

Lee Road Elementary School



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Committee Definitions

Contents

Agenda Books (Special Committee).....	3
Auditing (Special Committee)	4
Blood Drive (Special Committee).....	5
Bulletin Boards (Special Committee).....	6
Bylaws (Special Committee)	7
Class Parents (Special Committee).....	8
Communications: Roadrunner (Special Committee).....	9
Communications – Website (Standing Committee)	10
Community D.E.A.R. Time (Special Committee)	11
Community Service (Standing Committee)	12
Council Budget (Standing Committee)	13
Cultural Arts (Standing Committee).....	14
Dollars for Scholars (Liaison)	16
Drama Club (Liaison)	17
Elementary and Secondary Curriculum (Standing Committee).....	18
Excellence and Accountability (Standing Committee)	19
Family Fun Events – Long Island Ducks (Special Committee).....	20
Field Day T-Shirts (Special Committee)	21
Fifth Grade Event - Luau (Special Committee).....	22
Fifth Grade Recognition (Special Committee)	23
Fifth Grade Terrific Kids (Special Committee)	24
Fifth Grade Day T-Shirts (Special Committee)	25
Fifth Grade Yearbook (Special Committee)	26
Food Service (Liaison).....	27
Fundraiser: Back To School Bake Sale	28
Bjs “Fuel Your Fundraiser” (Standing Committee).....	29
Fundraiser – Book Fair (Special Committee).....	30
Fundraiser: Box Tops for Education (Standing Committee)	32
Fundraiser: Spring Auction (Special Committee)	33
Fundraiser: Funding Factory Recycling (Standing Committee).....	34
Fundraiser: KidStuff Coupon Books (Special Committee).....	35
Fundraiser: Labels for Education (Standing Committee)	36
Fundraiser: Prestige (Special Committee)	37
Fundraiser: Thanksgiving Pie Sale (Special Committee)	38
Get A Voice (Standing Committee)	40
Health, Safety and Environment (Standing Committee)	41
Holiday Boutique (Special Committee)	42
Honorary Life Award/Scholarship Dinner Dance (Special Committee).....	44
Kindergarten Orientation (Special Committee).....	45
Kindergarten Social (Special Committee)	46
Kindergarten Signs (Special Committee).....	47
LEADD (Levittown Educators Against Destructive Decisions) (Liaison).....	48

Lee Road PTA – Committee Definitions

Lee Road Apparel and Logo Items (Standing Committee)	49
Legislation (Standing Committee)	51
Allison Sciubba Memorial Scholarship (Special Committee)	52
Mother’s Day Plant Sale (Special Committee)	53
Nominating Committee (Special Committee)	54
PARP (Special Committee).....	56
Picture Day (Special Committee)	57
Recess Supplies (Special Committee).....	58
Reflections (Special Committee)	59
Safety/Wellness (Standing Committee).....	60
School Beautification (Standing Committee)	61
School Store (Standing Committee).....	62
School Supply Boxes (Special Committee)	63
Special Education PTA (SEPTA) (Liaison).....	64
Staff Appreciation Luncheon	65
Summer Bridge Books (Special Committee)	66
Transportation (Standing Committee)	67
Volunteer Match (Standing Committee)	68
Walk to School Day (Special Committee)	69
Working Procedures (Standing Committee).....	70

Lee Road PTA – Committee Definitions

Agenda Books (Special Committee)

Purpose: To aid students to keep track of tasks and homework and to stay organized.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Principal arranges for the ordering of the Planner for all students in grades 3-5, and will give us the bill in late summer. The chair will need to contact the Treasurer for a check to pay it.
- 3) In late August, contact the school office, to find out if/when the agenda books come in.
- 4) Coordinate with office staff, prior to the start of school, for you to come in to affix a pre-printed sticker to each planner.
- 5) Each sticker should say: "Planners Donated by the Lee Road PTA".
- 6) Sort by class and deliver to teachers.
- 7) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Auditing (Special Committee)

Purpose: To certify the accuracy of the books and records of the unit and to assure the membership that the resources/funds are being managed in a business-like manner within the procedures established.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) The Audit Committee shall consist of three (3) members of the Executive Board and be appointed at least two (2) weeks prior to the first meeting of the school year.
- 3) **The Treasurer, President or any other authorized check signer is never part of the Audit Committee.**
- 4) All books must be audited monthly. In addition, an audit shall also be performed:
 - Mid-year (January) and annually at the closing of the fiscal year (June 30th).
 - When any authorized check signer is added or deleted on any bank account.
 - Whenever the Treasurer position is changed or at any time deemed necessary.
- 5) The Treasurer shall provide the following:
 - A copy of the annual report
 - Sales tax returns filed
 - IRS Forms: 990, 990 EZ or 990 N
 - A copy of the last audit report
 - Checkbook and cancelled checks
 - Bank statements and deposit receipts and Remittance Forms
 - Treasurer's ledger book
 - Vouchers and/or invoices of bills paid and Expense Forms
 - All financial reports for the period being audited
 - Minutes that would include an adopted budget and/or any amendments that were approved during the year
 - Any other information requested by the Audit Committee
- 6) If satisfied that the Treasurers accounts are correct, the Committee Chair and its members sign a statement to that fact, to be presented for adoption by the voting membership at the next Council meeting. The Audit Committee report shall be presented to membership at the first Council meeting of the school year complete with the signatures of the Chairperson and Committee members and added to the minutes.
- 7) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Blood Drive (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Bulletin Boards (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Bylaws (Special Committee)

(Refer to Bylaws, Article XVI)

Purpose: To review and amend the Bylaws of Lee Rd PTA to conform to New York State and National PTA Bylaws and the changing needs of the Lee Rd PTA unit.

The Chairperson shall:

- 1) Perform all duties as outlined below and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position. Also become familiar with Committees and Amendments section of the Bylaws as they may pertain to this Committee.
- 2) Receive and review a copy of New York State PTA Resource Guide section regarding Bylaws.
- 3) Attend Region and/or State Bylaws workshops, if possible, to help facilitate running a smooth committee.
- 4) Receive and review all information from New York State PTA regarding step-by-step procedures on updating and renewing Lee Rd PTA Bylaws.
- 5) Form a committee. The Committee shall:
 - a. Obtain a copy of the current Lee Rd Bylaws and review them to ensure that they currently conform to the needs of the Lee Rd unit.
 - b. Discuss recommendations from Executive Committee or membership, if any, to change Bylaws. Recommendations should have been previously obtained by chairperson.
 - c. Submit, in writing, recommendations of change to the Lee Rd PTA membership for a vote.
 - d. Revise the Bylaws according to the methods detailed in the instructions prescribed by the New York State PTA
 - e. Submit voted on and approved Bylaws to State for final approval.
- 6) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Class Parents (Special Committee)

Purpose: Establish parent representatives for each classroom to coordinate class activities (i.e., holiday parties, end of year parties, teacher appreciation, class planting, etc.)

