

# EAST LAKE PTA COMMITTEES

## 2019-2020

*To sign up to be a member of a committee, visit: [www.eastlakepta.org](http://www.eastlakepta.org)*

By volunteering with your PTA, you gain valuable experiences. It's an opportunity to put your skills and hobbies to good use for a good cause — your child and all children in the community. Volunteer for one or more of the committees below and be part of the solution.

*Please note:* Council Committees meet with representatives from all Massapequa Schools and report at our Executive Board Meetings. Council Committees are indicated by an asterisk (\*).

### **\*AIDS**

Meet with AIDS committee and distribute information. *Chair needed*

### **\*ARTS IN EDUCATION**

Help select and plan programs and assemblies throughout the school year. Should be available on the day of an assembly to help with the classes, etc. *Co-Chair needed*

### **BACK TO SCHOOL EVENT**

Held middle of September, generally a Friday night at 6:00 pm. Volunteers help serve snacks and drinks. \*\*This is a great committee for working parents. *Co-Chairs needed*

### **BLOOD DRIVE**

Organize and help run our annual fall blood drive. Blood drive is usually first Thursday in November from 3-8pm. (Hours may be split by members.) \*\*This is a great committee for working parents. *Co-Chair needed*

### **\*BOARD OF EDUCATION REPRESENTATIVE**

Attend monthly School Board sessions and meetings (usually 1st & 3rd Thursday of each month) Report information to the Executive Board.

### **BOOK FAIR**

Reserve the book company, schedule classes, and run book fair over 2-3 days. (January or February around PARP) *Co-Chair needed*

### **BOX TOPS**

Coordinate and collect Box Tops for Education and redeem on behalf of the school. *Co-Chair needed*

### **\*BUDGET**

Meet with School Budget Committee and Administration. Distribute information. Attend Board of Education meetings regarding budget and report back to the unit. Late winter to May. *Chair needed*

### **BY-LAWS**

Become familiar with and maintain current by-laws.

**CALENDAR *Eye of the Eagle***

Gather dates and information, and publish monthly calendar. *Co-Chair needed*

**CLASS PARENT COORDINATOR**

Sign up Class Parents and Grade Representatives. Arrange Class Parents' Tea. Initiate phone chain when requested. Coordinate emergency contact lists. First meeting is usually late summer. (Participation on this committee does not guarantee a class parent position.)

**COPY COMMITTEE**

Make copies for all PTA distributions. Must be available to copy after school hours. (With more volunteers-this could mean only one hour a month per person!) Work closely with the Presidents. \*\* Great committee for working parents. *Co-chairs needed*

**\*COUNCIL DELEGATE**

Attend monthly PTA Council Meetings (usually 1st Monday of every month) and report at PTA Executive Board Meetings.

**\*CURRICULUM**

Meet with Curriculum Committee and Administration. Distribute Information. *Chair needed*

**EAST LAKE ESSENTIALS**

Organize sale of East Lake clothing line. Dates flexible. *Co-Chairs needed*

**\*ENVIRONMENT**

Meet with Council Committee and distribute information. *Chair needed*

**FAMILY FUN FALL/WINTER EVENTS**

Organize family events for the fall and winter. (This is not a fundraising committee) Yankee game, Bingo Night, Islanders Game \*\*Great committee for working parents. *Co-Chairs needed*

**FAMILY FUN SPRING EVENTS**

Organize family events in the spring. (This is not a fundraising committee) Pasta Night, Ducks Game, Fishing Trip, etc. \*\*Great committee for working parents. *Co-Chairs needed*

**FATHER'S DAY BOUTIQUE**

Organize and run a small two day sale two days before Father's Day for the children to shop. *Co-Chair needed*

**FIELD DAY (ACTIVITIES)**

Organize and run this event. Must be able to attend committee meetings to prepare and be available for Field Day (usually first Friday in June) and the rain date. If you are selected for this committee, you cannot be a class parent. To be on this committee or to volunteer to help you MUST volunteer for another committee throughout the school year. *Co-Chairs needed*

