

PTA Committees

Barnum Woods PTA needs YOU!! We are looking for enthusiastic parents who want to be involved in their children's education.

Please sign up to be a committee chairperson or a committee volunteer. Read the following pages to have a better understanding of the committees and the responsibilities of the chairperson and volunteers.

AMBLYOPIA

Amblyopia, which is sometimes called "lazy eye," occurs when vision is decreased because one of the eyes is not being used properly. Amblyopia screening is provided once a year for our Pre-K and Kindergarten children. A professional will train the chairperson. Volunteers will help escort children to and from the classroom, and assist with the screenings by either charting or covering children's eyes. The screening takes place in May. Younger siblings may not attend.

ART SHOW

The committee chairperson recruits volunteers who help the art teachers to label, mount, and hang artwork created by our children. As a chairperson or volunteer, your assistance is needed during the school day towards the end of April and in the first few weeks of May.

ARTS IN EDUCATION

This is the committee that plans and organizes the cultural arts assemblies that PTA provides for the students. The program is funded by Barnum Woods PTA and Nassau BOCES. This committee researches and arranges programs to bring to the school and the chairperson is the PTA liaison between the artists and the school. Events may include author/artist visits, musicians, dancers and other guest speakers.

BAKE SALE

The chairperson will coordinate 2-3 Bake Sales throughout the year. The responsibilities include coordinating committee volunteers to donate food/ beverage items for sale and to sell items during designated times.

BLOOD DRIVE

The chairperson oversees this event and is the contact person with the Blood Center. Volunteers will help to coordinate the phone calls and scheduling of appointments. Committee members will distribute information regarding our annual blood drive, usually held in February.

BOOK FAIR

Our Book Fair is held for three days in January. This committee chairman will make arrangements with the book company, distribute informational flyers, schedule the volunteers, and be present at the fair. Volunteers will help set up the book displays and assist the children to select and purchase appropriate books.

CURRICULUM/ACCESS

Our representative attends district-wide curriculum & ACCESS meetings (once a month at 9:30 am) at the Leon J. Campo Center. He or she will report back to the membership at each PTA meeting.

DIAL TESTING

Pre-K & Kindergarten children are administered the Dial Test by professional Barnum Woods staff members. The committee chairperson is responsible for scheduling volunteers who accompany the children to and from their classrooms and occupy them as they wait. The test is administered in September and in March. No small children may attend.

FAMILY FUN ACTIVITIES

These are fun family activities at night. Parents and grandparents spend time with their children/grandchildren playing Bingo., and participating in Raffles. There are 2 nights of Halloween/Costume Bingo in October and 1 night of Sports Bingo in the spring. Chair people are responsible for coordinating the events: distributing flyers and enlisting volunteers; securing donations for raffle prizes; arranging for refreshments. Volunteers help by baking and selling snacks, distributing bingo packets, and keeping the event running smoothly.

FATHER'S DAY

This committee will meet to determine a fun program in which fathers and children may participate together during the month of June, or to organize a Father's Day Sale.

FIFTH GRADE BARBEQUE

PTA helps the Fifth Graders to celebrate the year by holding this special event during a school day in June. There is food, games, and a DJ. Committee chairs are responsible for coordinating the event: arranging the food and entertainment, distributing flyers and enlisting volunteers. **Fifth Grade Parents Only.** Volunteers may be asked to donate food or drink, help serve the food at the event, and supervise the children.

FIFTH GRADE T-SHIRTS

Committee chairs are responsible for coordinating the T-shirt design, having them printed, and selling and distributing the shirts. **Fifth Grade Parents Only.** Volunteers will help assist the chairman.

FIFTH GRADE YEARBOOK

The PTA creates a yearbook for the fifth-grade students to commemorate their years at Barnum Woods. The chairperson oversees the volunteers who: help with the book's layout, take and select pictures, assemble the collages, create and distribute questionnaires to the students, solicit "booster" ads from the parents, and organize and edit the yearbook.

Fifth Grade Parents Only.

FOOD FUNDRAISER

Chairperson coordinates the sale of preordered food items. Previous sales have included cookie dough, pizza kits, pies. Responsibilities include contacting vendor to arrange delivery of brochures, preparing sale flyer, collecting and tallying orders, and arranging for pick-up once products have been delivered to school.

GRADUATION

For the fifth grade graduation day (end of June), volunteers are needed to help decorate the large and small gyms, buy and serve refreshments, and manage the entrance of guests. The chairperson also coordinates the sales of Graduation DVD. This committee is NOT for Fifth Grade Parents.

HOLIDAY BOUTIQUE

The Holiday Boutique takes place before the winter holidays (usually early December) over three school days. The chairperson is responsible for coordinating this event with the distributor, ordering the merchandise, distributing flyers, and scheduling volunteers. Volunteers will help to set up and break down the event. Volunteers are also needed to assist the children as they shop for items.

HOSPITALITY

Committee members are responsible for purchasing and setting up refreshments for the monthly PTA meetings., and possibly other events during the year.