The Chairperson (and committee, minimum 3 people) shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Complete Class Parent Letter and get approved by the principal & 2 Presidents before making copies. Make sure the letter goes out on PTA Letterhead.
- 3) Contact the other 2 committee members the 1st week of school and set up a date to meet and discuss plans.
- 4) The second week of school: provide the 5th grade teachers w/Class Parent letter.
- 5) Send out “Class Parent” letters after the 5th grade teachers have responded; no later than the 3rd Monday in September & give them at least a 1½ weeks respond.
- 6) Collect all the “Slips” that come back; remember to check the Office Mail box as well.
- 7) Class Parent committee should meet before October to do the Class Parent Selections. This meeting can possibly last up to 2 hours to complete so please be available.
- 8) After carefully selecting class parents for teacher submit the selected parent’s letter to each Teacher for their approval. They must agree to the parents chosen for their class.
- 9) If for some reason a teacher has an issue with the selections made the Committee MUST go back and re-pick for that class!
- 10) When all teachers have approved send home the letter to the parents who have been selected congratulating them and providing them with the date of the Class Parents meeting. This meeting will take place in the All Purpose room.
- 11) Prepare Folders for each Class parent to review and hand out at the scheduled meeting.
- 12) Submit building use form to the school for the Night you want to have your meeting.
- 13) At the meeting please provide ALL parents with a folder & explain the responsibilities & guidelines. Meeting should last about 1 hour.
- 14) In April provide Class parents w/ letter with instructions for Class Planting
- 15) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Communications: Roadrunner (Special Committee)

Purpose: To provide a newsletter to PTA membership to highlight activities, accomplishments and volunteers, by reporting on committee activity. The newsletter also creates the opportunity for Principal, Nurse and other faculty members to provide information for our membership. We also include a special “kids corner” section to encourage our students to submit short stories, articles, photos, etc. to share with the Lee Road PTA community.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Set a schedule for distribution of the newsletters throughout the school year. Generally 3 issues per school year, in November, March, and June.
- 3) Establish/convene a committee to assist in the collection, typing, and presentation of articles, photos, etc. into a newsletter format. Committee shall also assist with the printing and distribution of the Roadrunner.
- 4) Approximately 3 weeks prior to the intended distribution date, send an email or written notice to committee chairpersons, Executive Committee members, as well as Faculty inviting them to submit articles for the upcoming Roadrunner edition with a specific due date. Remind them of the time frame since the last issue as well as the intended publication date so the information is timely. At the same time, send home a notice on PTA Letterhead via family mailing to all students to invite submissions for Kids Corner with a specific due date. For both requests, encourage email submissions (which will make it easier to transpose into newsletter application format, i.e., Publisher, InDesign, etc.)
- 5) Approximately 1 week prior to due date send a reminder via email to all about the due date for articles.
- 6) Gather all articles and put into appropriate newsletter format. Standard sections also include: Co-Presidents letter, Principals’ letter, and Kids Corner, as well as calendar of upcoming events, and list of active committee chairpersons.
- 7) Once assembled, send a PDF to Principal and Co-Presidents for approval.
- 8) Once approved, email to printer with specific instructions for printing (i.e., double sided, 11x17, # of pages, and # of copies, black & white only). We have used PIP printing, pip1390@aol.com. Contact names, Alan & Junior. Follow up with a phone call to ensure receipt and confirm pick up date, 516-942-9500. Printer usually needs 3=5 business days. Have sufficient copies made for family mailing as well as for each faculty/staff member and several extras for PTA files and for bulletin board.
- 9) Pick up from PIP, 2 Commercial St., Hicksville, and also get an invoice. Distribute copies via family mailing, place in each faculty member mail slot, and leave extras in the PTA Roadrunner box. Post one on the bulletin board. Provide invoice to Treasurer for payment and ensure it is mailed back to printer promptly.
- 10) Create web-version (remove phone #s and email addresses on committee list) and provide to PTA website contact for posting. Prior issues can be saved on website as archived copies.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Communications – Website (Standing Committee)

Purpose: To keep the PTA portion of the Lee Road website up to date, with the latest information and news from the PTA.

The Chairperson shall:

1. Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
2. Maintain all the web pages that belong to the PTA, and always make sure that they are up to date with all the latest information.
3. Coordinate with the Co-Presidents and Committee Chairs any and all news that needs to be updated on the web site.
4. Once updates are approved by the Co-Presidents, contact the Levittown Schools webmaster with clear instructions of what needs to be updated. Contact: Anthony Anzalone at: webmaster@levittownschoools.com and aanzalone@levittownschoools.com with a copy to both co-presidents and to Principal. Anthony will reply back, usually the same day, once the changes are live on the web site.
5. Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Community D.E.A.R. Time (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Community Service (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Attend one meeting in the beginning of the school year – attendees are members of the Community Service Committee (children), some teachers and Principal. At this meeting the year's agenda is usually set;
- 3) E-mail teacher liaison prior to monthly PTA Meeting just to confirm next month's activities and report to membership at PTA Meeting.
- 4) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Council Budget (Standing Committee)

Purpose: To have input on the School District Budget and to keep membership updated. The charge of this committee is to review academic and support programs and departments. The committee looks for areas to develop, improve or diminish. Unit Representatives will meet with their respective Principals (or his/her designees) and forward their information to the committee for discussion.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Meet with Principal to discuss areas to develop, improve or diminish within the building.
- 3) Attend monthly District committee meetings at LMEC starting in January.
- 4) Report back to Lee Road membership at monthly PTA meetings regarding budget.
- 5) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Cultural Arts (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) In the spring, attend the PTA showcase and interact with different presenters. You will need approximately:
 - 2 to 3 academic presentations (science, music, history, etc.)
 - 1 for PARP (reading or theme related)
 - 1 for LEADD week
 - 1 Character Education
- 3) Once the budget is approved, start playing with the numbers and making decisions.
- 4) In the Fall, draw up a proposal of the potential shows for the year (name of presentation, how many shows, price and approximate date) to present to Lead Teacher or Principal (call office prior to see who you will be meeting with for approval and make appointment).
- 5) After meeting when presentations and dates are confirmed with Principal, fill out a Consultant Approval Form (get in main office), copy for folder and bring to main office for principal approval and he will forward it to district.
- 6) When Consultant Approval Form is received back with Principal and district approval, go to BOCES website (nassauboces.org/artsined) and book presentation online. Print out 2 copies of confirmation,
- 7) Fill out check request form for treasurer and get a check made out to Levittown Public Schools.
- 8) Complete 2 packets with BOCES Arts in Education Expenditure form, consultant approval form and BOCES online request. One goes in folder. One gets treasurer check attached and goes to the business office at Memorial. It will be contracted directly by the district and you will receive a confirmation e-mail which you will print out and place in folder with artist packet.
- 9) Go to main office and fill out a Lee Road building use form and hand in to Mrs. Flanagan
- 10) Notify Historian of dates/times of Cultural Arts presentations so that pictures can be taken. If Historian is unable to attend, take photos. Cultural Arts events should also be included in the monthly PTA calendar.
- 11) On the day of the presentation, give 5 blank copies of the artist Evaluation Form (printed from BOCES website) with name of presenter and date written in on the top to Lead Teacher. He/she will distribute to teachers and when they are done will return them to you.
- 12) The day after the presentation you will receive an e-mail from BOCES requesting that you submit an Artist Evaluation Form. Take the 5 teacher forms and average the responses and submit the artist evaluation form online. The BOCES evaluation password is: 30277239.

Lee Road PTA – Committee Definitions

- 13) When the BOCES reimbursement check is received in the spring (generally the end of April), complete a deposit form and submit along with check to the Treasurer.
- 14) Write a brief article for each edition of the Roadrunner.
- 15) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Dollars for Scholars (Liaison)

Purpose: To serve as Liaison between Council and the Levittown Community Dollars for Scholars program.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Contact other Lee Road Dollars for Scholars committee members, if any, to help with various aspects of this Community-wide committee.
- 3) Attend community Dollars for Scholars meetings (usually every other month) and report back to Lee Rd Executive Committee and/or Co-Presidents.
- 4) Report status of events or activities at monthly Lee Road general PTA meetings, when appropriate.
- 5) Coordinate school-wide money collection events (i.e., collection jar, dollar Eagle for students to color) throughout the school year.
- 6) Help coordinate community –wide committee events within Lee Rd school (i.e., bowling night, golf outing), including publicizing, arranging raffle baskets, if needed, and communicating Lee Rd’s involvement to rest of committee members.
- 7) Publicize any Dollars for Scholars community events/money collection drives via articles in the Roadrunner and/or blast emails through the Executive Committee.
- 8) Submit a final report at the general PTA meeting upon completion of the event which includes any budgetary notations or changes going forward.
- 9) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Drama Club (Liaison)

Purpose: To coordinate the school play and talent show with the Drama Coach, Teacher Representative and Principal.

