

## Tamarac PTA Positions for the 2017-2018 School Year



**Want to get involved in the Tamarac community? Volunteering for a PTA committee is the best way to get started! Now is the time to start thinking about next year and all the fun we will be planning for our children.**

Below please find a list of positions, seeking PTA members for the upcoming school year. If you are interested in holding a position for the upcoming school year, please fill in the attached form and send back to Tamarac PTA, by no later than **June 7, 2017**. Each position posts a job description which will give you an idea of the commitment this position holds.

**PARP (Pick a Reading Partner):** this committee will work together to choose a theme for PARP, they will meet to organize and set up a calendar of events, as well as track books read. This committee is anticipated to run all school year but will probably meet monthly.

**Teacher Appreciation Week:** this committee will work on preparing a week of events for our teachers in the spring (usually March); send out invitations inviting them to the luncheon, order food for the luncheon and decorate for the luncheon. The committee will meet a couple of times prior to the event to assign different tasks and work on projects.

**Book Fair:** this committee needs to be available for approximately five days for each book fair (one in the fall and one in the spring), they must be available to set up and break down the book fair. This committee will also organize other volunteers to come in and circulate around the book fair as the students shop for books. The book fair takes place in the fall and the spring.

**Dances/Activities: K, 1-2, 3-4 & 5:** these committees will meet to choose a theme for the dance, handle ticket sales and organize chaperones for the dance. Committee members will also need to purchase snacks and help set up.

**Field Day:** this committee will be responsible for ordering shirts for field day, you will need to meet to organize orders, sort sizes and colors. The committee will also meet to sort and hand out shirts once they have come in. On Field day, you will need to be available from 9:30 to about 12:00 to hand out ices. Field day is usually the half day of school in June.

**Plant Sale:** this committee will be responsible for contacting the flower distributor; you will be responsible to be at the school at 7:30am to receive flower delivery and price all flowers, other volunteers will be asked to help out while students come out and shop. The plant sale is held the Friday before Mother's day.

**Holiday Boutique:** this committee will have a chance to choose the items that will be sold at the boutique. Further, the members of this committee will set up the boutique which will occur for three days during school hours. Additional volunteers will be asked to be available during the boutique hours to help students shop for their families.

**Cultural Arts:** these individuals will be responsible for working with teacher liaisons to organize field trips for all grade levels; they will be responsible for filing applications through BOCES as well as confirming that all trips are taken care of. Further these individuals will bring programs into the school for the students to enjoy.

**Dinner Coordinator:** this committee will meet to locate a place for our PTA dinner. You will be responsible for sending out invites, collecting money and leaving deposit.

**Kindergarten Orientation:** this committee will be responsible for purchasing and organizing gifts handed out to our incoming kindergarten students on the day of kindergarten orientation. They welcome the new students to Tamarac on orientation day in May.

**Kindergarten Celebration:** this committee will be responsible for taking pictures of the kindergarten students, purchasing frames and decorating them, purchasing a treat for the students and families to enjoy after the celebration. They also attend and serve refreshments at the celebrations in June.

**Basket Auction:** this committee will be in charge of securing a venue for the event, soliciting donations, wrapping baskets, coordination of ticket sales, setting up the venue for the evening of the event. This committee usually puts in at least four months of time prior to the actual event.

**Sports Night:** this committee will be responsible for picking up tickets for sports night, organizing tickets, purchasing and distributing Tamarac products for the evening, setting up a cheer squad, coordinating cheer practices and coordinating banners and mascot on night of event. The committee will also need to make certain that we have representation at the other sport nights to help out with tickets, concession and overall supervision of the evening.

**Legislation:** this committee will be responsible for attending monthly BOE meetings and reporting back to the general membership of the PTA, we are looking for at least six individuals who would be willing to attend at least one BOE meeting each.

**Spirit Wear:** this committee will be in charge of choosing items to sell, showing Tamarac spirit, the individuals will be in charge of putting orders together and then sorting and distributing orders out to the students when they come in. Spirit wear is sold at least twice a year, in the fall and in the spring. You may also be asked to come out and sell apparel during some of our PTA events.

