



Wantagh Elementary School PTA
"Together We Make a Difference"

Wantagh Elementary School PTA Committee Descriptions 2019-20

BEAUTIFICATION AND PRIDE

2-3 Chairpersons needed to run this committee. *Committee runs all year.*

***Chairs/Volunteers:** Organize plantings and care for gardens, as well as decorate school halls for different seasons. Organize Black & Gold Day. Members help decorate halls for different seasons, coordinate set-up for Flag Day. **Complete a written report before the end of the school year.**

BINGO

3-4 Chairpersons needed to run this committee. *Committee runs in January.*

***Chairs:** Organize BINGO night: send out flyers, reserve space, and acquire prizes. Put together raffle baskets for auction. **Complete a written report within two weeks of event.**

***Volunteers:** Assist on Bingo night by setting up, selling raffles, handing out prizes, selling refreshments, checking in players or cleaning up. This is a good committee for those who work since Bingo is an evening event.

BIRTHDAY BOARD

2-3 Chairpersons needed to run this committee. *Committee runs all year.*

***Chairs:** Coordinate meeting in August to distribute information and to determine groups to decorate board each month. Must order pencils and follow up with administration regarding staff changes and new children to the school. **Complete a written report before the end of the school year.**

***Volunteers:** Design and arrange a monthly themed bulletin board representing each child with a birthday that month. Pencils and certificates are distributed to each birthday student for the month.

BOOK FAIR

4 Chairpersons needed to run this committee. *Committee runs in October & March.*

***Chairs:** Work with the Principal on class scheduling for the event. Send home flyers regarding the event, work Fair days, including a Parent Sale one evening during the Fair, and/or be available for set up and break down. Coordinate the use of Scholastic Dollars for providing Scholastic Magazine to the classrooms. **Complete a written report within two weeks of Spring Book Fair.**

***Volunteers:** Book Fair is held two times a year in the early Fall and March. The Fall Book Fair is one night event and the March Book Fair is a five-day event which includes set up, break down and three days of selling.

BUZZ THE BEE

Volunteers needed to run this committee. *Committee runs all year.*

***Coordinate parents to dress up as our school mascot at certain events. This will be done on a rotating basis. You must be 5 foot 4 inches or taller. Costume is supplied by the PTA.**



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CHILD ADVOCACY

2-3 Chairpersons needed to run this committee. *Committee runs all year.*

***Chairs:** Coordinate help at Kindergarten Orientation, 1st days of School and Smoke House in conjunction with School Administration. Coordinate a Welcome Wagon for new families to WES. **Complete a written report before the end of the school year.**

***Volunteers:** Assist with Kindergarten Orientation, 1st days of School and Smoke House.

This is a great committee for those members who have just had their Kindergartners move up to 1st grade.

COMMUNICATIONS COMMITTEE

2-3 Chairpersons needed to run this committee. *Committee runs for all year long.*

***Chairs:** Responsible for updates to the school website, Facebook posts and weekly emails in coordination with the Co-Presidents.

CUPCAKE DANCE

3-4 Chairpersons needed to run this committee. *Event is held in February.*

***Chairs:** Organize the dance (in February). Plan various activities, (DJ, Photo Booth, etc.) and send flyer home to parents asking for cupcake donations. **Complete a written report within two weeks.**

***Volunteers:** Needed for checking in names at the door, selling cupcakes in the cafeteria, parental supervision in the gym & hallways etc. *This is another great committee for working members to join.*

FALL DANCE

3-4 Chairpersons needed to run this committee. *Event is held in October.*

***Chairs:** Organize the dance (in October), reserve space. Plan various activities, (DJ, Photo Booth, etc.) and send flyer home to parents. **Complete a written report within two weeks.**

***Volunteers:** Needed for checking in names at the door, selling refreshments in the cafeteria, parental supervision in the gym & hallways etc. *This is another great committee for working members to join.*

FALL FUNDRAISER

2 Chairpersons needed to run this committee. *Committee runs in September.*

***Chairs:** Choose what type of fundraiser will be held at the beginning of the school year and towards the end. (IE: Gift wrap, frozen/fresh pies, cookie dough, etc.) Organize one summer meeting for planning. Choose a vendor, coordinate distribution and collection of order packets and collate and tally orders. Coordinate volunteers to help with distribution of orders. Follow up with errors and/or complaints. **Complete a written report in within two weeks of Fundraiser.**