The Chairpersons (2 chairs very strongly recommended) shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Attend the Drama Club meeting with principal, teacher representatives and drama coach held at the beginning of the school year to discuss play selection and event dates.
- 3) Prepare and distribute ticket order forms for each show as a family mailing.
- 4) Collect and record ticket sales including student, classroom teacher, tickets sold, amount received and form of payment (check/cash).
- 5) Submit copy of ticket sale records along with payments to principal for deposit to Lee Road Activity Fund.
- 6) Create, print and distribute tickets with assigned seating.
- 7) Arrange for performance night ticket sales.
- 8) Submit performance night ticket payments to principal the day following the performance.
- 9) Attend the post-performance meeting to provide and discuss feedback on the events.
- 10) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Elementary and Secondary Curriculum (Standing Committee)

Purpose: To have input on the School District curriculum in the Elementary and Secondary Schools and keep membership updated.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Meet with the Principal and Co-Presidents to discuss concerns that can be discussed at the District's monthly meeting.
- 3) Attend monthly meetings which usually take place on the third Tuesday of each month (am). Chairpersons from all District elementary schools listen and talk to the Superintendent of Instruction about the topic for that month.
- 4) Report back to membership at monthly PTA meetings.
- 5) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Excellence and Accountability (Standing Committee)

Purpose:

Excellence and Accountability (E&A) generally has two members – one from general membership and one from the Executive Committee. It is the responsibility of these members to

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Attend the meetings scheduled by the School's E&A chair. Items of significance discussed at these meetings should be shared with the Executive Committee and general membership at PTA meetings.
- 3) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Family Fun Events – Long Island Ducks (Special Committee)

Purpose: An organized event for Lee Road families to attend outside of school.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) The chairperson should contact the LI Ducks office first, in January, to get all of the information and details for the Group Event, and the available dates. Also, find out about the 'Artwork Promotion' dates and which ones are available for that.
- 3) Contact the Co-Presidents to narrow down the dates. The dates will also be sent to and discussed with Principal to help pick one.
- 4) If you are doing the artwork promotion, alert the Art teacher, that you will need the artwork 1-2 weeks before the game date.
- 5) Once the date is picked, and depending on the deadlines that the Ducks need, create a flyer for RSVP's and payments. Once all RSVP's are in, tell the Ducks how many tickets you have sold. Give the Treasurer all the checks for deposit, and get one in return, to submit to the Ducks.
- 6) Once all RSVP's are in, send the Art teacher a list of the families going. Those will be the first priority pieces of art which will be submitted for display.
- 7) One month prior to the event, the tickets will be available for pick up, or to be mailed to you.
- 8) About two weeks before the event, plan out the seating based on the eating chart. Then send the tickets home with each child.
- 9) One week before the event, deliver all of the artwork to the Ducks stadium.
- 10) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Field Day T-Shirts (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fifth Grade Event - Luau (Special Committee)

Purpose: To plan and organize a Luau for the fifth grade class moving up.

Committee Chairperson Shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Meet with principal to set up a night for the Luau, usually a Friday in June. The event takes place in Lee Road's gymnasium (7-9:30PM)
- 3) Contact a Disc Jockey for the entertainment at the Luau. (Check with Treasurer for the amount allotted for the DJ)
- 4) Committee chairperson purchases a gift for each of the students moving up. (Check with treasurer for amount allotted for each student. Some examples of gifts are picture frames, key chains, towels etc.)
- 5) Committee chairperson should check bin in PTA closet for decorations and paper goods needed for the Luau. (May need to purchase items needed after the bin is inventoried) (Again check with treasurer for allotted amount)
- 6) Approximately 4 weeks before event send out a parent letter letting the parents know the time, place and description of event. Included in the letter will be a tear off to let the committee know whether their child will or will not attend. Example of letter is in the committee folder.
- 7) Approximately 2 weeks prior to the event send home another letter asking fifth grade parents for food donations, set up, clean up, and parent chaperones. (chips, cookies, fruit, and drinks) Example of letter is in the committee folder.
- 8) Fill out building use form and submit to school. Fill out form for custodial staff to supply tables for the event. (approximately 4 tables, garbage cans)
- 9) The day of the Luau ask for volunteers to help decorate and set up everything needed for the event. It takes approximately 1 ½ hours to set up depending on number of volunteers. (Need to get permission to set up right after school due to LAP Program.)
- 10) Suggestion: Have a sign in and sign out sheet for accountability.
- 11) Have volunteers to help clean up and then return decorations and any extra supplies to the bin. Finally return bin and any other items to the P.T.A. closet.
- 12) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fifth Grade Recognition (Special Committee)

Purpose: To provide refreshments after the 5th Grade Moving Up ceremony for the 5th graders and their families. This committee is run by 4th grade parents.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Establish/convene a committee to assist in the preparation, set up, and coordination of refreshments and donations from parents. Babysitting is also offered to 5th grade parents so that young children can be attended to during the moving up ceremony.
- 3) Approximately 2 weeks prior to the Moving Up date, send a letter home to the 5th grade parents asking for donations of chilled beverages, water, baked goods, fruit, etc. to be served after the moving up ceremony. At the same time, send a letter to 4th grade parents requesting volunteers to help on Moving Up day with set up, decorations, clean up, babysitting.
- 4) Set up a box in the main office labeled for 5th grade recognition for volunteer responses.
- 5) Order balloons and shop for decorations (crepe paper, graduation signs, table cloths, paper goods, hot & cold cups). There may be some decorations & paper goods in the PTA closet on the stage. Take inventory before shopping.
- 6) Submit a building use form requesting 4 long tables approximately 1 week prior to the event.
- 7) Send reminders via email to 5th grade parents for the refreshment donations, and to the 4th grade parents to help on the day of the event.
- 8) 2 days prior to the event, confirm all refreshments by contacting parents (phone calls or emails). Instruct location for refreshments to be dropped off (usually in main office or on the tables, on the day of but prior to the start of the event).
- 9) The afternoon prior to the event, decorate the stage in the gym with graduation decorations.
- 10) The morning of the event, hang balloons on the poles under the awning, as well as other decorations. Set out table cloths on tables, make coffee, and set up coolers with ice to keep drinks cold (remember the event is end of June and it is typically very hot out so most will be looking for cold drinks). Set out paper goods (napkins, plates, utensils, hot/cold cups).
- 11) Committee members will stand behind tables and assist with serving.
- 12) After event, committee members will clean up and pack up any decorations for future use.
- 13) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fifth Grade Terrific Kids (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fifth Grade T-Shirts (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Find out when picture retake day is because that is the day you want to have the shirts ready for distribution
- 3) Meet with your committee to get an idea of what you would like to do. Generate a sketch or computer image.
- 4) Call Peter at Mart Tex in Farmingdale (631-454-9583) and get info on turnaround time and he has people who will help with graphics.
- 5) Get a class list and verify the spelling of all names.
- 6) For the names on the front, sometimes students ask to have a nickname on the front instead of their given name. If you are going to let them put nickname on front I would call parents first for the okay. Remind students that they can sign the back anyway they like so it doesn't matter what it says on the front.
- 7) You will need to go and pick up the template of the year for the students and 5th grade teachers to sign for the back of the shirt. Arrange with 5th grade teachers a day that you can go in and get it signed.
- 8) Figure out how much to charge per shirt. Committee pays for shirts for 5th grade teachers and Principal so make sure you charge enough.
- 9) Generate a letter to go home and start collecting money.
- 10) Think if you want to order extras. Some years you need them, some you don't. Make sure Peter holds onto both templates until shirts have been distributed and you are sure you don't need anymore.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fifth Grade Yearbook (Special Committee)

Purpose: To provide a yearbook commemorating memories from Kindergarten through 5th grade for the current 5th grade class to have at the end of the school year. Committee consists of 5th grade parents as well as one 4th grade parent who are interested in chairing the committee the following year.

