

**Spencer School PTA**  
**2013-2014 Committee Descriptions**

<b>Box Tops and Soup Labels</b>	<b>Lead(s):</b> Erin Wentzell /Ellen Troyan
Promote Box Tops for Education and Campbell's Soup Label Programs. Collect and counts Box Tops and Soups Labels and sends them into the companies for a reimbursement check (BoxTops) or credit (Campbell's). Counting and bundling can be done at home. Decide on the dates for Box Top contest and promote to the school through articles in the newsletter, etc. There are 2 winners of the contest, one for K, 1 <sup>st</sup> , and 2 <sup>nd</sup> , the other for 3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> . Arrange pizza parties for the winning classrooms after the end of the contest. Work with staff of school to decide how to spend credit earned through Campbell's program. Time Commitment: 6-8 hours per quarter. This is considered a fundraising event, but PTA budgets for the expense of the pizza parties.	

<b>Website/Facebook</b>	<b>Lead(s):</b> Christina Giannelli
Update the PTA website. Includes calendar details, posting newsletters and minutes to PTA meetings. Recruit Facebook Friends and followers and post PTA information <b>Website:</b> <a href="http://www.spencerpta.org">www.spencerpta.org</a> <b>Facebook:</b> Spencer School PTA Timing Commitment: 4-5 hours in August - September, 15 minutes each month thereafter.	

<b>Newsletter</b>	<b>Lead(s):</b>
Works with Spencer School news editor to prepare PTA articles for newsletter. Informs appropriate board members of deadline dates. Works with principal to prepare press releases for various publicity channels. Timing and Commitment: Published every month, 2-3 hours each month for organizing and distribution. Also looking for volunteers to photocopy 1 afternoon per month. Spanish and ** translators needed.	

<b>Spirit Wear</b>	<b>Lead(s):</b> Kevin Elak
Provide students and families with the opportunity to purchase school spirit wear twice a year. Collecting order forms, pacing order and distributing shirts (and other items) to students when delivered.	

<b>Fall/Spring Fundraiser</b>	<b>Lead(s):</b> Sophia Forrester
Coordinate distribution of order forms, collect order forms and payment from parents and students. Submit orders and monies to fundraising organizations. Have volunteers ready for delivery and sorting of items by family. Coordinate distribution of items to families at end of fundraiser.	

<b>MSA Delegate</b>	<b>Lead(s):</b> Sarah Barry
Attend monthly MSA meetings (4 <sup>th</sup> Monday of each month) and report to PTA. A great way to become informed about our district.	

<b>Volunteer Coordinator</b>	<b>Lead(s):</b>
Develops, distributes and collects volunteer survey asking who wants to help with PTA events and programs. Manages data (either by paper or electronically) and ensures volunteers are matched up with committee leads. <i>Timing and commitment:</i> 4-5 hours in September - October. 1 hour each month thereafter.	

<b>Price Chopper/Stop &amp; Shop/Shoparoo etc.</b>	<b>Lead(s):</b> Wendy Roy
Distribute and collect sign-ups (or encourage online sign-up) of Price Chopper, Stop & Shop, Target, Take Charge of Education, Big Y. Collect all store receipts to be scanned into Shoparoo. Coordinate a "How to Support Your School with Your Smartphone" night to help parents download apps and try out Shoparoo site. Have computers stations available to sign-up for Stop & Shop, Big Y etc. points.	

<b>Reflections</b>	<b>Lead(s):</b>
<p>The Annual PTA Reflections Program - sponsored by PTA at the local, state and national level - offers students the opportunity to create works of art for fun and recognition in six areas: dance choreography, film production, literature, musical composition, photography, and the visual arts (which include art forms such as drawing, painting, print making, and collage).</p> <p>Run the contest at the school level, promoting it to the students and recruiting judges to judge the student's entries. Deadline for entries at the school level is in late October. Attend Reflections kick-off meeting and work with Reflections Chair at the Council level to organize contest. Attend district level recognition event. Host pizza party for all entrants from school.</p> <p>Time Commitment: This event is budgeted for by the PTA to pay for a pizza party for all entrants and for ribbons</p>	

