

# Committee

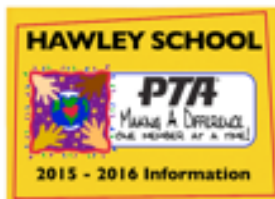
## *Descriptions*

President:

Committee	Description	Time Frame
Scholarship	Advertises and interviews candidates for college scholarships.	Mar - June
Newsletter	Contacts committee chairs of upcoming events to solicit information for bi-monthly newsletter. Monitors <a href="mailto:hawleynewsletter@yahoo.com">hawleynewsletter@yahoo.com</a> . Compiles and formats monthly newsletter then sends to Hawley office for distribution. Some computer skills required.	Aug - June
Website	Maintains up-to-date information on website. Creates new pages/PDFs as needed. Maintains email address and forwards mail to appropriate Executive. Responsible for sending out e-alerts to subscribers.	Aug - June

1st Vice President:

Committee	Description	Time Frame
Birthday Book Club	Responsible for receiving money and creating a list for the librarian. Coordinate with the librarian to set up a breakfast for the students monthly.	Sept-June
Garden Club / Go Green / Beautification	Recommends changes we can implement at Hawley to "go green" as much as possible. Also works to educate the Hawley family on better ways to "going green" at home as well as at school. Provides seasonal wreaths, potted plantings, and seasonal care of the butterfly garden and the landscaped areas around the school.	Sept - June
Hawley Directory	Collects family data from the office and creates directory. Works with printer to produce the directory in early October.	Sept - Oct
Kindergarten Bus Run	Organizes a day before school starts for new Kindergartners to practice riding the bus. Selects a date in conjunction with administrators and works with transportation department to find bus drivers. Schedules volunteers to ride the bus with the students on this day and the first 2-3 days of school.	August
Membership	Develops and distributes membership brochure twice a year. Collects dues and submits to Treasurer. Distributes membership cards, Directory, and dismissal pads. Creates and maintains database of members (including email addresses) and forwards to PTA President.	Sept & Jan
New Family Liaison	Greets new families, provides PTA information and answers PTA, school, and community related questions. Arranges refreshments at school walk-thru meeting for new families. Takes pictures of new families and displays on bulletin board. Contacts the office periodically throughout the year to see if Hawley has any new families to whom we should reach out and welcome.	September
Room Parent Coordinator	This role is filled by the 1st VP. S/He finds (2) volunteers for each classroom and distributes Room Parent guidelines.	September

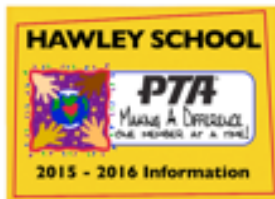


# Committee

## *Descriptions*

2nd Vice President:

Committee	Description	Time Frame
Book Fair	Plans and runs Fall and Spring Book Fair. Schedules student wish list visits during classroom time. Schedules Teacher wish list visits and displays lists for parents to purchase books for teachers. Works with Book Fair-Volunteer Coordinator to find volunteers to set-up, work as cashiers, work with students on wish lists, and take down. Promotes in newsletter, posters, and bulletin board.	Nov & March
Book Fair-Volunteer Coordinator	Collects names from the Volunteer Coordinator of all those who expressed interest in helping out with the book	
Box Tops / Labels/ Target / Big Y / School Pop	Places ad in newsletters to collect box tops and submits for redemption. Promotes Target and School Pop programs.	Sept - June
Gift Wrap	Determines vendor and promotion plan. Distributes sales packets and collects orders in Sept. and distributes orders in Nov. Creates display table at Open Houses.	Aug - Nov
Hawley Wear	Selects products and vendor; sets prices, and sells throughout the year at all events.	Aug - June
Holiday Bazaar	Coordinates the holiday "shopping" event for our students.	Fall - December
Principle Birthday Lunch	Coordinate with Principal to send out invitations for lunch and also writing out certificates for the students.	Sept-June
School Pictures	Chooses photographer and prices packages. Distributes and collects order forms, assembles photography schedule, finds volunteers to assist on day of photo and distributes photos	
School Supply Packs	Gathers grade level requirements from teachers of school supplies and chooses supplier. Distributes and collects order forms in June, finds volunteers to help distribute for the walk thru in August.	Nov - Aug
Square 1* Art	Coordinates the creation of one-of-a-kind artwork to be ordered on various objects.	Jan-March