The Chairpersons (2 chairs very strongly recommended) shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Prior to the end of the school year, chairperson sends a letter home (or enters an article into the last issue of the Roadrunner) for 4th graders to start gathering photos from K-4 over the summer to be provided for yearbook.
- 3) Establish/convene a committee to assist in the collection of photos, coordination with school picture photographer, as well as layout and booster collection.
- 4) By September/October, the yearbook printing company should be chosen, with appropriate contracts signed and permissions for PTA spending approved. Check folder for previous companies used and ask for estimates from several so that the committee can make the proper decision based on level of effort, cost, ease of use of programs, etc.
- 5) On class picture day/retake day, coordinate 5th grade group photos with t-shirts to be used in yearbook. Also ensure that photographer takes other group photos including faculty, office staff, and other staff (i.e., cafeteria, custodians, principal). All professional photos should be provided by school photographer via DVD for yearbook.
- 6) October: Send a letter to all 5th graders with specific instructions on gathering and sending in photos (CD/DVD preferred) as well as due date based on production date of yearbook. Photos will include candid, baby/toddler, and any school events.
- 7) Label a box in the main office for photos/CDs to be dropped off. This will need to remain 'active' for several months.
- 8) Send reminders for photos as needed until due date.
- 9) November: Send booster letter to 5th grade parents with instructions to submit boosters/payment. Provide due date.
- 10) Send reminders for boosters as needed until due date.
- 11) Set up ladder/layout of pages. Create pages as photos are available. Its easiest if each committee member takes responsibility for a few pages to create independently. Keep close track of deadlines for yearbook printing.
- 12) Ensure delivery by early June so yearbook distribution date can be set.
- 13) Request permission of Principal for yearbook distribution date/event (i.e., bagel breakfast) for yearbooks to be distributed/signed. Date is usually in early-mid June.
- 14) Keep close track of invoices and submit to Treasurer for payment.
- 15) After yearbook is printed, return labeled CDs and photos to 5th grade students.
- 16) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Food Service (Liaison)

Purpose: To ensure that nutritious, healthy foods are being served to our students.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Meet monthly with representatives of the School District, Food Service provider and PTA school representatives.
- 3) Keep in contact with District Liaison as needed.
- 4) Report to unit at monthly meetings.
- 5) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: Back To School Bake Sale

Purpose: PTA bake sale fundraiser which usually takes place during the Back-To-School Night event as a way to introduce Lee Road families to PTA.

The Chairpersons (two are required) shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Date for this event can be found on District calendar.
- 3) Chairpersons will coordinate volunteers to donate items for this event including baked items for sale, paper goods, etc. Chairpersons may also secure volunteers to help with set up, serving and clean up (before/during/after time of bake sale)
- 4) Letter should be sent out to parents at least 2 weeks in advance inviting volunteers for baking and assisting during the event.
- 5) Confirm with volunteers a few days before the event.
- 6) PTA bake sale tables are set-up in Cozy Corners. Submit building request form requesting at least 3 tables.
- 7) Check PTA closet for supplies such as: foil, paper plates and utensils.
- 8) Money must be handled according to Committee Chairperson Responsibilities. Save receipts for any supplies purchased.
- 9) Obtain cash box from Treasurer before event and make sure you have enough change.
- 10) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

BJs “Fuel Your Fundraiser” (Standing Committee)

Purpose: PTA fundraiser which uses special BJs membership offer to obtain rebate that goes back to PTA treasury. Fundraisers can be done in fall and spring, at the discretion of PTA executive committee, 1st VP, and BJs corporate rep.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Contact BJs corporate rep to discuss/plan date for fall fundraiser. Ensure that appropriate applications and forms are provided by BJs in order to process rebates.
- 3) Create letter on PTA letterhead announcing fundraiser, including details of how to apply, amount to make check payable to, and deadline for submission. Attach BJs membership application as 2nd sheet to letter.
- 4) Label box in main office for BJs fundraiser. Check often and remove envelopes.
- 5) Verify that checks are written appropriately and turn in with completed applications to BJs corporate rep (note, current rep is Fran Fristachi, and an envelope with her name can be left at Levittown BJs with instructions to put it on her desk). Call or e-mail BJs corporate rep to advise when envelope is left so they can process. Contact parents who sent checks for incorrect amount to arrange for new check or credit card information.
- 6) Keep record of all activity in the event that a parent has a question or concern.
- 7) Request supply of temporary membership cards to distribute to parents who submitted applications, which they can use if their current membership is expired, until the new memberships are activated (the activation can take several weeks).
- 8) As a courtesy, send an email to the parents confirming that their application/payment has been submitted.
- 9) Distribute temporary membership cards to parents in envelope sent home with student.
- 10) If a 2nd fundraiser in the same year is going to be run, repeat steps 1-7. Be sure to contact the corporate rep for **each fundraiser** to confirm pricing and time frame.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser – Book Fair (Special Committee)

Purpose: To provide an opportunity to promote reading to the students by creating a fun atmosphere for them to select books that they would enjoy.

The Chairpersons (two Chairpersons are required for this committee) shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Contact Scholastic Book Fair Representative in June for the following September and provide your name so they can mail you the “BOX” of information needed to get started in September.
- 3) Confirm dates for the book fair with the co-presidents and Secretary in the office to confirm the dates for the Book Fair. (will need 2 dates if you’re having a fall and a spring fair)
- 4) One month before the event, complete and send out the “building use form” to use the 1st grade hallway, request at least 4 chairs, and 5 tables, and include the set up dates in the request.
- 5) When dates are confirmed, contact “Scholastic” and provide them with the dates. * Very important: make sure Scholastic DELIVERS 2 days before the 1st scheduled day...
- 6) Also you will need a SET UP CREW and this will take place 2 nights before the Book Fair in the 1st grade hallway... At least 5 to 6 people needed to set up.
- 7) Send out “Volunteer Sign-up Sheets” 3 months before the Book Fair at monthly PTA meetings, so you can prepare and have enough help for all 3 days: set up, and the first and second day.
- 8) Provide Secretary with a “Sign Up Sheet” for the teacher to select the time for their class to come to the Book Fair. Example in the Committee folder.
- 9) Prepare the Letter to send home. Make sure the letter is on PTA letterhead and both the presidents and the principal have approved the letter. (Samples are in the committee folder). Copy and distribute as a Family Mailing. Include the class schedule on the back of the letter.
- 10) Contact & Confirm volunteers to help and set up your volunteers accordingly for ALL 3 days.
- 11) Send teacher letter informing them to check out the Book Fair on the day before the Fair begins and make sure they know to fill out the slips for their book selections so parents can purchase books for their classrooms (optional) (sample letter provided in folder)
- 12) When you get the Box for Scholastic go through it thoroughly. See what the THEME is for the year and make sure you take out the “CD” provided and give it to the Librarian 1 month before the book fair so she can show it to ALL classes.
- 13) 1 Week before the Book Fair put up ALL the signs and arrows provided in the box throughout the school.
- 14) On the Night of “Set Up” contact the treasurer & get the “Cashbox”
- 15) Hang “posters” for sale the night before the Book Fair or early on the morning of the 1st day. And don’t forget to prepare for the Poster Situation (previous committee chairs can explain!)

