

## *Sunset Valley Elementary PTA, Inc. 2010-2011 Committees*

**BACK TO SCHOOL PICNIC** – Welcomes students and staff back to Sunset Valley with the annual Back to School Picnic.

*Chairperson:* Picks up money/information for tickets at the school. Contacts members to help during the event. Be present the day of the picnic from start to finish. (Work both in school and at home.) (Busy in late summer/beginning of year.)

*Members:* Help setup, run, and clean up during Back to School Picnic. (After-school activity.)

**BOOK FAIR** – Two book fairs (Fall & Spring) where parents and students can purchase books.

*Chairperson:* Organizes two book fairs. Organizes members to help with each book fair. Be present to organize book fair items and reorganize for pick up. (Most work done in school, some at home.)

*Members:* Assist students in selecting and purchasing books. (In-school activity)

**BOX TOPS** – Collects labels from General Mills products for redemption.

*Chairperson:* Picks up box tops at the school. Organizes annual Box Tops contest in January. Comes into school every few days during contest to collect/count box tops. (Most work is done in school, some at home.) (Busiest in Jan/Feb.)

*Members:* Trim, cut and count box tops. (Work can be done at home.)

**BYLAWS/STANDING RULES** – Updates & maintains rules of order.

*Chairperson:* Assists with procedural questions according to these rules during our PTA meetings.

**CAMPBELL'S LABELS/GIANT EAGLE** – Collects Labels for Education for redemption. Giant Eagle advantage card registration.

*Chairperson:* Picks up Campbell's labels at school. Cuts, counts, and forwards labels for redemption. Sends flyers to encourage Giant Eagle shoppers to register their advantage cards to profit SVE. (Most work done at home. Pick up labels at school.) (Goes throughout the year.)

*Members:* Help cut/count Campbell's labels. (Work can be done at home.)

**CHARACTER DEVELOPMENT** – Promotes school-wide character/self-esteem building activities through Caught Being Good program.

*Chairperson:* Chooses character building activities and what month to do them. Hands out reward to students who receive Caught Being Good coins. Decorates cafeteria wall with Caught Being Good recipient names. Decorate one showcase on a monthly basis. (Most work done in school, some at home.)

*Members:* Help with handing out rewards and decorating.

**COUNCIL DELEGATE** – Represents Sunset Valley at Council PTA meetings.

*Chairperson:* Attends each Council PTA meeting. Represents Sunset Valley and reports activities Sunset Valley is doing. Reports council activities and information to our PTA. (Work done in evenings at Council PTA and PTA meetings.)

**DECORATING** –Decorates the school throughout the year.

*Chairperson:* Prepares a creative/interesting display monthly for one showcase. Decorates the school for holidays (Fall, Thanksgiving, Christmas, etc.). Helps art teacher hang art work occasionally and for Fun Fair. (Work done in school.)

*Member:* Help with decorating. (Work done in school)

**ENVIRONMENTAL/TRASH TO CASH** – Promotes school ground improvement and recycling.

*Chairperson:* Develops activities to help improve school grounds with after school activities. Helps Mr. Colcombe and the Green Team with the recycling program. Collects and submits used ink cartridges for redemption. (Work done during school hours and after school hours.) (Busy various times during year)

*Members:* Helps with after school environmental activities.

**FUN FAIR** – A fun evening for S.V. children and their families in a fair-like atmosphere including food, games, and other fun activities.

*Chairperson:* Organizes the activities (food, games, prizes and other activities) for the fair. Organizes volunteers to help with fun fair. Helps decorate, set up and clean up the activities for the event. May be asked to help decorate the halls for the week of the fun fair. (Work done at home and in school.) (Busy April/May.)

*Members:* Help decorate for fun fair. Help set up, run and clean up the evening of the event. (Work done the evening of the event.)

**FUNDRAISER** – Yearly fundraising project. This is a very important committee for our PTA and for activities for our children.

*Chairperson:* Works with fundraising company to get information to our families. Passes out information to the classrooms. Organizes volunteers to help pass out orders. Be present the day orders are due to count money/check order forms. Be present the day of fundraiser pick up (usually late afternoon – 7pm). (Work done mostly at school.) (Busy Sep. through fundraiser pick up.)