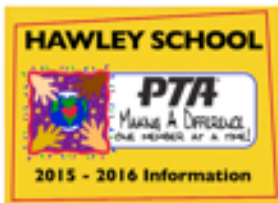


# Committee

## Descriptions

3rd Vice President:

Committee	Description	Time Frame
<b>Student Enrichment</b>		
Cultural Arts	Review available programs in the arts and sciences with school administration and plan a calendar of assemblies, visiting authors, and activities for the year (up to 6 per year). Write a synopsis to after each event to share with parents either via email or newsletter.	Ongoing
After School Activities	Finds volunteer instructors and coordinated class offerings. Sends out class offering packet and registers students for a 6-week class schedule.	Jan - March
Geography Program	3rd & 4th grade program to learn the states and capitals of the USA: Organizes test dates with teachers. Finds volunteers to correct and record test results. Promotes student progress on a designated bulletin board. Ensures information letter, study guides, and practice tests are current and available on the school website.	Sept - June
Math Super Stars	This has been expanded to be a School-Wide Math Take Home Program: Ensures information letter and worksheets are available on the school website. Finds volunteers to correct and record sheets completed. Promotes student participation on a designated bulletin board.	Sept - June
Library Volunteers	Coordinates and schedules volunteers to assist with check out and shelving of books and assist with other library tasks.	Sept - June
Kids Care Club	Young people working together to help others in our community and around the world. Plans and registers students (2nd - 4th grade) for a monthly meeting.	Sept - June
<b>Social Events and Activities</b>		
Bingo Night	Plans and organizes a simple night of Bingo. Families bring dessert/beverage to share and Bingo winners receive prizes. Schedule teacher volunteers as callers.	April
Bluefish Game	Coordinates a night of their choosing for Hawley boys to attend a Bluefish game with their mom (or other adult guest). The chairperson plans this event with the help of the Bluefish staff. S/he will advertise the event, collect payment for tickets from interested families, and distribute tickets prior to the event date.	April
Field Day	Assists PE Teacher and schedules parent volunteers to run different stations (e.g. tug-of-war, ring toss, relay races).	June
International Dessert	Arranges, advertises, and runs family evening event. Dessert has a fee; crafts are free.	February
Movie Night (Indoor)	Coordinate with the school secretary to use the gym and select a movie. The chair pre-purchases snacks through Costco or Edmund Town Hall to sell the night of movie. Advertise the event to families and collect funds.	Winter
Movie Night (Outdoor)	The chair pre-purchases reserves the field through the school secretary, works with Swank Motion Pictures to secure the rights to show the movie, coordinates with Fun Flicks to show the movie on their outdoor screen. Chair advertises the event to families and collect funds to cover costs.	May
Sundae Social	Plans and organizes first family PTA event. Schedules teacher volunteers to serve <b>free</b> ice cream.	September
Sweetheart Dance	Coordinates a night of their choosing for Hawley girls to attend a dance on-site with their dad (or other adult guest). The chairperson arranges for a DJ and decorates the school gym in addition to pictures and snacks. S/he will send home invitations for the event and collect payment for tickets from interested families.	April



# Committee

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### Treasurer:

Committee	Description	Time Frame
Financial Audit Committee	(3 members) Reviews annual report and, if correct, signs a statement of the fact at the end of the report.	June
Spending Committee	Considers and recommends requests for funds raised by the PTA in excess of the adopted operating budget. Presents proposals to the Exec Board then the general PTA for approval.	June

### Secretary:

Committee	Description	Time Frame
Fall Teacher Luncheon	Plans and organizes teacher luncheon in August.	August
Hospitality	Advertises and finds volunteers for dinners and snacks for 4 PM. Wednesday night of conference week.	Nov. and March
Teacher Appreciation Week	Coordinates a week-long tribute to our staff. Monday - Breakfast cart with finger foods, fruit, juice, tea, and coffee. Tuesday - ONE flower from each student. Wednesday - "My teacher is great because _____." Thursday - Staff luncheon. Friday - Teacher wish lists.	May

### Parliamentarian / Historian:

Committee	Description	Time Frame
Bylaws Review Committee	Reviews and revises bylaws every two years.	2016-2017
Lobby Bulletin Board	Keeps the lobby bulletin board looking great and up to date.	Ongoing