

## **Committees and their responsibilities**

**Field trips-** Vice President and Principal schedule field trips and gather chaperones.

**Fundraising-** may be broken down into separate positions. Each chair is responsible for working with Principal on dates of fundraisers, all ordering and distribution of items.

**Head Homeroom Coordinator-** works with Principal on holiday PTA party snacks. Assist teachers with homeroom moms/dads. They will help with extra crafts and parties as requested by teachers.

**Hospitality-** provides refreshments at certain PTA functions.

**Membership-** collects and submits membership dues to the National Pennsylvania PTA.

**Product rewards-** over sees by Vice President

Box tops, Campbell's, Giant Eagle, Ink Jet

**Read-a-thon-** works with Principal to schedule read-a-thon fundraiser, incentives and theme. Reading Night and Read-a-Thon work together on theme.

**Reading Night-** A PTA sponsored event with the goals of promoting reading while bringing families, students, and staff together to have an educational evening of fun filled entertainment. This event hosts a Scholastic Book Fair and all

the profits earned go toward book purchases for students and the Elementary School. Classrooms are utilized to host read alouds, crafts, plays, games and activities surrounding the book fair theme. Reading night is free to everyone and the PTA extends the welcome to family and friends of our students. We also invite all preschool aged students in the area to come and enjoy the evening.

**5<sup>th</sup> grade promotion-** This is led by 5<sup>th</sup> grade parents (PTA members) and shadowed by 4<sup>th</sup> grade parents. This is also planned with the Principal. Event includes a ceremony at the High School followed by a fun day at the school.

**Santa's Workshop-** Involves ordering merchandise, collecting volunteers and decorating. This event lasts a week and is held during each class' library time.

**Skating Party-** Schedules roller skate events on 2 separate nights, usually in January.

**Spirit Days-** This is scheduled by the Principal.

**Spirit Sale-** A service the PTA offers to sell Conemaugh Township clothing and other items.

**Staff Appreciation-** provides a "back to school" luncheon for teachers and staff before the students arrive. Also remembers staff during Teachers Appreciation week, generally the first full week of May of each year.

**Student Directory-** works with Principal to create a directory of student names and phone numbers to be handed out in the beginning of the school year.

**Talent Show-** usually ran by a teacher. Gathers talent acts to perform during an evening PTA event .

**T-shirts-** Every other year the PTA pays for t-shirts for all the students. This person works with the printer for prices. Also, gathers sizes and distributes shirts when ready.

**Yearbook-** The chair of this committee is responsible for the gathering of photographs, creation, ordering and distribution of the yearbook. This person works with the yearbook company to sign a contract.

Every committee must have approval from the President and Principal when necessary. All papers or forms to be sent home must be approved by the Principal. Committees must stay in the budget created by the officers. If extra fund are needed, the committee chair must bring this to the attention of the President. This issue will then be brought to the members for a vote. New committees may be created by the officers in the best interest of the PTA.