*Member:* Help setup and distribute orders on fundraiser pick up day. (Work done afternoon/evening during fundraiser pick up day.)

**HEALTH & SAFETY** – Helps organize safety and health related programs and projects (Fire Safety, Red Ribbon Week, Bus Driver Breakfast).

*Chairperson:* Chooses date for Fire trucks, etc. to come to school. Orders red ribbons. Organizes Bus Driver Breakfast. (Work done at home and in school.) (Busy in Oct.)

**HOMEROOM COORDINATOR/PARENTS** – Coordinates Homeroom Parents.

*Homeroom Coordinator:* Collects volunteer sheets in order to choose a homeroom parent for each class. Meets with all homeroom parents to review responsibilities. (Work done at home and school.) (Busy mostly during beginning of year.)

*Homeroom Parents:* Works as a team at each grade level to organize four yearly parties. Assists teachers with classroom projects or supplies as needed during the year. (Work done at home and in school.) (Busy various times of year.)

**HOSPITALITY** – Provides refreshments at various PTA functions and activities throughout the year.

*Chairperson:* Organizes parents to donate store bought items for various school events. Helps set up/serve refreshments. (Work done mostly at school and some at home.)

*Members:* Help set up and serve refreshments. (Work done at school during various PTA functions.)

**IN-SCHOOL PROGRAMS** – Educational in-school programs to enrich the students experiences and learning.

*Chairperson:* Coordinates and books two educational in-school programs during the school year. Gets approval from PTA and Mrs. McCracken. (Work done at home.)

**KERBER'S HAY RIDE** – Kerber's hayride in the Fall for students and their families.

*Chairperson:* Sets a date for hay ride. Comes into school to collect forms students bring in. Be present at Hayride to collect tickets and to be there for families purchasing tickets there. (Work done in school and at home and at Kerber's the evening of event.) (Busy Sep-Oct)

*Members:* Help at Kerber's the evening of the event.

**MEMBERSHIP** – Annual membership drive.

*Chairperson:* Collects all incoming membership dues. Enters membership information. Prepares PTA cards and distributes. Helps at Open House for those parents who want to sign up. (Work is done in school and at home.) (Very busy at the start of the school year.)

**NOMINATING** – Works with current members to prepare a slate of proposed officers for the ensuing year.

**OUTSTANDING EDUCATOR/FOUNDERS' DAY** – Yearly selection of outstanding educator based upon student and parental nominations.

*Chairperson:* Sends out nomination forms to families. Picks up forms at school. Discusses entries with Mrs. McCracken to help choose the Outstanding Educator. Attends Founders' Day dinner and presents award with other district nominees. (Work done mostly in school.) (Busy Jan. – Founder's Day dinner.)

**PUBLIC RELATIONS** – Communicates with PTA committees and local news sources to promote our activities.

*Chairperson:* Invites newspaper, etc to come in for special occasions (ex. Talent show, fun fair, etc.)

**READING COUNTS** – Reading program where students accumulate points reading books and taking computer-presented quizzes.

*Chairperson:* Needs to be present during the Reading Counts Days. Helps students find quizzes. Marks student's logs with earned points. Contacts committee members to volunteer. (Work done in school.) (Busy throughout entire year.)

*Members:* Come in during any reading counts days they are available. Help students while taking quizzes.

READING COUNTS STORE – Reading Counts Store allows students to spend the points they earn through Reading Counts.

*Chairperson:* Selects/gathers items to sell in the Reading Counts Store. Organizes volunteers for the store. Be present in school on the days the Reading Counts Store is open. (Work done at home and in school the days of the event.) (Busy April/May.)

*Members:* Volunteer to come in the days Reading Counts Store is open. Help students with choosing items to purchase.

REFLECTIONS – Arts program where students create/submit projects in literature, photography, music, or visual arts based on yearly theme.

*Chairperson:* Passes out flyers with Reflections information. Collects and submit the student's work. Order trophies. (Most work done at home, except handing out trophies during school.) (Busy in the fall.)

