

BBBS PTA COMMITTEE LIST 2018 – 2019

Please circle those committees you would like to be involved with. If interested in chairing, please mark with a *.

WE ARE ACTIVELY SEEKING CHAIRPERSONS FOR ALL COMMITTEES!

The basic responsibilities of a committee chair include coordinating volunteers, advertising through approved flyers, tracking participation and expenses, and seeing the event through. This is all done with support from the executive board and volunteers, never alone! If you have ever considered chairing an event or would like more information on doing so, please contact us now! We would love to work with you!

<p>BOOK FAIR A book fair is held over 2 – 3 days in each school in the fall and in the spring. Volunteers are needed to help set up and clean up the fair, and help kids choose books. The chair at each school is responsible for booking the next fair, sending payment to Scholastic, setting up/cleaning up and coordinating with volunteers. BB / BES</p>	<p>DVD SALES The second grade and kindergarten shows are recorded and DVDs are sold to parents for lasting memories. Volunteers are needed to help distribute DVDs and possibly record the events with provided equipment. The chair is responsible for contacting the high school media department, collecting and distributing orders.</p>
<p>BOX TOPS Every Box Top is worth ten cents! Volunteers are needed throughout the year to help count Box Tops after monthly collections. The chair coordinates collections and sends counted Box Tops away for payment.</p>	<p>CLOTHING DRIVE Volunteers are needed in the fall and in the spring to help collect donated clothes on the day of the event. The chair is responsible for booking the event and remaining at the event until the truck arrives for pick up around 1:00pm.</p>
<p>HALF DAY SNACK SALES Since the cafeteria is closed on half days, the PTA offers pre-determined snacks for sale at Barclay Brook. Volunteers are needed to help distribute the snacks on half days. The chair is responsible for collecting orders, purchasing the snacks, and coordinating with volunteers.</p>	<p>KIDS PAINT NIGHT Kids get a chance to make a masterpiece! Volunteers are needed to help set up, clean up and provide a snack during drying time. The chair is responsible for contacting the instructor, tracking participants, and purchasing necessary materials.</p>
<p>TRICKS AND TREATS We delight kids with Halloween themed goodies on Halloween. Volunteers are needed to help package and distribute treats. The chair is responsible for tracking participants, ordering treats, and coordinating with volunteers.</p>	<p>SWEETS AND TREATS We deliver love on Valentine's Day with treats from loved ones. Volunteers are needed to package and deliver treats. The chair is responsible for tracking participants, ordering treats, and coordinating with volunteers.</p>
<p>DINE-TO-DONATE Restaurants will donate a percentage of sales on a predetermined date. A chair is needed to book these dining nights and advertise them to the school community.</p>	<p>GRANT COMMITTEE Teachers deserve support to teach our kids. Volunteers are needed to help process grant requests made throughout the year.</p>
<p>HOLIDAY SHOP A Holiday Shop is held for two days at each school to offer kids the opportunity to purchase affordable gifts for loved ones during the winter holidays. Volunteers are needed to help set up and clean up, collect money, and help kids purchase gifts within their budget. The chair is responsible for coordinating with volunteers, receiving the merchandise in school & returning to the vendor, sending payment to the vendor, & reordering. BB / BES</p>	<p>MOTHER'S DAY FLOWER SALE Treat mom to a beautiful new flower for Mother's Day! This is a presale event where parents choose the price and students choose the flower on the day of the sale. The sale runs for two days in each school. Volunteers are needed to help receive the plants the day before each school's sale and help kids make their selections during our sale. The chair is responsible for coordinating orders, deliveries and volunteers. BB / BES</p>
<p>SPIRIT WEAR We love to show our Falcon Pride! Volunteers are needed to help sell apparel at PTA events and distribute orders in the fall and spring. The chair is responsible for creating designs with the vendor, receiving orders, and sending payment.</p>	<p>FAMILY MOVIE NIGHT A free event for families to eat popcorn and watch a newly released film! A chair is needed to select a movie, create a flyer and advertise it to our families.</p>
<p>YEARBOOK The yearbook is a beautiful culmination of the year's fun memories! Volunteers are needed to take pictures at all events throughout the year. The chair is responsible for collecting pictures, formatting the book, communicating with the vendor, meeting publication deadlines, distributing books, and more. *Multiple chairs are very helpful for this committee!</p>	<p>TRUNK OR TREAT A safe and fun way to celebrate Halloween! Volunteers are needed to check in vehicles and participants, serve beverages, and direct traffic. The chair is responsible for securing the necessary professionals, tracking participants, collecting payment, securing judges, and distributing prizes.</p>
<p>TEACHER APPRECIATION Our teachers are incredible and we all know it! Every May we get to show them how much we appreciate them! Volunteers are needed each day for a week to set up and break down treats, breakfast and lunch. Some help may be needed behind the scenes for planning leading up to the event. The chair is responsible for final decisions, ordering catered meals and coordinating volunteers. BB / BES</p>	<p>5th GRADE MOVING UP We love celebrating our 5th graders and sending them off with fond memories of Barclay Brook and Brookside! Volunteers are needed to help distribute tshirts, and help at the celebration event. They may also be required to help plan the event at the chair's discretion. The chair is responsible for ordering class tshirts, planning the celebration event, and securing decorations for the daytime event in school.</p>
<p>FIELD DAY An end of year, highly anticipated, fun-filled day! Volunteers are needed to help set up, break down, hand out water, & reward participants with ice pops! The chair is responsible for coordinating volunteers, ordering & distributing tshirts, and purchasing necessities. BB / BES</p>	<p>TOOL BOX We make school supply shopping fool proof while raising money for our schools and donating a meal to kids in need! A chair is needed to work with the principals and vendor in the spring to compile a supply list. Kits are delivered directly to participants.</p>
<p>KINDERGARTEN PUMPKIN PATCH Our newest friends prepare a special treat for families every October! Volunteers are needed to set up the pumpkin patch in the evening. The chair is responsible for obtaining the pumpkins and coordinating volunteers.</p>	<p>KINDERGARTEN SOCIAL 2019-2020 Help us welcome the newest Barclay Brook friends just before school starts for the new year! Volunteers are needed to help pass out snacks and beverages, help engage families, and answer simple PTA related questions.</p>

