programs including idea generation, program details, and management of after-school sessions. This is a great way to provide students with different educational experiences that go beyond what is provided during the school day, for example, second language instruction and additional hands-on science instruction, computer keyboarding, and drama. Offered for the first time during the 2002/2003 school year, this program was a huge success and continued to be a favorite PTA-sponsored program for students in grades 1-4.

Responsibilities include:

- Organize enrichment schedule and classes
- Ensure all outside vendors/volunteers have necessary clearances/insurance
- Arrange payment for vendors with the treasurer

- Promote program to families via email, website, social media, and flyer
- Communicate effectively with families of students in classes.
- Manage after-school sessions
- Submit Volunteer schedule to be added to website at least 2 weeks before start of program
- Monitor volunteer schedule to ensure coverage
- Collect feedback from vendors, families, and students to improve future sessions
- Submit all expenses to treasurer in a timely fashion

FAMILY NIGHT OUT

This committee finds willing restaurants or businesses that will donate a portion of proceeds from Williams Township families. A variety of restaurants & businesses throughout the year encourages families to gather and meet outside of our school.

Responsibilities include:

- Scouting restaurants and businesses who have fundraising programs.
- Scheduling events
- Promoting events to families via email, social media, and flyers.
- Ensuring payout is received by treasurer for all events
- Submit all expenses to treasurer in a timely fashion

FOURTH GRADE CELEBRATION

This committee organizes the fourth grade yearbook signing party. They also design & distribute the 4th grade t-shirt. Planning for these significant events should begin in March/April.

Responsibilities include:

- Design 4th grade t-shirt and get approval from building principal
- Collect sizing, order, and distribute t-shirts
- Arrange yearbook signing party lunch/ice cream truck
- Submit Volunteer schedule to be added to website at least 2 weeks before event
- Purchase supplies needed for lunch & yearbook signing (Sharpies)
- Submit all expenses to treasurer in a timely fashion

FUN RUN

This committee organizes the annual Fun Run Fundraising Drive that takes place in May.

Responsibilities include:

- Setting up fundraising website with outside vendor.
- Collecting donations to be raffled off as prizes
- Designing, ordering, and distributing incentive T-shirt

- Promoting event to families via email, social media, website, and flyers.
- Tracking donations via vendor website to ensure each student gets appropriate incentives
- Submitting volunteer schedule to be added to website at least 2 weeks before event
- Purchase supplies needed for the day of the event - water cups, medals, etc.
- Submit all expenses to the treasurer in a timely fashion

HALLOWEEN PARTY

This committee organizes the PTA's Trunk or Treat which is held the Saturday before Halloween.

Responsibilities include:

- Promoting event to families via email, social media, website, and flyer.
- Submitting volunteer/donation schedule to be added to the website at least 2 weeks before event
- Arranging for any outside vendors to be present during event (food trucks, etc)
- Arranging for payment of outside vendors with treasurer
- Organize voting for best trunk contest
- Purchase supplies needed for day of the event (decor, prizes, extra candy, etc.)
- Submit all expenses to treasurer in a timely fashion

HOLIDAY GIFT

This committee organizes the student holiday gift from the PTA

Responsibilities include:

- Choosing holiday gift and getting approval from building principal
- Ordering gift
- Arranging volunteers to wrap the gifts
- Distributing the gifts during the Winter Carnival
- Submitting all expenses to treasurer in a timely fashion

HOLIDAY SHOPPE

This committee organizes the Little Warrior Holiday Shoppe where students are able to purchase low-cost gifts for family and friends.

Responsibilities include:

- Purchasing inventory & supplies for event
- Submitting volunteer schedule to be added to the website at least 2 weeks before event
- Handling all monies during event
- Organize set-up & breakdown of event.
- Promoting event to families via email, social media, website, and flyers.

- Submitting all expenses to treasurer in a timely fashion.

MEMBERSHIP

This committee maintains the PTA membership list, issues membership cards, and reaches out to involve new members of the PTA.

Responsibilities include:

- Collecting membership forms & payments
- Maintaining current member list
- Submit membership information to PA PTA
- Be present at events to encourage new members
- Host information tables at community events such as Fall Festival, Back to School night, etc.
- Submit all expenses to treasurer in a timely fashion.

PLAYGROUND

This committee oversees maintenance and repairs to the school playground and gazebo, which were built with PTA funds.

Responsibilities include:

- Arranging for repair or replacement of playground/gazebo as needed
- Work with District facilities department and building principal to coordinate any repairs.
- Submit all expenses to treasurer in a timely fashion.

RETIREMENT

As our teachers and staff members retire, this committee chooses special gifts for the retiree. Each gift is different dependent upon that persons likes and requests. Gifts range from book donation in that persons name to our library to engraved benches for student use.

