**Rowan PTA Committee Chair Descriptions – 2019/2020**

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| **Art Show** | Coordinate with the art teacher and volunteers to set up/clean for the Art Show in April. |
| **Author’s Week** | Work with the librarian to coordinate author’s visit, guest readers and other activities during Author’s Week. |
| **Barnes & Noble Kick Off Event** | Work with Barnes & Noble to schedule the Read-A-Thon Kick-Off event to coordinate with Dr. Seuss’s birthday, as well as schedule teacher readers, prepare the raffle drawing and distribute the prizes, and facilitate the event on-site. |
| **Book Fair** | Organize both the Fall and Spring PTA Book Fair, which includes coordinating student schedules, volunteers, book sales and distribution. |
| **Box Tops** | Coordinate collection of box tops for submission to receive funds for equipment and supplies. Also coordinate individual and classroom rewards for collected box tops. |
| **Chick-Fil-A Receipts** | Coordinate collection of Chick-Fil-A receipts to redeem for free food for the carnival in May. |
| **Caring Trees** | Collect and organize food and other donations for charitable organizations in our area. This takes place in the school lobby in early December. |
| **Carnival** | Oversee organization of the spring carnival in May. Coordinate volunteers to contact businesses, decorate, set up, run games and food stations, and clean up. |
| **Fun Fore All** | Set up the Fun Fore All Trick-Or-Treat Trail for weekends in October and coordinate volunteers to help out. |
| **Holiday Shop** | Work with the vendor and select items to be sold. Coordinate volunteers to set up/clean up and assist children, as well as oversee sales during this early December event. |
| **Kids of STEEL** | Facilitate all aspects of Rowan student participation in the Kids of STEEL program and the Pittsburgh Kids Marathon in May. |
| **Membership** | Draft flyer urging parents, faculty and staff to join the PTA. Collect dues and enter all membership information into the computer. |
| **Reflections** | Coordinate the Reflections contest sponsored by the State PTA for our individual elementary school in the fall and the award ceremony in the spring. |
| **Spirit Wear** | Correspond with vendor, select merchandise, oversee order forms and distribution of purchases to buyers. |
| **Square One Art** | Coordinate details with the fundraising company and work with the teachers to have the Square One Art project completed. Oversee orders placed. |
| **STEM Fair** | Organize entries and coordinate volunteers for set up and judging at the annual STEM Fair in March. |
| **Traveling Art Gallery (TAG)** | Coordinate the volunteers for monthly artwork presentations in selected classrooms. |
| **Yearbook** | Oversee the creation and completion of the yearbook. This will include coordinating volunteers to be photographers, creating grade-level layouts and submission via the internet, and sales and distribution, as well as handling all communications with the yearbook company representatives. Basic computer knowledge needed. |
| **4th Grade Farewell** | 4th grade parent volunteers are needed to organize an end-of-the-year party for the entire 4th grade. |