**FIELD DAY (FOOD)**

Organize and purchase food for Field Day. Also, set up, cook, serve, and clean up. If you are selected for this committee, you cannot be a class parent. *Co-Chair needed*

**\*GIFTED**

Meet with Gifted Committee and distribute information. *Chair needed*

**HEALTH & NUTRITION**

Meet with Health and Wellness Committee and distribute information. Coordinate programs that promote the general good health of our children. *Co-Chair needed*

**HOLIDAY FAIR**

Consignment based sale of holiday gifts. Select, price, set up & help the children shop for their holiday gifts. Schedule classes. Fair is scheduled for mid December. *Co-Chairs needed*

**HOLIDAY PARTY**

Plan and coordinate the PTA Holiday Party. *Co-Chairs needed*

**HOSPITALITY**

Set up, clean up, plan and purchase refreshments for Executive Board and General PTA Meetings. May be done on a rotating basis with enough volunteers.

**JR/SR REPRESENTATIVE**

Liaison between elementary and Jr/Sr PTSA. If you have a child at East Lake and a child at Berner, Ames or MHS, this is a great committee for you. *Chair needed*

**KINDERGARTEN ORIENTATION**

Plan and run Kindergarten orientation program with the principal. *Co-Chair needed*

**\*LEGISLATION**

Meet with Legislation committee and distribute information. Also, meet with local legislators. *Chair needed*

**\*MARKETING/PUBLICITY**

Responsible for putting out signs for events and taking them down afterwards. *Co-Chair needed*

**NEWSLETTER East Lake Eagle**

Coordinate, edit, and lay out the newsletter. Also arrange for printing and distribution. **\*\*Great committee for working parents.**

**OUTREACH**

Organize and assist with collection of items to help meet the needs of our community. *Co-chair needed*

**\*PARENTING & FAMILY LIFE**

Meet with Council committee and distribute 7th grade directory information. Committee focuses on workshops for parent education programs. *Co-Chairs needed*

**\*PARP**

Parents as Reading Partners-program involving PTA, teachers and libraries. Organize fun events to encourage the children to participate and READ. Great for creative minds. Usually held January or February. *Co-Chair needed*

**PICTURE DAY**

Plan and coordinate the taking of school pictures, collect money, schedule classes, and distribute pictures. On picture day, committee members must be available to help process the classes in a timely fashion. There is also a retake day responsibility. Younger siblings are not permitted at picture day. Dates are in October.

**PLANT SALE**

Organize, purchase plants, and help children shop at plant sale that runs for 2 days during the week before Mother's Day. *Co-Chair Needed*

**\*REFLECTIONS**

This is a National PTA Cultural Arts Competition. Handle all aspects of the competition including encouraging participation, collecting entries, selecting and coordinating judges, and planning the awards ceremony held in March.

**\*SAFETY**

Meet with Health Wellness & Safety Committee and distribute information. Organize and plan safety-themed program. *Co-Chairs needed*

**SCHOOL SUPPLIES**

Coordinate the sale of prepackaged school supplies for the next school year. *Co-Chairs needed*

**SEPTA REPRESENTATIVE**

Act as liaison between East Lake and Special Education PTA.

**SHOWCASE**

Decorate PTA bulletin board seasonally. Show your creative side. *Co-Chairs needed*

**SOCIAL COMMITTEE (BOYS)**

This committee organizes the boy's event. Usually takes place in the spring. **\*\*Great committee for working parents.**

**SOCIAL COMMITTEE (GIRLS)**

This committee organizes the Young ladies dance held at Berner Middle School. It entails creativity and organization and you must be available the night of the event.

**STAFF APPRECIATION**

Plan something special for our faculty and staff during Staff Appreciation week in the beginning of May.

**\*SUBSTANCE ABUSE**

Meet with Council Committee and distribute information. *Chair needed*

**WAYS & MEANS**

Help run the fundraiser chosen to help meet our PTA budget in that year. Assist in making baskets. Selling raffle tickets etc.

**WEBSITE**

Maintain our website [www.eastlakepta.org](http://www.eastlakepta.org). Perfect committee if you work.