***Volunteers:** Help with order distribution, collation and tallying of orders and assist chairpersons as needed.

FIELD DAY DECORATIONS

2 Chairpersons needed to run this committee. *Committee runs May to June.*

***Chairs:** Create and coordinate theme for Opening Ceremony and the day's events. Order and gather supplies (balloons, rah rahs, etc.). Coordinate music for opening and work with the Food and Games committees to plan the day. **Complete a written report within two weeks of Field Day.**

***Volunteers:** Help set up decorations the morning of Field Day.



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FIELD DAY FOOD

3-4 Chairpersons needed to run this committee. *Committee runs May to June.*

***Chairs:** Purchase supplies (food, drinks, ice, etc.) for the day. Coordinate cook and servers for the day. Work with Decorations and Games committees to plan the day.

Complete a written report within two weeks of Field Day.

***Volunteers:** This is a great committee to lend a hand with the barbeque. Also help serve food that day and help with set up and clean up.

FIELD DAY GAMES

3-4 Chairpersons needed for this committee. *Committee runs May to June.*

***Chairs:** Coordinate, create and repair games for the day. Coordinate volunteers for each game during the day. Work with Decorations and Food committees to plan the day.

Complete a written report in within two weeks of Field Day.

***Volunteers:** Help set up and/or break down games on the morning and afternoon of Field Day and run a game or games during the day.

FIFTH GRADE COMMITTEE

3-4 Overall 5th Grade Chairpersons needed to run this committee. **(PREVIOUS CHAIR EXPERIENCE & 5TH GRADE PARENT)**

Committee runs all year **Chairpersons sign up in April/May**

Coordinate child-oriented fundraisers to help defray the cost of year-end events. Plan the year end events. Serve as liaisons between PTA Presidents and Sub Committee Chairs. **Complete a written report before the end of the school year.**

***Sub –Committee Chairs:** Coordinate and organize 5th grade events.

Bake Sale, Car Wash, Chocolate Fundraiser, Comedy Night, CPR, Ice Cream Shoppe, District Meet & Greet, Growing Up Series, Slide Show, Spring Fundraiser, Team Night, T-Shirts & Towels, Yearbook, Yearbook Signing Celebration & Welcome Back BBQ

***Volunteers:** Help to plan and run various fundraisers and other festivities.

FUN BOOKS

2-3 Chairpersons needed to run this committee. *Committee runs Sept. to Oct.*

***Chairs:** Distribute books and account for the collection & sale. This fundraiser occurs in the Fall.

Complete a written report within two weeks of sale.

HEALTH & WELLNESS

2-3 Chairpersons needed to run this committee. *Committee runs all year long.*

***Chairs:** Help to promote healthy decisions and lifestyle at WES. Create anti-bullying initiatives in the school. Develop monthly wellness theme.

Complete a written report before the end of the school.

***Volunteers:** Assist with events as needed.



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HOLIDAY FAIR

4-5 Chairpersons needed to run this committee. *Committee runs Sept. to Dec.*

This event runs for 4 days (during school hours) in November/December, one evening sale and includes one purchasing day and two pricing and set up/breakdown days.

(Chairpersons must be available for each one of these days)

***Chairs:** Choose merchandise for children to buy at reduced prices. Coordinate with the Principal class scheduling for the sale. Send home flyers and set up volunteer schedule. Coordinate dates and supplier or following year. The Co-Presidents must approve and sign contract.

Complete a written report within two weeks of event.

***Volunteers:** Help with merchandise check in, pricing, set up, check out and pack up. Also volunteer for shifts to help children with their purchases.

HUGS

1-2 Chairperson/Coordinator needed. *Committee runs all year.*

***Chairs:** This committee is formed to assist families in the school during a time of need. A letter will go out asking for voluntary cash donation as well as requesting people who will be willing to cook a meal, help with homework, and prepare an extra lunch if needed. Can be called on at any time and work closely with Co-Presidents and the School Psychologist.