*Members:* Help set up and hand out trophies.

ROUND TABLE READER – Gently-used book exchange program (spring and fall).

*Chairperson:* Collects "gently used/outgrown" books. Organizes books. Contacts volunteers to come in to help. Assists students as they choose "new" books to take home. (Work done mostly at school, some at home.)

*Members:* Come into school to assist students as they choose "new" books to take home. (Work done at school.)

SCHOOL SPIRIT SHOP – Sunset Valley items for purchase by students and /or parents.

*Chairperson:* Selects items that can be displayed/sold at Open House. Sends home order for families who would like to order items. Picks up order forms in school and distributes orders to students. (Work done in school and at home.) (Orders are offered in the Fall and Spring.)

*Members:* Helps in selecting school spirit shop items. Helps distributing orders.

SCIENCE FAIR – Annual Science Fair.

*Chairperson:* Sends out Science Fair information packets. Organizes registration. Organizes judges. Orders/organizes prizes/trophies. Organizes the setup and clean up the evening of event. (Work done mostly at home, in-school the day of Science Fair.) (Busy Jan-Mar.)

*Members:* Assist in Science Fair registration. Assist in set up and clean up at the science fair.

TALENT SHOW – Yearly talent show.

*Chairperson:* Sends out information for talent show. Organizes the acts, stage/sound crew, practices/dress rehearsal. Decorates and cleans up for the Talent Show. Be present during all practices and the Talent Show itself. (Work is done at home and in school.) (Busy the month of Talent Show, usually January.)

*Members:* Helps decorate. Helps during practices, dress rehearsal and actual show evening. (Work done in school and night of event.)

TEACHER/STAFF APPRECIATION – Recognition of teachers and staff at various times throughout the year.

*Chairperson:* Organizes lunches and treats throughout the school year. (Work done at home and in school.)

*Members:* Help in setting up luncheons, and organizing treats for the staff. (Work done at school.)

TURN OFF THE TV WEEK – Week where students are encouraged to "Turn off the TV".

*Chairperson:* Passes out Turn off TV papers to students where alternative activities suggested for the week. Comes to school to pick up papers. Keeps a tally of points earned for each classroom. Informs Mrs. McCracken of winning class and determine their reward. Chooses awards for the students. (Most work done at home, except picking up papers.) (Busy during April.)

*Members:* Help with tallying points earned for each classroom.

ULTIMATE MATH CHALLENGE – In-school Ultimate Math Challenge (a grade-level math competition with various math-based activities) which promotes the fun behind math skills.

*Chairperson:* Coordinates grade level math competition. Creates ideas for the challenges. Contacts committee members to help volunteer during the day of the challenge. (Work done at home and in school during the day of the challenge.)

*Members:* Help in creating math challenge ideas. Volunteer to come into school the day of the challenges to help students.

WEBSITE – Sunset Valley Elementary website.

*Chairperson:* Uses website to inform parents and our community of the great things at Sunset Valley. (Work can be done at home.) (Busy throughout the year updating website continuously with upcoming events, meetings, information, etc.)

YEARBOOK – Sunset Valley Elementary’s annual Year Book.

*Chairperson:* Goes into school to take pictures. Compiles memory book of activities and events at Sunset Valley and forwards them to the yearbook company for publishing. Responsible for ordering/distributing pictures. (Pictures taken at school. Work can be done at home, or some at school if preferred.) (Busy throughout the year.)

*Members:* Goes into school to take pictures. Help with organizing pictures, etc for yearbook.

*Sunset Valley PTA belongs to the Norwin Council of PTA’s, Inc., the Pennsylvania State PTA, and the National PTA.  
Your membership to Sunset Valley PTA also gains you membership to the State and National PTAs.  
(For more information, visit our website at [www.sunsetvalleypta.com](http://www.sunsetvalleypta.com))*

### ***PTA Objectives***

*To promote the welfare of children and youth in home, school, community, and place of worship.*

*To raise the standards of home life.*

*To bring into closer relation the home and the school, that the parents and teachers may cooperate intelligently in the education of children and youth.*

*To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.*