Lee Road PTA – Committee Definitions

- 16) Posters will be handed out to Winners after the Book Fair is completely closed and close to cleanup.
- 17) After the clean up the 2 chairs must sit down and count out the register and each must sign off on it.
- 18) Contact Scholastic and let them know your sale has been closed out and everything is ready for pick up.
- 19) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: Box Tops for Education (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Set up collection box in Main Office;
- 3) Check collection box periodically for submissions;
- 4) Have “collection sheets” placed in monthly PTA calendar periodically;
- 5) Sort regular box tops into Ziploc bags of 50.
- 6) Keep all “bonus” box tops in separate Ziploc bag;
- 7) Log onto Box Tops for Education website (www.boxtopsforeducation.com) and fill out on-line submission form (our Box Tops for Education School Id Number is 381688);
- 8) Make a copy of the form for your recordkeeping;
- 9) Mail submission form and Box Tops to address provided on form;
- 10) Checks from Box Tops for Education are mailed automatically two times per year and are sent directly to Lee Road School.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: Spring Auction (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: Funding Factory Recycling (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Set up collection box in Main Office;
- 3) Check collection box periodically for submissions;
- 4) Mail in ink/toner, cell phones, cameras, MP3 players, laptops and GPS devices to Funding Factory;
- 5) A check can be requested at any time.
- 6) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: KidStuff Coupon Books (Special Committee)

Purpose: To raise funds in support of the budget for financing PTA programs and projects.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Contact KidStuff during the summer or beginning of the school year at 1-888-404-KIDS or info@kidstuffcouponbook.com to reserve the books, obtain and complete the participation agreement and receive instructions.
- 3) Schedule a two-week timeframe for the sale to start and end.
- 4) Obtain a family mailing roster in electronic format by class for tracking book distribution and returns.
- 5) Print two sets of removable labels (provided by KidStuff) with the student names and classroom teacher to affix to books and KidStuff distribution bags.
- 6) Provide teachers with information about the fundraiser and their role in distributing the books and collecting order forms and returned books.
- 7) Distribute books and supplies (money collection letter, parent instruction letter) in the bags provided by KidStuff to each class to send home with students in a large box that will also be used by the teacher to collect order forms and returned books.
- 8) After 1 week, send a reminder e-mail, notice and/or phone message.
- 9) Pick up book returns and order forms from each classroom at the completion of the two-week sale.
- 10) Record orders, payments and returned books on class list.
- 11) Complete PTA deposit slip and submit to Treasurer with payments.
- 12) Fill additional orders with books that have been returned. Remember to distribute any free books earned by families (earn 1 book for every 5 books sold).
- 13) Provide teachers with a complimentary book for their distribution and collection efforts.
- 14) At the end of the sale, call KidStuff with number of books sold, money collected, number of free books earned, number of missing/damaged books, and number of books needed to fulfill orders.
- 15) Submit check request for amount due to KidStuff.
- 16) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: Labels for Education (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Set up collection box in Main Office;
- 3) Check collection box periodically for submissions;
- 4) Have “collection sheets” placed in monthly PTA calendar periodically;
- 5) Log onto Labels for Education website (www.labelsforeducation.com) and fill out submission form (our account number is 117930001183615);
- 6) Separate labels into 1, 5 and 10 points, bundle labels in paper bags, Ziploc bags or envelopes;
- 7) Mail submission form and Labels to address provided on form;
- 8) Make a copy of the form for your recordkeeping;
- 9) Points are accumulated automatically in the Lee Road School account.
- 10) Suggestions can be made to Executive Board for the disbursement of points.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: Prestige (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Fundraiser: Thanksgiving Pie Sale (Special Committee)

Purpose: This is a fundraiser that takes place the week of Thanksgiving.

The Chairpersons (two chairpersons and two additional committee members recommended) shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) In the past we have ordered the pies and breads from White Post Farms. If chairperson(s) wish to change companies, this should be discussed at Executive Committee meeting prior to October.
- 3) 8 weeks prior to Thanksgiving:
 - Contact White Post Farms to request master order form and set up delivery date.
 - Generate order form, listing each pie/bread and the price. (Add \$2 per pie/bread for profit.)
 - Fill out “building use form” for day of delivery/distribution and have it sent out via inter-office mail. This form must be filled out or you will not be able to use the all-purpose room.
- 4) 6 weeks prior to Thanksgiving:
 - Prepare a draft of letter to be distributed via PTA monthly packet and forward to co-presidents for approval. Use previous year’s letter (found in committee folder) as template.
 - Following approval by Co-presidents, obtain Principal approval.
 - Make sure letter clearly states “unfortunately, no orders will be accepted after ____”. This date should be 2 weeks prior to distribution date.
- 5) 4 weeks prior to Thanksgiving:
 - Distribute copies of letter with order forms attached, using Lee Road family mailing list
 - Label mailbox in Main Office for orders to be dropped off.
 - Check office 2 to 3 times per week (if possible) to collect forms.
- 6) 2 weeks prior to Thanksgiving:
 - Tally all orders onto master order form.
 - Call in order to White Post Farms. Confirm delivery date.
 - Contact PTA treasurer and request check to be written out for grand total on master order form. Make sure to have check before delivery date.
 - Ask for 1-2 volunteers to help distribute pies.
- 7) 3 days prior to distribution:
 - Call volunteers to reconfirm distribution date and time.
 - Call White Post Farms to get an approximate delivery time.
- 8) Day of delivery/distribution:
 - Remember to bring check with you.
 - Once pies are delivered, separate per family to make distribution easier.

Lee Road PTA – Committee Definitions

- 9) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Get A Voice (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Health, Safety and Environment (Standing Committee)

Purpose: To ensure that parents and other adults are educated about the health and safety needs of children and youth and how to meet those needs; to provide an environment that is free from hazards and to protect the environment for future generations.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Become familiar with National PTA and New York State PTA positions that pertain to health, safety and environmental issues.
- 3) Attend conferences and workshops sponsored by PTA and other organizations pertaining to health, safety and environmental issues.
- 4) Inform unit of any health, safety and/or environmental concerns.
- 5) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Holiday Boutique (Special Committee)

Purpose: A service to provide students with a safe, convenient and fun way to do holiday shopping at school; creating a sense of independence for the students.

