

## Rowan PTA Committee Chair Descriptions – 2018/2019

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