

L/R PTA Committee

Description

Audit	Three to four individuals responsible for reviewing the books at the end of the school year and providing a standardized report to the NJ and National PTA.
Board of Ed Representative	One person (or two if sharing the role) responsible to attend the Roxbury BOE meetings on Monday nights. This person(s) would then report back on what decisions were made and how it might affect our school.
Book Fair	Work with Scholastic to put on three book fairs throughout the school year.
Box Tops/Campbell's Labels	Collect, sort and submit General Mills Boxtops for Education. Do the same for Campbell's Labels and then work with Principal to decide on how dollars should be spent. This can be one individual or a committee.
Cultural Arts Program	Usually two to three people who over the summer evaluate and "hire" programs, authors, dancers, etc to come to our school to enrich the curriculum of our students. Also responsible for coordinating dates with the school calendar and managing the programs throughout the year.
DARE Liason	A 5 th grade parent willing to work with DARE officers to help put on the end of DARE assembly/dance in March in the gymnasium.
Ella Wink Dillon Scholarship	Two representatives to join the reps from the other schools to review applications and decide on the scholarship recipients. Most of the work is done April thru early June.
Family Night (Bingo)	Coordinate and run the Bingo family night in January.
Fundraiser, Fall Catalog	Coordinate and run the fundraiser in September. Responsible for collecting order forms, money and working with vendor for delivery.
Fundraiser, Others	Coordinate our ongoing fundraisers; ie: Bensi Nights, Roxy's month, BJ membership drive, Spiritwear.
Halloween Haunted Basement	Two to three individuals responsible for providing a great Halloween experience for our students. Work with class moms for refreshments after.
Holiday Shopping	One to two individuals responsible for ordering the items for the Holiday Shop (by June) and then running the shop, with lots of volunteers, during late November or early December.

Market Day	Work with Kennedy Elementary School to distribute monthly mini-catalogs and answer questions. Also be available to help with distribution at Franklin school one evening a month.
Membership	One to two individuals, who send out membership announcement in September, collect money, distribute membership cards and keep track of membership numbers.
Newsletter	One person responsible for collecting information from various committee chair people to put into a monthly newsletter that is published on the LR PTA website. http://www.roxbury.org/http://www.roxbury.org/lrs/pta.html
Parent Visitation Days	One person to coordinate a few parent volunteers to help direct parents to classrooms on Visit Day in November.
Phone Directory	Two or more individuals to collect family information, prepare an MS Word document and work with volunteers to assemble. Also responsible for collecting money and tracking orders.
Plant Sale	One or two people to work with nursery to deliver plants and run the sale, with volunteers in early May.
Publicity	One person responsible for gathering pictures of school events and submitting to the local newspapers.
Recycling, All Other	One or two people who will work to promote recycling in the school. Past programs include old sneakers being sent to Nike Reuse-a-Shoe, Plastic bottlecap collection, 6-pack ring collection
Recycling, Ink & Cell Phone	One person to be responsible to pack up the donated printer cartridges and cell phones and prepare the boxes for shipping. We receive money for the empty cartridges and old cell phones we send in to "Empties for Cash".
Reflections	One or more persons that will encourage the students to participate in the PTA Reflections program. Collect and log all entries, work with volunteers to hang all entries in the school. Work with Roxbury representative for the annual Arts Fair at Ledgewood Mall in March/April and coordinate the Reflections Family Night in April.
Room Parent Representative	Compile the list of interested parents to become Room Parents, solicit parents if needed and conduct the initial meeting in September before parents meet with the teachers they will be assisting.
6 th Grade Day Picnic	One or more individuals to work with Assistant Principal to coordinate the 6 th grade picnic at Horseshoe Lake and the dance that follows back at the gymnasium.
Sunshine	One person to send out greeting cards to staff on behalf of the PTA to

commemorate special occasions or to send condolences.

Teacher Appreciation - May

One or more individuals to coordinate Teacher Appreciation week activities and a luncheon for the teachers one day during the week.

Teacher Buffet -Sept

One or more individuals to coordinate a dinner (cooked by volunteers) for the teachers on the evening of Back to School night. Parents would prepare the pre-arranged dishes at home and chair people would manage the menu, paper products, drinks, etc.

Volunteer Coordinator

Using Excel template, one individual creates the mass volunteer list from the forms that parents fill out the first week of school. That person is also responsible for getting the Excel list of volunteers to each of the specific chair people for each event.

Yearbook

A committee of three or more responsible for managing the yearbook process. This includes collecting pictures from parents and teachers, managing orders and money, creating the actual yearbook and working with the vendor for delivery.