The Chairpersons (two Chairpersons are required for this committee) shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) First go through committee folder and choose select company for the Holiday Boutique Shopping,
- 3) Talk to the Co-Presidents about the date and please make sure Secretary in the office confirms the date with the Librarian, (this is where the Holiday Shopping takes place)
- 4) After the date has been set with Lee Road please contact the company where you are ordering the items for to schedule a date to go to the facility and choose all the items that the children will be able to purchase at school (Prestige is extremely flexible, very accommodating to our needs and very reasonably priced, as a suggestion). When leaving your appointment with the representative DON'T FORGET to make sure you leave with the Envelopes provided for the students to shop with the day of the boutique as well as a copy of the Price List of items for sale. (This can be explained by the last chairperson)
- 5) Set up with the Representative the drop off date. You want everything delivered the day before the first day of shopping so that evening before you and some volunteers can set up. Set up requires at least 3 to 4 other parents to help, and can take approximately 2 hours.
- 6) By the end of October make create the letter together that you will be sending home to the parents. Print the letter on PTA Letterhead, and have both presidents and the principal approve. Samples are in the folder.
- 7) Make copies of the letter for **each child** in the school. Refer to the school mailing sheet for a total of students. Staple those envelopes provided by the representative to the letter going home. This is so each child comes in to school with the appropriate information needed to shop that day.
- 8) At the October PTA meeting send around the Sign Up sheet for volunteers. Make sure you have a sheet to sign up for both days provided and if you happen to need more volunteers you can send it around again at the November meeting. Sign-up sheet is in the committee folder.
- 9) The 3rd week in November provide Secretary in the office with a sign-up sheet with time slots for the Teachers to sign up for the day and time they are able to take their class. There should be an example in committee folder.
- 10) Send the actual Letters and envelopes home at least a week and a half prior to the day of the Boutique. Please make sure ALL teachers are aware that they MUST hold onto the envelopes as they come in and are distributed right before the children go to shop.
- 11) Set up is the night before the first day of shopping and the night of set up arrange with the Treasurer to pick up the cash box. You must have the cash box to start right away the next morning.

Lee Road PTA – Committee Definitions

- 12) Make sure you contact all of the volunteers at least 2 weeks before to confirm your help on all 3 days... set up, and 2 days of shopping (the 2nd day includes clean up as well).
- 13) After the Clean up the 2 chair people must sit down and count out the register and each sign off on it.
- 14) Call the company and let them know your Sale has been closed out and the boxes left over are ready for pick up.
- 15) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Honorary Life Award/Scholarship Dinner Dance (Special Committee)

Purpose: To recognize an individual (**not couples or groups**) for his/her contribution to the welfare of children and youth. Honorary Life membership in the New York State PTA is recognition given to someone who has given distinguished service to children and youth (**Note: This person does not have to be a member of a PTA or Council**). The person chosen by the Lee Road PTA is honored at the annual PTA Council Scholarship Dinner Dance.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Prepare and distribute a flyer explaining the Honorary Life Award and ask members to nominate a person they feel is most deserving of this award by submitting a short biography of that person.
- 3) Hold a meeting with Committee members to review biographies received. **No person submitting a nomination can be on this Committee.**
- 4) Upon selection of an honoree, present name to the membership at the next meeting (if possible invite the honoree to attend this meeting).
- 5) Write a full biography and submit it to the Council Chairperson of the Scholarship Dinner Dance Committee along with a passport size picture of the honoree.
- 6) Order a corsage/boutonniere for the honoree to be worn at the Dinner Dance.
- 7) Distribute invitations to the dinner dance to all unit members.
- 8) Make table arrangements after responses are received and send to Council Chairperson of the Scholarship Dinner Dance Committee.
- 9) Use PTA funds to pay for the dinner of the honoree and a guest.
- 10) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Kindergarten Orientation (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Kindergarten Social (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Once the date is set for the Kindergarten Social and the invitation has been approved, invites go out to all kindergarten parents;
- 3) When requesting Building Usage Form also request the gym, art room, computer room, music room and library also be left open for the “tour” of the school;
- 4) Solicit gift certificates from local establishments as gifts for games;
- 5) Send out thank you letter to parents who attended the Social.
- 6) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Kindergarten Signs (Special Committee)

Purpose: To welcome in-coming Kindergarteners on the first day of school, with a special sign placed on their lawn.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Obtain, in August, from the co-presidents, the list (with addresses) of all new incoming kindergarten students.
- 3) Organize the list and group together those children living in the same area. Each group should have no more than approximately 10 houses. Depending on the amount of children, you will have about 4-5 groups.
- 4) Prepare the signs following instructions below.
- 5) Convene a committee to help to distribute the signs. You will need enough volunteers so that there are approx. 2-3 members for each group.
- 6) Verify with the Treasurer what your budget is for the project.
- 7) Submit a completed Expense Reimbursement form to the Treasurer; so that you can be refunded the money you spent on this project.
- 8) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Making the signs:

- 1) There is a Word/PDF file which is used as a template (Roma Nowak has the most recent version).
- 2) Take the file/template and go to Office Max, or any other cost effective printer you choose, to have the signs made up. (Online vendors are a good cost-effective option.) It should be oak tag weight, and ideally comes out to about \$1/piece.
- 3) Purchase wood from any home supply store, to make the stake, which will be mounted to the sign. Some cutting may be required to get it to the correct size. It's also very important to make sure there is a point, for easy insertion into the ground.
- 4) Once you have the signs, attach them to the wooden stakes
- 5) Distribute the signs to your volunteers.

Delivering the signs:

The night before the first day of school, after dark, go to each house and place it on the lawn, so that the sign is facing the house. So that when the child comes out in the morning, they will see the welcome sign. (Be aware of sprinklers and dogs!)

Lee Road PTA – Committee Definitions

LEADD (Levittown Educators Against Destructive Decisions) (Liaison)

Purpose: To serve as a Liaison between Lee Road PTA and the School District.

Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Contact other Lee Road LEADD committee members to help with various aspects of this District-wide committee.
- 3) Attend some LEADD meetings that may be held at Lee Rd a few months prior to the LEADD kickoff. Chair may be asked to attend these by the school chairperson (usually Ms. Mundy) to discuss PTA involvement in the year's events.
- 4) Help coordinate Lee Rd's participation in the District-wide LEADD Walk and fair that takes place in April at LMEC. The family walk is approximately one mile and kicks off the day, which is followed by the fair in the LMEC gym. The fair includes carnival-style booths which are sponsored by each school in the Levittown District.
- 5) Publicize the LEADD event via articles in the Roadrunner and/or blast emails through the Executive Committee.
- 6) Coordinate the booth that Lee Road hosts at the fair – usually the same each year – Knock Out Destructive Decisions (milk bottles and bean bags, which Ms. Mundy stores and provides).
- 7) Be responsible for assisting in the LEADD fair's booth and/or arranging for booth volunteers and purchasing prizes for the Lee Road booth.
- 8) Be responsible for coordinating a healthy snack for LEADD week at Lee Rd, as per the school LEADD committee, which is usually discussed at meetings.
- 9) Report status of event at monthly Lee Road general PTA meetings, when appropriate.
- 10) Submit a final report at the general PTA meeting upon completion of the event which includes any budgetary notations or changes going forward.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Lee Road Apparel and Logo Items (Standing Committee)

Purpose: To sell Lee Road apparel and logo items to be able to show school pride.

Logo Items:

Lee Road magnets
Parent/Teacher notepads
Lee Road backpacks
Lee Road pens

Chairperson Shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) We have these items in stock. The chairperson will have a sampling on hand, to bring to and display at PTA meetings and various school events, which can be sold at that time.
- 3) The chairperson will coordinate with the Executive Board the prices to charge for each item.
- 4) If anything needs to be restocked, the chairperson will check with the co-presidents if it is ok to do so, and what the budget is. And then will coordinate and place the order with the vendor.
- 5) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Instructions for Apparel:

- 1) Three times per school year – November, February & May - send out the flyers announcing the clothing orders. *prepare the flyers the month before the ones listed above.
- 2) Prior to writing the flyer, call the clothing vendor: Uniform Pros – 516 520 0868, to verify that their prices have not changed. If they have, adjust your list/order form accordingly, and then present to, and verify with the Executive Board if as a result, we need to change the prices that we charge.
- 3) Create the flyer (Roma Nowak has the most recent templates) and get it approved by the co-presidents. Once approved, send it to Principal, via Secretary, to review and approve.
- 4) Once he approves it, coordinate with the 1st Vice President and co-presidents, to get the flyer/order form included into the PTA Monthly Packet for Nov., Feb., May.
- 5) It's important to coordinate it so that you do steps 1-4 before the last week of the month, so that it makes it into the packet, otherwise you will have to do a separate mailing.
- 6) The deadline date for order forms and money to be due should be 1 to 2 weeks after the flyer/packet goes out. (Allow for a few days after for late orders.)