INDOOR RECESS ACTIVITIES

2 Chairpersons needed to run this committee. *Committee runs Nov. to Mar.*

***Chairs:** Choose a month and plan a craft/activity for children during lunch recess periods. Coordinate volunteers for indoor recess craft/activities. **Complete a written report within two weeks of last event.**

***Volunteers:** Help children do simple crafts/activities during recess time.

MAKER FAIRE COMMITTEE

2 Chairpersons needed to run this committee. *Committee runs Feb to April.*

***Chairs:** Event usually occurs in April. Coordinate with the Principal regarding Maker Faire logo and merchandise to sell. Send out flyers for merchandise orders, collect order forms, place order and distribute prior to the event. Work with the Principal on PTA supply order and collection for Maker Faire Event. Coordinate Parent Volunteers to help assemble and sort supplies prior to the event, as well as parents to work the event, including a volunteer photographer throughout the night. **Complete a written report within two weeks of event.**

***Volunteers:** Assist the Chairpersons as needed and volunteer to work at the event. .

MOONLIGHT BOWL

3 Chairpersons needed to run this committee. *Committee runs Dec. to Jan.*

***Chairs:** Arrange night with a bowling alley usually in January. Coordinate raffles, send out flyers regarding the event and set up teams and lane assignments. **Complete a written report within two weeks of event.**

***Volunteers:** Help the night of event check guests in and sell raffles.



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MOVING AHEAD RECEPTION (4th Grade Committee)

2-4 Chairpersons needed to run this committee. *Events take place in November, March and June.*

It is a great way for members with 4th graders to meet each other and become familiar with "moving ahead" events for next year.

***Chairs:** Coordinate with Overall 5th Grade Chairs, volunteers to assist at 5th Grade Team Night and Spring Fundraiser. Coordinate refreshments and make purchases for the Moving Ahead Ceremony and Reception. Chaperones for the End of the Year 5th grade party in the evening.

Complete a written report in June.

***Volunteers:** Help serve at 5th Grade events and assist with set up and clean up.

MUSIC AND ART

1-2 Chairpersons needed to run this committee. *Committee runs in May and June.*

Music - ***Chair:** Coordinate the purchase and presentation of music teacher boutonnieres and corsages at Spring and Fall concerts. Purchase gifts for All County and NYSSMA students to be handed out at Flag Day.

Art - ***Chair:** Coordinate with art teacher the selection, mounting and setting up of the Art Show at Learning Fair in May

Complete a written report within two weeks of the event.

Great for members with children in the music program who have minimal time.

NEWSLETTER

2 Chairpersons needed to run this committee. *Committee runs all year.*

***Chairs:** Coordinate receipt of articles/pictures from Administration, Teachers, PTA Presidents, committee chairpersons and children to place in the Beech Street Buzz. Type for reproduction and coordinate distribution. Newsletter published 3 times a school year.

Complete a written report in June.

***Volunteers:** Assist chairpersons with logistics of reproduction and distribution as needed.

PARP

2-3 Chairpersons needed to run this committee. *Committee runs Jan. to Mar.*

***Chairs:** PARP week should coincide with the Spring Scholastic Book Fair. The purpose is to strengthen student and family reading habits, while focusing on the enjoyment of reading by planning fun activities over the course of a week. Develop a theme, create and plan a week long program with daily activities to encourage reading. Send home flyers regarding the events for the week. Coordinate assembly with VP Enrichment & Assemblies. **Complete a written report within two weeks of the event.**

***Volunteers:** Help to plan and run various PARP events during the week.

PLANT SALE

3-4 Chairpersons needed to run this committee. *Committee runs April to May*

***Chairs:** Investigate growers for quality plants and prices. Coordinate plant orders and delivery in May. Work with Principal on class scheduling for the event.

Complete a written report within two weeks of completion of sale.

***Volunteers:** Assist with unloading of plants after school one day, check in, and distribute plants for sale.

PTA END OF YEAR CELEBRATION/INSTALLATION DINNER

2 Chairpersons needed to run this committee. *One evening in June.*

***Chairs:** Plan and coordinate dinner for annual installation of PTA Officers. Book restaurant, purchase retiree gifts as needed and coordinate those speaking on behalf of retiree(s). Coordinate recognition awards with PTA Presidents. **Complete a written report within two weeks of the event.**

This is a great committee for those who love to plan a party!



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RECESS EQUIPMENT

1-2 Chairpersons needed to run this committee. *Committee runs Sept. to June.*

***Chairs:** Consult Principal, PTA Presidents, P.E. Teachers and Recess Aides for approval and suggestions for equipment to be purchased. Purchase approved indoor/outdoor recess equipment and maintains present equipment. **Complete a written report before the end of the school year.**

REFLECTIONS

1-2 Chairpersons needed to run this committee. *Committee runs Sept. to June*

***Chairs:** Publicize contest, distribute rules, collect entries and arrange for school judging. Transport school entries to District PTA for judging. Plan an end of year celebration for all of the participants. Prepare certificates for participants to be given out on Flag Day. **Complete a written report within two weeks of the completion of the contest.**