<p>KIDSTUFF COUPON BOOK KidStuff is a book loaded with savings that is geared toward family fun! New this year is an app in addition to your book! Volunteers are needed to help label and distribute books to students and then collect returned books. The chair is responsible for keeping track of money collected and returned books, ordering additional books, and shipping returns back to the vendor.</p>	<p>FAMILY CARNIVAL A new family favorite! A night full of games, prizes, snacks, music, and so much fun! Volunteers are needed to help plan, run games, check families in, serve snacks, and distribute prizes. A chair is needed to oversee the planning, advertise the event, keep track of participating families, and work with necessary vendors.</p>
<p>FALL PIE SALE The best part of Thanksgiving dinner? The dessert of course! Pies are ordered from Delicious Orchards and families can pick them up just in time for their big feast! Volunteers are needed to help distribute orders one evening before Thanksgiving. The chair is responsible for keeping track of orders, collecting money, and coordinating with our vendor and volunteers.</p>	<p>BROOKSIDE CULTURAL FAIR We live in a world overflowing with diversity and it's always fun to learn more about other cultures! Volunteers are needed to represent countries from around the world with a short presentation. The chair is responsible for coordinating volunteers and countries to engage students as much as possible.</p>
<p>FLOATER VOLUNTEER There are always occasions where we need more help and we may not know who to reach out to. This committee is a great way to receive information about all the events and activities we're planning so you can jump in and help when you are able to. These volunteers will also be contacted if either school principal asks for assistance such as during Health & Wellness Week, or decorating for end of year shows.</p>	<p>SPLASH AND DASH *NEW FOR 2018-19!* A family fun "run" centered around getting wet and wild! Volunteers are needed to set up and clean up as well as help run different stations of water fun. They may also be needed to help plan the event at the chair's discretion. The chair is responsible for coordinating volunteers and vendors, advertising the event, and keeping track of participation.</p>
<p>FAMILY FUN NIGHTS We are trying something new and are looking for volunteers with special skills. Can you teach a sport? Help create a quick culinary treat? Teach a song? Make a special project? We would love to hear from you!</p>	<p>*PLEASE NOTE: some of our popular events are not on this year's calendar due to a lack of volunteer help and chairpersons willing to take on the responsibility. We are happy to add them in if volunteers are willing and able to help! Examples include the Variety Show and Tricky Tray. Please contact us ASAP if you are willing to help us bring them back!</p>

PARENT'S NAME: _____

STUDENT'S NAME: _____

GRADE: _____ TEACHER: _____

STUDENT'S NAME: _____

GRADE: _____ TEACHER: _____

EMAIL: _____

(please write clearly as this is the preferred method of contact for all events)

All volunteers will be emailed a confirmation when we receive this form. If you do not receive an email within two weeks of returning this form and your membership form, please contact Cherilyn at cherilynbbbspta@gmail.com to ensure we have the correct email address for you. Thank you!

PLEASE RETURN WITH YOUR MEMBERSHIP FORM