

# BBBS PTA COMMITTEE LIST

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

<p><b>BOOK FAIR</b> 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 and cleaning up with volunteers. CHAIR - 5 points per fair</p>	<p><b>DVD SALES</b> 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. CHAIR – 3 points per show</p>
<p><b>BOX TOPS</b> Every Box Top is worth ten cents! Volunteers are needed throughout the year to help count Box Tops after every collection. The chair coordinates collections and sends counted Box Tops away for payment. CHAIR 2 points per collection</p>	<p><b>CLOTHING DRIVE</b> 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. CHAIR - 3 points per drive</p>
<p><b>HALF DAY SNACK SALES</b> Since the cafeteria is closed on half days, the PTA offers pre-determined snacks for sale at BB. Volunteers are needed to help distribute the snacks on half days. The chair is responsible for collecting orders and purchasing the snacks. CHAIR -2 points per sale</p>	<p><b>KIDS PAINT NIGHT</b> Kids get a chance to make a masterpiece, too! Volunteers are needed to help set up and clean up and provide a snack during drying time. The chair is responsible for contacting the instructor, tracking participants, and purchasing necessary materials. CHAIR - 5 points</p>
<p><b>ADULT PAINT NIGHT</b> A night of fun for parents to create a masterpiece. Volunteers are needed to help set up and clean up. The chair is responsible for booking the event, contacting the instructor, and ordering materials. CHAIR - 5 points</p>	<p><b>TRICKS AND TREATS</b> 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 and ordering treats. CHAIR - 5 points</p>
<p><b>SWEETS AND TREATS</b> 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 and ordering treats. CHAIR - 5 points</p>	<p><b>GRANT COMMITTEE</b> Teachers deserve support to teach our kids. Volunteers are needed to help process grant requests made throughout the year.</p>
<p><b>HOLIDAY SHOP</b> 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. The chair is responsible for receiving the merchandise in school, sending payment to the vendor, reordering when necessary, and returning merchandise to the vendor. CHAIR 5 points per school</p>	<p><b>BROOKSIDE CULTURAL FAIR</b> 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 as well as set up the evening before. The chair is responsible for coordinating volunteers and countries to engage students as much as possible. CHAIR - 5 points</p>
<p><b>SPIRIT WEAR</b> We love to show our Falcon Pride! Volunteers are needed to help sell apparel at PTA events and distribute orders. The chair is responsible for creating designs with the vendor, receiving orders, and sending payment. CHAIR - 5 points per flyer sale</p>	<p><b>DINE-TO-DONATE</b> 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. CHAIR - 2 points per event</p>
<p><b>FAMILY MOVIE NIGHT</b> A free event for families to eat popcorn and watch a newly released film! Volunteers are needed at the event to sell concessions and check families in. The chair is responsible for planning the night, obtaining the concessions, and coordinating with volunteers. CHAIR - 3 points</p>	<p><b>TRUNK OR TREAT</b> 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, securing judges, and distributing prizes. CHAIR - 5 points</p>
<p><b>TEACHER APPRECIATION</b> 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. The chair is responsible for final decisions, ordering catered meals and coordinating volunteers. CHAIR - 7 points per school</p>	<p><b>FIELD DAY</b> An end of year, highly anticipated, fun-filled day! Volunteers are needed each day to help set up, break down, hand out water, and reward participants with ice pops! The chair is responsible for coordinating volunteers, ordering and distributing tshirts, and purchasing necessities. CHAIR - 5 points per school</p>
<p><b>FAMILY EVENTS</b> Putting the <i>FUN</i> in <i>FUN</i>-draising. Volunteers are needed to help at the event at the chair’s discretion. The chair is responsible for planning the event, making necessary arrangements, and coordinating with volunteers. CHAIR - 5 points per event</p>	<p><b>COLOR RUN</b> A new event for 2017-18! Volunteers will be needed at the event to throw color on runners, check in participants, manage a beverage station, set up and clean up. The chair is responsible for planning the event, purchasing materials, and booking required professionals. CHAIR - 7 points</p>

<p><b>YEARBOOK</b> The yearbook is a beautiful culmination of the year's fun memories! Volunteers are needed to take pictures at events throughout the year. The chair is responsible for collecting pictures, formatting the book, communicating with the vendor, and more. CHAIR - 7 points</p>	<p><b>TOOL BOX</b> 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. CHAIR - 3 points</p>
<p><b>5<sup>th</sup> GRADE MOVING UP</b> We love celebrating our 5<sup>th</sup> graders and sending them off with fond memories of Barclay Brook and Brookside! Volunteers are needed to help distribute tshirts, and help at the evening 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 evening event, and securing decorations for the daytime event in school. CHAIR - 7 points</p>	<p><b>VARIETY SHOW</b> We love to showcase our talented students! Volunteers are needed at rehearsals and the main event for various tasks backstage and in the concessions stand. This event requires multiple chairs. The Performance Chair is responsible for initial sign ups, both rehearsals, content, props and scripting. The Media &amp; Program Chair is responsible for all sound tracks, lighting and the printed program. The Fundraising Chair is responsible for all ticketing, collecting and selling concessions and ordering and distributing t- shirts. EACH CHAIR – 5 points</p>
<p><b>KINDERGARTEN PUMPKIN PATCH</b> Our newest friends prepare a special treat for families ever October! Volunteers are needed to set up the pumpkin patch in the evening. The chair is responsible for obtaining the pumpkins and coordinating volunteers. CHAIR - 5 points</p>	<p><b>KINDERGARTEN SOCIAL 2018-2019</b> 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 PTA related questions. CHAIR – 3 points</p>

**Chairs of all events are responsible for tracking their expenses and reimbursements, contacting volunteers based on the list they are provided, recording deposits in a provided spreadsheet, tracking participation, and copying and distributing all approved flyers. Chairs are expected to be present at the event they are chairing. All decisions must have executive board approval and principal approval.**

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)

## PLEASE RETURN THIS WITH YOUR MEMBERSHIP FORM.

**We are actively seeking committed volunteers for all committees and chairs for the following committees:**

- Half Day Snack Sales
- Sweets and Treats
- Tricks and Treats
- Holiday Shop at Barclay Brook
- Holiday Shop at Brookside
- Book Fair at Brookside
- DVD Sales
- Dine to Donate
- Family Movie Night
- Teacher Appreciation at Barclay Brook
- Kindergarten Pumpkin Patch
- Kindergarten Social 2018-19
- **\*\*Most Importantly\*\*** Variety Show
  - o Unfortunately our annual variety show cannot happen this year without three very committed chairs to take the reigns

**The following committees could benefit from a co-chair willing to learn and take over the committee next year:**

- Yearbook
- Book Fair
- Field Day at Barclay Brook
- Field Day at Brookside
- Teacher Appreciation at Brookside
- Book Fair at Barclay Brook
- Tool Box
- 5<sup>th</sup> Grade Moving Up

If you are interested in chairing any committees, please mark them on your volunteer form or reach out to Paula Romanczuk at paulabbbspta@gmail.com. To learn more about each committee, please join us September 19 at 10:00am in the Barclay Brook cafeteria.