***Volunteers:** Assist as needed.

ROOM REPRESENTATIVES

3 Chairpersons only – *No Committee Needed. Runs all year*

***Chairs:** Assist PTA Presidents with selection of Class Parents. Coordinate Class Parent responsibilities. Plan a reception for Class Parents in September. Distribute certificates for Class Parents at the June PTA meeting. Compile an email list of class parents by grade to be submitted to the Co-Presidents. Oversee painting of Flag Day hats and t-shirts for the 1st and 2nd Grade classes with assistance of class parents. **Complete a written report before the end of the school year.**

SCHOOL PICTURES

3-4 Chairpersons needed to run this committee. *Event is held in October (2 days), plus a retake day and 5th Grade special groups picture day for the 5th Grade Yearbook.*

***Chairs:** Choose packages to be offered and propose to Co-Presidents for approval. Coordinate volunteers. Work with Principal on class scheduling. Collect orders and distribute photos. Resolve errors and other problems. **Complete a written report within 2 weeks of completion of event.**

***Volunteers:** Work one or both picture days, usually in shifts.

SCHOOL SUPPLIES BOX

2-3 Chairpersons are needed to run this committee. *Committee runs Feb. to Aug*

***Chairs:** Choose a company to order supplies (all grades) & agendas (3rd, 4th, 5th grade only) from and propose to Co-Presidents. Coordinate supply list with main office secretaries. Schedule date for distribution of boxes at the end of August. You will be responsible for collecting the money and recording the sale (by grade) to place the order for the school supply boxes. **Complete a written report is due within two weeks after distribution.**

***Volunteers:** Need to be available in August to assist with the distribution of boxes.

SEPTA (Special Education PTA) REPRESENTATIVE

1 Chairperson needed to run this committee. *Committee runs all year.*

SEPTA involves parents of all children in Special Education and related services.

***Chair:** Attend 3-4 SEPTA meetings per year and report back to the Unit.

Complete a written report before the end of the school year.



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STAFF APPRECIATION WEEK

2 Chairpersons needed to run this committee. *Committee runs in late April.*

***Chairs:** Plan and coordinate Staff Appreciation Week which includes breakfast, lunch and various treats throughout the week. **Complete a written report within two weeks of the event.**

STUDENT DIRECTORY

2 Chairpersons required to run this committee. *Committee runs Sept. to Oct.*

***Chairs:** Gather student information, choose a printer, distribute order form, collect orders, tally monies collected, order printing of directory and distribute directories.

Complete a written report within two weeks of the event.

THE HIVE

3 Chairpersons needed to run this committee. *Committee runs all year.*

***Chairs:** Select merchandise to be offered for sale in our school store "The Hive". Create calendar for store opening hours and days. Coordinate volunteers to work in the store.

Complete a written report before the end of the school year.

***Volunteers:** Needed weekly to run the store and assist Chairpersons as needed.

TURKEY TROT

4 Chairpersons needed to run this committee. *Committee runs Sept. to Nov.*

***Chairs:** Coordinate activities, vendors/concession stands, create and sell t-shirts. Organize toy drive.

Complete a written report within two weeks of event.

***Volunteers:** Assist the day of the event by setting up and breaking down, checking in guests, selling refreshments and other items.

WANTAGH WEAR

2-3 Chairpersons needed to run this committee. *Committee runs all year, primarily Oct/Nov & Apr/May.*

***Chairs:** Select a sportswear vendor and merchandise to be offered for both the Winter holidays and in the Spring and propose to the Co-Presidents for approval. Display merchandise for proper sizing.

Collect orders, tally and distribute items. **Complete a written report within two weeks of the completion of sale.**

***Volunteers:** Assist Chairpersons as needed.

WAYS AND MEANS

2-3 Chairpersons needed to run this committee. *Committee runs all year.*

***Chairs:** Present new fundraising ideas to the Unit. Coordinate Box Tops for Education as well as other fundraisers. Research and present various grant ideas to the board for consideration, lead grant writing effort. Coordinate 'dining night out' in December and June.

Complete a written report in June on any fundraisers conducted.

***Volunteers:** Assist with fundraising event as needed.

WELCOME BACK MOVIE NIGHT

3-4 Chairpersons need to run this committee. *Committee runs in September.*

***Chairs:** Coordinate activities, concession stands and choose a G-Rated movie.

Complete a written report within two weeks of event.

***Volunteers:** Assist the night of the event by setting up and breaking down, selling 50/50 raffles, checking in guests, selling refreshments and other items.