KID STUFF BOOKS

This committee chairperson oversees this early fall fundraiser. The responsibilities of the committee members include the distribution of Kid Stuff coupon books to all students, collecting additional orders and returned books, and collecting and recording all payments.

LIP SYNC

The chairperson will coordinate this student event that takes place during an evening in March. The committee: will help to select a theme; arranges for a DJ; creates a program; keeps track of the performing groups; schedules rehearsal rooms and times for the groups; runs a dress rehearsal; assists with seating at the show; chaperones the performers the night of the show.

LOCAL MERCHANT PROGRAM

This committee will arrange different events with local merchants, such as restaurant nights, coupons, and other incentives. The committee will also create and distribute flyers promoting these events. This will be run on a monthly basis throughout the school year.

MEMBERSHIP

Committee chairperson and volunteers will meet over the summer to begin planning the membership drive. When the school year begins, they will distribute information about joining PTA. They will collect dues and issue PTA cards. Volunteers will help sell memberships at Meet the Teacher Night and at other school/PTA functions.

MOVIE FUNDRAISER

The chairperson coordinates the date, time, and movie selection with the contact at the

movie theater. Volunteers help to create, copy, and distribute the flyers and assist with the sale and distribution of tickets.

OUTREACH

This PTA committee works with the Social Worker in times of crisis for Barnum Woods families.

PARENT DELEGATES

This person(s) attends the monthly Board of Education meetings and gives a report to the membership at the PTA meetings.

PARENTS AS READING PARTNERS (PARP)

The chairperson of this National PTA program helps to choose a theme and schedules a calendar of activities to encourage children and parents to read together at home. This includes coordinating the evening Story Time event in January.

PLANT SALE

This event is held for 2 days during the week before Mother's Day.. Committee chairman coordinates this event by ordering the plants, setting them up, and distributing flyers. Volunteers are needed to assist children with their selections.

PTA SOFTBALL GAME

The chairperson works with East Meadow Baseball/Softball to arrange use of the baseball complex for a teacher/parent softball game. Volunteers help to schedule practices, recruit players, and advertise the event.

PUBLIC RELATIONS

This chairperson attends monthly district Public Relations meetings at the Leon J. Campo Center, and reports back to the membership at our monthly PTA meetings.

RAFFLE BASKETS

The committee chairperson will coordinate this December fundraiser. Responsibilities of committee members include asking local businesses as well as larger corporations for donations of merchandise. Parents of Barnum students are also be asked to donate gift items. Volunteers will assist in assembling the items into large, theme-baskets. The baskets are displayed at various school functions and raffle tickets are sold for a chance to win a gift basket. Volunteers are also needed to sell raffle tickets.

REFLECTIONS

Reflections, a National PTA program, provides opportunities for students to express themselves through the arts. Beginning in September, this committee will distribute information about the program, collect the student submissions, store and exhibit each student's artwork, coordinate the judgment of entries, and plan a ceremony at a PTA meeting to acknowledge and display the students' works.

SCHOOL PHOTOS

This committee will create and distribute flyers about Photo Day. They will also distribute the photo packages when they are completed. Volunteers will assist the photographer on picture day(s), which takes place in early fall, and possibly in the Spring. No small children may attend.

SCHOOL SUPPLIES

This committee chairperson will: gather the lists of school supplies for each grade and coordinate with the vendor to create packages and pricing.; create and distribute a flyer; collect and track orders; submit order to the vendor; and distribute the product to parents during a designated pick-up date. Volunteers can be used to assist in all areas. This

sale takes place in the spring.

SEPTA REPRESENTATIVE

This person represents Barnum Woods PTA at the district's Special Education PTA meetings and reports information to our membership at our monthly PTA meetings. There are approximately 6 SEPTA meetings a year and take place in the evening.

SPORTSWEAR SALE

This committee is responsible for coordinating the design, printing and sales of sportswear for the entire school. They chairperson: works with the vendor to select merchandise; sets up the price structure; creates and distributes the order form; collects all the orders; and submits order to vendor. Volunteers may be asked to help tally orders, pick up merchandise, and distribute orders.

STAFF APPRECIATION DAY

Committee chairperson will coordinate this event which takes place in May. Committee members help to plan the staff luncheon and may be called upon to help set up and clean up the day of the event, as well as provide desserts.

TRANSPORTATION & SAFETY

A representative from the committee must participate in a monthly safety meeting with Barnum Woods' administration to investigate environmental and safety conditions at the school. The representative will also attend a monthly district transportation and safety meeting at the Leon J. Campo Center to address transportation and safety problems or concerns relating to Barnum Woods and other district schools. Representatives will report back to the membership at the PTA meetings. Daytime availability is necessary.

VIP DAY

VIPs are invited to the school on the day of the budget vote and art show (May) to tour the child's classroom. The chairperson is responsible for scheduling volunteers to help direct visitors through the school.

WEBMASTER/WEBSITE

This chairperson maintains the Barnum Woods PTA website and email group. The committee members contribute design and content ideas.