**Membership:** this committee will be responsible for setting up our annual membership drive during open school night. Possibly, you will be asked to create posters consistent with the PTA theme or decorate for open school night. You will also need to follow up with letters to parents encouraging them to become members of the PTA by purchasing a membership. Chairperson is responsible for data entry, monthly updates, NYSPTA paperwork and submitting awards.

**Zingo:** this committee will be responsible for setting up a Zingo night, ticket sales, prizes, snacks and volunteers for the evening. Zingo is a family fun night that encourages families to come out for an evening of fun and games, this is usually an event in January, which runs a day or two.

**By-Laws:** this committee will oversee the rules that govern the internal management of an organization. They are written by the organization's founders or directors and cover, at minimum, topics such as how directors are elected, how meetings of directors are conducted, and what officers the organization will have and their duties.

**Pictures:** this committee will work with the school photographer, arrange picture schedule, and distribute pictures. This committee will also work with the Yearbook Committee.

**Public Relations:** this committee will keep track of all PTA functions and publicize accordingly. You will be responsible to work with the Tamarac Elementary Webmaster to update the Tamarac Website, Newsletter and Facebook page.

**Reflections:** this committee will coordinate the Reflections Program within the school. This is a program for creative efforts of the children with a new theme each year. This committee needs volunteers for the following: publicist, judging coordinator, recognition event manager and computer organizer/generator.

**Boxtops:** this committee will collect box tops and submit them by deadlines. They can also create incentives for student participation.

**Fundraising:** this committee will organize the school fundraisers throughout the school year along with the Vice President of Fundraising. Fundraisers begin in the fall and continue throughout the year, as necessary. This includes coupon books, Smencil sales, bowling or movie events and others.

**4th Grade Liaison:** this committee will coordinate fourth grade activities such as the baseball trip T-Shirts and 5<sup>th</sup> Grade T-Shirts. This committee will transition into the 5<sup>th</sup> Grade committee.

**5th Grade Liaison:** this committee will coordinate fifth grade activities such as the yearbook preparation and signing, fundraisers, 5th grade shirts and moving up ceremony.

**Historian Committee:** this committee will be responsible for retaining and organizing PTA documents and records. They will collect and distribute our committee binders each year.

**Photography:** this committee will work with the Historian to take pictures at all functions, create photo montages to hang at the building and organize photos taken during the year for future yearbook use. This committee will need volunteers from each grade level to serve as yearbook liaisons, who will take photos at events, categorize and preserve them. This committee will also help maintain the photos on the TV in the front lobby.

**Beautification:** this committee will work with the school's BLT (Building Leadership Team) to create and implement long term and short term goals for the beautification of the building.

**Audit:** this committee will meet during the year with the PTA treasurer and review the books and records of the PTA.

**Father's Day Sale:** this committee will organize and manage our annual father's day boutique. This takes place the week before father's day and will include setting up and running the sale.

**Hospitality:** this committee will coordinate the bringing of snacks and drinks to PTA meetings for the enjoyment of our members.

**Book Club:** this committee will choose books and arrange fun activities for students related to their reading. Book club takes place afterschool.

**Welcoming:** this committee will prepare T-shirts and other welcome items for new Tamarac students.

**The above committees will be seeking additional volunteers throughout the year; we will be sending home notices as well as postings on the Tamarac Facebook Page, when additional help is needed. If you cannot commit to a committee at this time, please check our Facebook Page regularly to see if you are available to lend a hand. If you do not have access to Facebook and would like to volunteer, please contact us via email at [tamaracpta@hotmail.com](mailto:tamaracpta@hotmail.com).**

Please return this sheet with your committee interests **by 6/7/17** in an envelope marked "PTA Committees." Also, please indicate if you are willing to be a chairperson or a committee member. We look forward to working with you next year!

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Name and grade levels of your children in Tamarac (in 2017-2018):

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Number of Positions you are willing to hold \_\_\_\_\_

Choice 1: \_\_\_\_\_

Choice 2: \_\_\_\_\_

Choice 3: \_\_\_\_\_

Notes:

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**Please indicate if you are willing to chair any of these committees.**

You will be notified of your positions, as soon as practicable. Please make certain to enclose your best contact number and email for our directory. Have a safe and enjoyable summer!