

## PTA Committees

The PTA Executive Committee (the elected officers) decides which committees are needed to support its goals. All committees are formed for a specific purpose. Committees may be added as needed throughout the school year.

There are two types of committees:

*The Standing Committee* work is year round. The chairperson is voted into the position by the Executive Committee. The chairperson is a member of the Executive Board, votes and shares in the responsibility of the PTA. Within standing committees there are sub-committees for each event, activity or program.

*A Special Committee* is formed for a specific task and once its work is accomplished is disbanded. The special committee chair is not a voting member of the Executive Committee but is welcome to attend Executive Board meetings.

Box Tops for Education – This committee coordinates a very important program for our school by collecting and submitting box tops to earn money for Manchester Elementary School.

Bulletin Board Committee – This committee decorates the PTA bulletin boards to keep us informed of all events.

Campbell's Labels – This committee is responsible for collecting, cutting and sorting all the labels for this program. This program earns "points" that go directly to our school to purchase educational and art related items.

Community Service Project Committee – The PTA will be coordinating a community service project this year in April.

Donuts with Dads – This is a special event for dads and children to enjoy breakfast together. The "worker bee" committee will help with purchasing and serving food as well as set up and clean up for this event.

Fall & Spring Book Fairs – The book fair committees coordinate the book fairs from start to finish. This includes set-up, placing order, helping students select books, coordinating volunteer schedules and clean-up.

Fall Fun Run – This committee is responsible for planning this fundraising event which includes preparing, distributing, collecting sponsorship forms and rewarding the students for participation and their efforts.

Family Fun Festival – This committee requires many, many volunteers to make this event a success. Responsibilities will include serving refreshments, coordinating "family fun" activities, selling tickets and set up/clean-up for event.

Family Pizza Night – This committee is responsible for sending home fliers, student reminder stickers and for tracking our schools participation in this program. Contest ideas/promotion will be determined by this committee as well.

Market Day – This committee works with the Market Day Representative to promote the program, process orders, unload the truck and distribute items on specified delivery dates.

Mornings with Mom – This is a special event where moms and children enjoy a breakfast prior to the school day. We will have the “worker bee” committee help to purchase and serve food and well as set up and clean up.

Mother’s Day Flower Sale – This committee is responsible for taking Mother’s Day Flower Sale orders, purchasing flowers and for helping our students make selections the day of the flower sale.

Spirit Wear Sale – Manchester Elementary offers Spirit Wear for our families each year prior to the holidays. This is a great opportunity for the “worker bee” committee to help out with sorting and distributing orders.

Store Card Programs – This committee is currently planning – stay tuned.

Talent Show – This committee is responsible for planning the Talent Show which includes various jobs such as the Talent Show director, refreshments, ticket distribution and program. We also have an art contest to design the program cover and a bake off to coordinate for this event. Lots of ways for your children to “show off” their creativity and talents!

Teacher and Staff Appreciation Luncheon – This committee coordinates a thank you luncheon for our wonderful teachers and staff. The responsibilities include selecting a theme, menu planning, invitations, gifts/door prizes, decorating and all other event details. Parents are welcome to donate gifts and door prizes to say thank you!

Winter Event – A committee will be coordinating this winter event. There are so many great ideas to incorporate that we are not exactly sure what to share quite yet. We will keep you posted on details as they develop.

Yearbook – This committee takes photos all year long to document everything Manchester Elementary. Then, at the end of the year they put together our fabulous yearbook!