Lee Road PTA – Committee Definitions

- 7) Tally up the orders, and the money, to make sure all matches up, and then call or go in person to the vendor and place the order. It usually takes about two weeks for it to be ready, at which time you will get a call from them to pick it up locally in Levittown.
- 8) Once you place the order, you will get an invoice. You then need to fill out a Check Request Form and give it to the Treasurer a.s.a.p., who will then give you a check back within a week or so. You will need it in time for when you go to pick up the order, which is when you pay for it.
- 9) Once you have the order, confirm all items and sizes. Separate each order into separate bags, clearly labeled on the outside with the child's name, grade and teacher.
- 10) Coordinate the clothing delivery with the School Store chairs, and bring it in on a day when there is a School Store open. This way, the Fifth graders can hand it out to all the classes.

Lee Road PTA – Committee Definitions

Legislation (Standing Committee)

Purpose: To keep the Executive Committee informed of legislative issues and to assist in securing adequate laws for the care and protection of children and youth and to support a system of free public education.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Arrange with Co-President to receive copies of *Our Children* and *The New York Parent Teacher* publications.
- 3) Review and become familiar with the Basic Policy, Resolutions, National PTA and New York State PTA *Where We Stand* and position papers.
- 4) Advise the Executive Board of any necessary legislative actions, i.e. letter writing, campaign, telephone calls, etc.
- 5) Attend Nassau Region PTA Resolutions Workshops
- 6) Inform Executive Board of issues involved in resolutions.
- 7) Attend Nassau Region PTA Legislation Brunch
- 8) Attend NYS PTA Convention
- 9) Attend NYS PTA Legislation/Education Conference
- 10) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Allison Sciubba Memorial Scholarship (Special Committee)

Purpose: To recognize a graduating senior from MacArthur High School. This is an award that is accessible to any former Lee Road student who meets all of the eligibility requirements of the application. The student is chosen by the Scholarship Committee and is recognized at the annual end-of-year Senior Awards at MacArthur High School in June.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Contact other Memorial Scholarship committee members to help with the selection process to obtain a winner.
- 3) Contact the MacArthur Guidance Department Counselor responsible for Scholarship applications and make known that the Allison Sciubba Memorial Scholarship Application is available for students to apply.
- 4) Verify scholarship application is posted on Lee Rd PTA website.
- 5) Publicize the availability of the Scholarship application via an article in the Roadrunner and/or blast emails through the Executive Committee.
- 6) Receive all applications from Guidance Department at HS and prepare them for committee judging. All names and identifying information will be blocked out for committee judging purposes. See specific committee judging method, application and rules for detailed information.
- 7) Committee chair WILL NOT JUDGE APPLICANTS.
- 8) Form a committee. The Committee shall:
 - a. Meet to read and anonymously rate all applicants' essays.
 - b. Not be aware of the identity of any of the applicants.
 - c. Be under the strictest confidence to not share any information learned, read or shared in the Scholarship meeting. Once a winner is selected, winner's identity is kept confidential until the Senior Awards ceremony in June.
- 9) Contact MacArthur Guidance Counselor responsible for Scholarships and notify him/her of Memorial Scholarship winner and who will be presenting the Lee Rd PTA check and certificate at Senior Awards in June.
- 11) Prepare certificate for winner and obtain winner's scholarship check from Lee Rd PTA Treasurer.
- 12) Attend awards and present check and certificate to winner or secure another Lee Rd PTA representative to attend ceremony. Inform MacArthur Guidance of presenter(s).
- 13) Report status of committee at monthly Lee Road general PTA meetings, when appropriate.
- 14) Publicize the Scholarship winner via an article in the Roadrunner as long as the Roadrunner is released AFTER the Senior Awards ceremony in June.
- 15) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Mother’s Day Plant Sale (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Nominating Committee (Special Committee)

Purpose: To nominate the best-qualified nominee for each office. The Committee shall consider the kind of leadership that will best achieve the aims and purposes of the Council; be aware of the importance of their assignment; be knowledgeable of each position to be filled; have knowledge of potential nominee’s qualifications and abilities and give objective consideration to find the best qualified leaders for the unit.

Positions for office shall be based upon:

- Attendance at Unit, Executive Board and Executive Committee meetings. • ☐
- Willingness to work with others
- Qualifications and abilities
- Sufficient time to dedicate to the job

The Nominating Committee shall:

Provide a slate for the following positions:

- Co-Presidents
- 1st Vice President
- 2nd Vice President
- 3rd Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Historian
- Delegates

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Chairperson is responsible for holding the meeting of the nominating committee to select the following year’s executive committee.
- 3) Send out (via family mailing) the nomination form to the Lee Road parents (give parents at least 3 weeks to send nominations back).
- 4) Create a box in the office to collect the nominations as they come in.
- 5) Schedule the selection meeting approximately two weeks before the March PTA meeting.
- 6) At the meeting have a current PTA membership list to ensure that a selected candidate is a current PTA member, and a list of the current executive committee members.
- 7) Request all current executive committee members to document whether or not they are interested in fulfilling their role for a second year.
- 8) You must call each member you are selecting to confirm their acceptance of the position.
- 9) Please remember anything discussed at the selection meeting should be confidential, also the suggested slate should not be discussed with anyone until a vote is taken at the March meeting.
- 10) Be prepared to present the suggested slate at the March PTA meeting.

Lee Road PTA – Committee Definitions

- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

PARP (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Schedule PARP for a two week period. In the past, we have scheduled PARP to coincide with the book fair.
- 3) Create a theme. It is suggested that you talk to the Chair of the book fair to see what the theme of the book fair is , and if possible, use the same or similar theme.
- 4) Create a letter to the teachers, a letter to parents, reading logs and any other materials (calendar, trivia questions, thought for the day, morning announcements, etc.). All documents need approval of co-presidents.
- 5) Meet with Principal to get approval for theme and documents.
- 6) Once you have a theme it is helpful to talk to the chair of Cultural Arts. There is frequently a kick-off assembly for PARP. If the theme lends itself to a cultural arts performance, there is no need to create a PARP kick-off program. If there is no cultural arts assembly, discuss with Principal to determine if you'll have a PARP kick-off.
- 7) Either a bulletin board needs to be decorated or a PARP poster needs to be created to be put on the PTA bulletin board and posted the Friday before PARP begins.
- 8) Copies of letters and reading logs need to be made for every student (no family mailing) for distribution on the first day of PARP.
- 9) Create a PARP box in the main office for returned slips. We recommend that reading logs be returned weekly instead of daily but it's been done both ways in the past.
- 10) Obtain class lists from the main office in order to track participation. In the past, we have included only those students with 100% participation in a drawing for theme related prizes. We've chosen one name for K-1, 2-3, 4-5 and a Grand Prize winner.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Picture Day (Special Committee)

Purpose: To plan and organize picture day for all classes, as well as fifth grade pictures for the yearbook.