Responsibilities include:

- Choosing and arranging gift for retiree(s)
- Presentation of gift
- Submit expenses to treasurer in a timely fashion

ROOM PARENT/VOLUNTEER COORDINATOR

This committee is responsible for the appointment of the room parent, arranging lunch volunteer schedules, as well as assisting committee chairs with volunteer schedules for events.

Responsibilities include:

- Appointment of room parent for each classroom (use lottery if more than one)

- Communicate effectively with room parent and teacher
- Arranging lunch duty volunteer schedules on the website
- Arranging event volunteer schedules on the website
- Tracking volunteer hours for reimbursement of clearances
- Maintaining active cleared volunteer list on website.
- Communicating with the building secretary regarding volunteer clearances.

SCHOLARSHIP

This committee meets in the spring of each school year to determine which eligible candidates from the current graduating class will receive the Williams Township PTA Scholarships. Criteria presently used to determine the winners include academics, community involvement and participation in extracurricular activities.

Responsibilities include:

- Collecting applications from guidance office at the high school
- Distributing applications BLINDLY to committee members for voting
- Tallying votes and notifying guidance office of winners
- Communicate with treasurer to get scholarship checks to the guidance office before the HS awards ceremony held the end of May

SCIENCE FAIR

The Science Fair is a one-day event held in the spring. It is held in the gym and is open during the day for the classes to tour and view the projects. It also has evening hours for family and friends to attend. Every student in the school is invited to make a project. The projects are for the child's learning and enjoyment and are not judged. Parent volunteers assist in set-up the night before the Science Fair and help students and families tour the fair.

Responsibilities include:

- Sending out sign up forms via email and flyer
- Purchasing supplies needed for event (certificates, medals, etc.)
- Submitting volunteer schedule to be added to website 2 weeks before event.
- Arranging for Mad Science assembly to take place during family night
- Promoting event to families via email, social media, website, and flyer
- Submitting all expenses to treasurer in a timely fashion.

SPIRIT DAY

School Spirit Day is held on the last day of school. In celebration of our spirit, parent volunteers help with games, relays, and more. The PTA supplies everyone with a hot dog lunch and snow cone treat.

Responsibilities include:

- Organizing games & events to take place during the event.

- Purchasing all supplies needed for the event (game supplies, lunch supplies, etc.)
- Submitting volunteer schedule to be added to the website at least 2 weeks before the event
- Rental of any equipment needed (sno-cone machine)
- Submitting all expenses to treasurer in a timely fashion

STAFF APPRECIATION

The school staff is honored during a special week in the spring. Daily luncheons are held with food provided by donations of our families.

Responsibilities include:

- Creating volunteer and donation schedule to be added to the website at least 2 weeks before the event
- Purchasing needed supplies and decorations
- Submitting all expenses to treasurer in a timely fashion
- Communication of event with families via email, social media, website, and flyer.

WAYS & MEANS

This committee is responsible for running fundraisers throughout the year to help offset the cost of our programs.

Responsibilities include:

- Researching and arranging fundraising programs
- Promoting fundraisers to our families via email, social media, website, and flyers.
- Organizing fundraiser orders and pick ups as needed
- Submitting any volunteer schedules needed to be added to the website in a timely fashion
- Ensuring payouts are received by the treasurer
- Submitting all monies collected to the treasure in a timely fashion
- Submitting any expenses to treasurer in a timely fashion

WEBSITE/SOCIAL MEDIA

This committee is responsible for updating the PTA's website and social media.

Responsibilities include:

- Updating website information such as directories, calendar, etc.
- Posting PTA news to Facebook and Website
- Creating PTA events on Facebook
- Answering facebook messages

WINTER CARNIVAL

Our winter carnival is held at the school just prior to the beginning of winter break. Each class rotates through different activities through the school. This committee coordinates the volunteers that are needed to create fun activities for the children and is responsible for making sure each activity runs smoothly.

Responsibilities include:

- Organizing activities and purchasing necessary supplies
- Promoting event to our families via email, social media, website, and flyer
- Submitting volunteer schedule to be added to website at least 2 weeks prior to event
- Working with building principal to create class rotation schedule
- Submitting all expenses to treasurer in a timely fashion

YEARBOOK

The Yearbook Committee is responsible for the layout, sale, and distribution of the school yearbook. The committee will have a kick-off meeting in October to discuss the schedule and to set up a "theme" for the yearbook. The final layout will be completed in April (the busiest month for the committee), but work will be done throughout the year. The yearbook is done completely in a digital format, and volunteers are especially needed to take pictures.

Responsibilities include:

- Working with yearbook company to arrange printing, ordering, sale, and distribution of yearbooks
- Promoting sale of yearbook to families via email, social media, website, and flyer
- Communicating with teachers to be kept up to date on special classroom events
- Arranging for volunteers to take pictures during special events and everyday candid
- Creating layout of yearbook
- Communicating with treasurer to ensure yearbook vendor is paid in a timely fashion
- Submitting all expenses to treasurer in a timely fashion

