

CRANBERRY STATION ELEMENTARY SCHOOL PTA COMMITTEES

Committee Name	Description and Responsibilities	2011 – 2012 Chair / board liaison/ Date
Back to School Picnic SEPT. 9 TH 5:30 -7:30pm	Provides picnic atmosphere to welcome parents and children back to school. Responsibilities include creating communications; send requests for food items; ordering any foods and supplies to be provided by PTA; recruit volunteers and coordinate set up; clean up; use of any facilities with custodial and/or kitchen staff.	Wendy Donohue /AS
Birthday Book Program	PTA provides a variety of books from which students make a selection to celebrate their special day. The chairperson is responsible for recruiting and scheduling volunteers to take students to make their book selection prior to the morning announcements every day; chairperson will work with office staff to obtain monthly list of student birthdays& home room for each student. Publish/communicate volunteer calendar.	Bonnie Cheak /AS/KC Volunteers Needed for morning delivery of books
Scholastic Book Fair NOV. 3 – 11	Parents and students may look at and purchase Scholastic Books on display in our Media Center. Funds raised support the Media Center and Birthday Book program. Chair will recruit & schedule volunteers to: copy fliers to go home; set up the fair, cashiers during sale, planning the evening family event and sale; wrap up financials at the end of sale.	Aimee Schultz Megan Whitehead Volunteers Needed
Cultural Arts Program	Research and coordinate enrichment programs to be presented at school.	Kristy Fanning
Social Committee	Coordinate, communicate, and recruit volunteers as needed to have a monthly family activity. Examples are: Craft Night; Movie Night; Father/Daughter Dance; Mother/Son Event; 50's Dance; Ice Cream Social; etc.	CHAIRPERSON and volunteers NEEDED
Spring Carnival MAR 24, 2012 10am to 2pm	<p>Multiple Committees and Chairs needed:</p> <p>Carnival Chair – oversee all committee activities</p> <p>Communication and Wrist Bands – purchase (if needed) wrist bands; create and distribute fliers announcing carnival dates, entry fees; collect information from other committees to be included in main Carnival flier.</p> <p>Games – create/purchase games suitable for K - 5</p> <p>Silent Auction – solicit requests from businesses, parks, parents, etc. for items, gift cards, etc. to sell during private silent auction WELL IN ADVANCE of carnival; publish list of items; organize display; prepare auction sheets and containers for bids; send thank you letters and tax receipt to donors; announce bid winners and deliver auction items</p> <p>Priceless Items – coordinate efforts with every classroom teacher to designate a parent or committee to create a priceless item for auction at the silent auction</p> <p>Teacher Raffle – coordinate efforts with teachers to donate raffle items for students to bid on; create and distribute bid forms and fliers listing raffle items; collect money and forms; coordinate end time for entries and drawing of winners</p> <p>Cake Walk – create communication for cake walk; coordinate # entries and display; run the event during carnival</p> <p>Bake Sale – solicit donations from parents, etc.; coordinate volunteers to staff area during carnival; price items; collect and submit profits to treasurer</p> <p>Food – coordinate efforts with cafeteria staff for use of area; determine what will be sold and coordinate delivery of food items; schedule volunteers to staff during carnival</p> <p>Volunteer Recruiting and Scheduling – work with each committee to determine number of volunteers needed for their area; work with Winters Mill HS to get student volunteers to assist with games; solicit volunteers through carnival flier; create volunteer agenda and assign people to specific areas for specific timeframes; contact each volunteer to confirm assignment; include volunteers to collect wristbands, etc. on day of carnival</p> <p>Bounce House Rentals,etc – secure event rental of bouncers</p> <p>Prizes – purchase and assign value to prizes; purchase or create coupons to be used for purchases; coordinate volunteers for staffing and prize distribution</p>	CHAIRPERSONS and VOLUNTEERS NEEDED FOR ALL COMMITTEES
Variety Show JAN. 20, 2012	Organizes annual Variety Show. Recruit volunteers, coordinate communications, preview of acts, stage help, etc.	CHAIRPERSON AND VOLUNTEERS NEEDED
Hospitality	Hospitality plans and hosts a dinner for teachers and staff during conferences in the fall (November); a luncheon for Teacher Appreciation Week in April/May; a luncheon in August during the teacher's first week back in school usually coordinated with Orientation Night. Chair will recruit volunteers to donate food; set up and clean up after meals.	CHAIRPERSON and VOLUNTEERS NEEDED/AS
Membership	Organizes annual PTA membership drive during September/October, distributes membership cards, and provides membership information for welcoming packet.	Kim Carter/ AS VOLUNTEERS NEEDED

*A PTA Board Member will be assigned to support chairperson for each committee.