Committee Chairperson Shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Find out from previous year what photography company was used. Use photographer that PTA membership voted and agreed upon.
- 3) Set-up picture day and retake day dates with photographer and get approval from principal.
- 4) Coordinate with main office to schedule times for each class.
- 5) Send notice with order form home for each student (not family mailing) 2 weeks prior to Picture Day.
- 6) Set up a box in Main Office for orders and payments to be dropped off.
- 7) Depending on the photography company used, backgrounds may need to be picked prior to picture day.
- 8) Several parent volunteers are needed to help with
 - a. lining up the students
 - b. combing their hair
 - c. checking for absences (these students will have to be put on the retake day list)
- 9) Coordinate with yearbook committee to take required 5th grade photos.
- 10) Assist with retakes and check box in office for retake orders.
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Recess Supplies (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Reflections (Special Committee)

Purpose: To coordinate Lee Road entries to the Nassau Region Reflections Committee.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Safety/Wellness (Standing Committee)

Purpose: To serve as liaison between Lee Road PTA and the School District.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Attend meetings of the school district Wellness Committee and report back at monthly PTA meeting.
- 3) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

School Beautification (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

School Store (Standing Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

School Supply Boxes (Special Committee)

Purpose: To provide a service to the parents to purchase school supplies for the upcoming year. The lists are provided by the classroom teachers. (This is an optional service.)

The Chairperson Shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Contact SchoolKidz to lock in to a contract. The quicker you lock in the more of a discount you will receive.
- 3) Send a letter to each teacher asking for their supply list for the next year with principal's approval. As a convenience, print out supply list from Lee Road Web site so teacher can compare to what they will need for the next year. (samples in Committee folder)
- 4) Once you obtain a list from each grade, fax to the SchoolKidz representative. They will then configure an amount and send you the order forms to be distributed to each student in the school.
- 5) Prepare mailing to send home to each student (not family mailing) with the order form for the following year (samples in Committee folder). You will need to attach a cover letter explaining to the parents the procedure for ordering the supplies and a due date. (Make sure they include a phone number and/or e-mail on their order form.)
- 6) Prepare separate mailing for incoming Kindergarteners; which can be handed out at Kindergarten Registration, DIAL screening or if not ready in time, mailed home. Lee Road Main Office can provide mailing labels for incoming Kindergarteners.
- 7) Set up a mailbox in school office and check periodically for orders. Write check number on the student's order form.
- 8) When you have collected all orders prepare tally sheet supplied by SchoolKidz to order the kits. Make sure all money is given to the PTA treasurer. Treasurer will write one check to send in to SchoolKidz. They are very strict on their deadlines.
- 9) Set up a delivery date with SchoolKidz and notify the custodians at Lee Road of the delivery date and approximate time. Boxes are typically set up behind the gym in the 1st grade hallway.
- 10) Set a parent pick up date and time to distribute supply boxes. The past couple of years we have had pick up on Field Day, when many of the parents are at school. Prior to parent arrival you need to take the boxes out of the plastic and organize boxes by grade so they are ready for pick up. (Ask for volunteers to help with distribution.)
- 11) Schoolkidz will supply an "oops sheet" for any errors. Fill out and fax back to the company.
- 12) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Special Education PTA (SEPTA) (Liaison)

Purpose: to serve as Liaison between Lee Road and SEPTA.
The SEPTA President serves as this liaison.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Perform all duties as outlined in the Committee Chair Section of the Working Procedures as it may pertain to this Committee.
- 3) Attend monthly SEPTA meetings (meeting dates can be found on District calendar).
- 4) Reports back to membership at monthly PTA meetings.
- 5) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Staff Appreciation Luncheon

Purpose: To coordinate recognition of the teachers, faculty and staff of Lee Road on Staff Appreciation day, which is usually in early June.

Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) In March/April review school calendar to determine a date in late May or early June.
- 3) Get date approval from co-presidents and Principal or Lead Teacher, confirm budget for the day, and get approval from Principal.
- 4) Contact custodians to let them know the date, and that you will be coming in early that day.
- 5) Send letter (after approval by PTA Co-Presidents) out to Lee Road staff inviting them to the luncheon.
- 6) Send letter (after approval by PTA Co-Presidents) home to parents asking for donations of food (see form), and for assistance with set up or with clean up.
- 7) Collect these forms from parents about one week prior to event to determine additional items that will be needed. Refer back to prior year's checklist.
- 8) Optional: Plan/Order 'token' gift for each staff member depending on budget (i.e., small plant)
- 9) Call, the day before, to remind parents who are volunteering, and to the custodians.
- 10) Prior to purchasing coffee, sternos, and/or paper goods - check the PTA storage closet on the stage. (the PTA co-presidents have a key)
- 11) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Day of Event:

1. Plan to arrive for set up at approximately 8:30 a.m.
2. Set up tables along the side wall of the Teacher's Lounge with sterno racks, and decorate the room.
3. Check on food throughout the event for replenishment
4. Take notes on what was left over for the next year

After the Event:

1. Submit a completed Expense Reimbursement Form, with receipts, to the Treasurer for reimbursement for money you spent on the event.
2. Send a thank you to all volunteers, as well as put a thank you in the Roadrunner.

Lee Road PTA – Committee Definitions

Summer Bridge Books (Special Committee)

Purpose: Order and distribute Summer Bridge workbooks for students to keep their skills sharp and prepare them for the next school year.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) The chairperson is responsible for the ordering, and distribution of the Summer Bridge workbooks.
- 3) Contact company that supplies the Summer Bridge workbooks (check folder for previous invoice).
- 4) Check on the price of the book and any shipping costs that may affect the cost of the book.
- 5) Send out form letter (in folder) to parents three weeks prior to the order date and create a box in the office to collect orders
- 6) The orders should be placed by the first week of June to ensure delivery before the last week of school.
- 7) Please forward the invoice and deposit to the treasurer so that she can write a check to the vender for payment
- 8) Once the order has been received the books need to be given to the teachers for distribution.
- 9) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Transportation (Standing Committee)

Purpose: To serve as Liaison between Lee Road PTA and the School District.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Attend meetings of the District Transportation Committee and report back to our unit at monthly meetings.
- 3) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Volunteer Match (Standing Committee)

Purpose: To connect prospective volunteers with available PTA committee opportunities based on their interests and availability.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Collect and record all offers to volunteer received from parents, staff and community members. Include volunteer name, contact information, interests and availability.
- 3) Solicit volunteers through various PTA communication channels (membership forms, e-mails, distributions, sign-up sheets, meetings).
- 4) Assist chairpersons in securing volunteers for their committees.
- 5) Provide all interested parties with the opportunity to work on a committee.
- 6) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Walk to School Day (Special Committee)

Purpose:

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.

Lee Road PTA – Committee Definitions

Working Procedures (Standing Committee)

Purpose: To keep Executive Committee procedures updated and reflective of current policies and practices.

The Chairperson shall:

- 1) Perform all duties as outlined in the General Committee Chair section and be familiar with the Committee section of the Bylaws and Working Procedures of the Lee Road PTA as it may pertain to this position.
- 2) Perform all duties as outlined in Committee Chairperson Section and be familiar with the Committee section of the Bylaws as it may pertain to this Committee.
- 3) Communicates with the Executive Committee, Executive Board and General membership regarding the need to add, delete or change anything in the Procedure Manual.
- 4) Present procedural changes to Executive Board for vote of approval.
- 5) Submit an annual report at the annual meeting in May with a copy to the 1st Vice President.
- 6) Submit updated committee folder to 3rd Vice President or Co-President within 30 days of the completion of the committee.