<b>Membership</b>	<b>Lead(s):</b>
<p>Organize, publicize and direct membership drive. Secures promotional materials for drive. Work with treasurer to collect monies and gives status reports to board. Help man PTA table at Meet the Teacher and Open House events. Maintain membership list and bring list to PTA events which require membership to attend (Boo Bash, Talent Show, Bake Sales)</p> <p>Time Commitment: 1-2 hours in spring and 8-10 hours each in fall. Membership is budgeted for by the PTA to purchase incentives for members.</p>	

<b>Student Directory</b>	<b>Lead(s):</b>
Collect permission from families who wish their phone numbers and/or e-mail addresses to appear in the directory. Compile the directory, have copies made, and distribute it to all Spencer School families. This is budgeted for by PTA, there is no cost to the families.	

<b>Auditor</b>	<b>Lead(s):</b>
Once per year, examines and prepares report on the PTA Financial Books	

<b>Document Translation</b>	<b>Lead(s):</b>
Organize translation of PTA newsletter and other documents into Spanish and other languages as needed by families of Spencer School.	

## **2013-2014 Spencer School PTA Events**

### **Event Committee Descriptions**

<b>Kindergarten Play Date</b>	<b>Lead(s):</b>
Assist Kindergarten teachers in planning this event, which consists of different activities for students to participate in while their parents are at orientation. PTA provides snacks. Work with Volunteer Coordinator to find volunteers to staff this event. Time Commitment: This event is budgeted for by the PTA, there is no charge to families.	

<b>Welcome Back Teacher Breakfast</b>	<b>Lead(s):</b>
Volunteers to cook/ purchase and serve food; decorate and set-up event. Coordinate door prizes.	

<b>Boo Bash</b>	<b>Lead(s):</b>
Coordinate Boo Bash ticket sales, decorating, food donations, set-up, clean-up and volunteers to attend activities and booths such as face painting, ring toss, ball toss, storytelling, musical chairs, golf, haunted courtyard. Coordinating volunteers for booths is a priority!	

<b>Election Day Bake Sale</b>	<b>Lead(s):</b>
Solicit and package treats for Election Day bake sale. Recruit families to bake items and cover the table at the event. Seek donations from local businesses.	

<b>Book Fair</b>	<b>Lead(s):</b> Jennine Goldenberg & Holly King
PTA sponsors two book fairs every year, which coincides with parent-teachers conferences. Dates must be set with Scholastic as far in advance as possible. The dates can be reserved a year in advance. Need to create a volunteer schedule and work with the Volunteer Coordinator to secure volunteers to work in 1-2 hour time slots during the book fair. Publicize the book fair to students and teachers by putting posters up throughout the school and writing articles to be included in the PTA newsletter. Work with the treasurer to insure monies from fair are counted and deposited in a timely manner. Report to PTA board at completion of book fair with a brief summary to be filed with the treasurer's minutes. Time Commitment: 1 week during each book fair. This is considered a fundraising event; proceeds can be taken in either product (books for library and classrooms) or cash.	

<b>Bingo Night</b>	<b>Lead(s):</b>
Coordinate bingo and card callers, solicit prize and food donations for the event. Volunteer needed to collect entry fees at the door, set-up, breakdown and support refreshment table. Advertise event in PTA newsletter.	

<b>Mother's Day Plant Sale</b>	<b>Lead(s):</b>
Coordinates annual Mother's Day Plant Sale including plant pick up, advertisement.	

<b>Talent Show</b>	<b>Lead(s):</b>
Design theme for talent show. Provide refreshment table with items for sale. Coordinate with Spencer School staff – see Mrs. Clarke	

<b>Panda Jamboree</b>	<b>Lead(s):</b>
Coordinate inflatables, and tea cup raffle. Solicit donations from area businesses as well as Grade Level baskets. Volunteers needed to monitor inflatables, sell raffle tickets, sell popcorn and other refreshments. Set-up and break-down help needed.	