

## PTA Committee Descriptions

### Fundraising

- **Annual Fund:** This committee is responsible for facilitating a membership drive held at the beginning of the school year. The initial membership drive begins at the general PTA meeting held at Open House. Each committee member is responsible for helping the committee chairs as needed (which includes helping write thank you notes to all contributors and distribute decals).
- **Bingo Night:** This committee works with the committee chairs to coordinate details of this very popular family event. Duties involve soliciting donations for prizes, publicity, concession stand and set-up and take down logistics.
- **Book Fair:** This committee helps with the fall and spring book fairs, which include set up, check out during the book fair and clean up.
- **Brandon Jamboree:** This committee assists the co-chairs in planning this family day in the fall, which offers games, food, fun and entertainment for the entire Brandon community.
- **Corporate Sponsorships:** This committee works to establish long term local corporate sponsorships with Brandon.
- **Fun Run:** This committee assists with the planning of the annual Fun Run which takes place in the spring. Details involve general logistics, publicity, awards, t-shirt contest and set-up and take down.
- **Gift Wrap:** This committee assists the co-chairs in handling one of Brandon's largest fundraisers. This fundraiser is held during the beginning of the school year and work begins during pre-planning and continues throughout the beginning of the school year. These committee members may be asked to help with tallying, unloading when the order arrives and helping the co-chairs in general.
- **Read-A-Thon:** This PTA fundraiser takes place over a two week period after winter break. During Read-A-Thon, the children obtain sponsors and immerse themselves in books they enjoy. The committee works with the chairs to coordinate details for their classroom, hand out materials, encourage participation, tally books read and collect money earned.
- **Tree Sale:** This committee assists the co-chairs in coordinating the sale of trees, wreaths and other holiday items in early December.

### Operations

- **Accelerated Reader:** This committee works closely with the committee chair and with the media coordinator and serves as parent volunteers to assist with the program.
- **Art:** This committee works with the Art Liaison and the Art Teacher to display student artwork throughout the school.
- **Bus Liaison:** This committee facilitates bus routes and assists with general bus questions during the Celebration of Learning (Friday before school starts) and during the first few weeks of school.
- **Carpool:** This committee works with the committee chair to help facilitate carpool. This committee meets during the week of pre-planning and continues throughout the first few weeks of school. This committee helps provide carpool information at the Celebration of Learning and assists parents and faculty to ensure the first few weeks of carpool run smoothly.
- **Copy Parents:** This committee works throughout the school year to provide for the copying needs of the teachers. This position does require work during the week of pre-planning.
- **Fifth Grade Committee:** This committee works with the committee chairs to help organize and facilitate various fifth grade functions throughout the school year.

**Volunteers on this committee will be responsible for chairing a fifth grade event during the year.**

- **Grounds:** This committee is responsible for planning grade wide ground clean up days and works with the committee chairs on general grounds maintenance throughout the year.
- **Hospitality:** This committee helps with refreshments for all general PTA meetings, Principal's Chats and other school events as needed.
- **Interiors:** This committee works with the committee chairs to maintain and enhance the appearance of the interior of the school throughout the year.
- **Media Center:** This committee helps with the needs of the Media Center, which includes re-shelving books.
- **Room Parent:** The Room Parents work with the teachers to help coordinate parent volunteers for various events and activities specific to individual classrooms.
- **School Supplies:** This committee helps the committee chairs unload school supplies upon delivery and helps deliver school supplies to the classroom. A portion of this committee's work is during the week of pre-planning.
- **Special Services:** This committee works with the committee chair to assist parents with children who require special accommodation by the school (Speech Therapy, Occupational Therapy, Special Education and Challenge) in their interaction with the school system.
- **Teacher/Staff Appreciation:** This committee recognizes teachers and staff throughout the year. The committee members help with teacher luncheons and recognizing birthdays.
- **Teacher Workroom/Teacher Supplies:** This committee works with the committee chairs to help keep the teacher workroom organized and keep the teachers supplied with basic necessities throughout the school year. This job does require some work to be done during the week of pre-planning.
- **Wellness:** This committee works closely with the committee chairs, the PE teachers and others to help promote wellness issues, in addition to coordinating activities and events during Wellness Week in the spring.

## Community

- **Business Partnership:** This committee works closely with the chair to help coordinate school participation in incentive programs offered by various businesses.
- **Junior Achievement:** This committee offers a wonderful opportunity for those who are interested in seeing first hand how it feels to teach your child and his/her classmates in a classroom situation. Materials and easy to follow lesson plans are provided by Junior Achievement. Each classroom needs at least one parent to serve as their Junior Achievement representative.
- **Prospective Parents:** This committee is responsible for:
  - Planning and hosting two events (spring and fall) for prospective Kindergarten students and parents (our Kindergarten Ice Cream Social and our Kindergarten Coffee),
  - Coordinating and directing tours of the school for parents of prospective Brandon students, and
  - Providing prospective parents with packets of information regarding various school policies, procedures and PTA information.
- **Recycling:** This committee works with committee chairs, teachers and administration to help implement our school's recycling program. They also work to promote general awareness to students about being environmentally friendly.

## **In-house Communications and Events**

- **Bee Distribution:** This committee helps collate and distribute our school newsletter during the first few weeks of school. This committee helps with the Summer Bee distribution. It's a fun way to catch up with friends and help out the school at the same time!
- **Watchdog Dads:** This committee is responsible for helping implement the Watchdog Dad program throughout the school year.
- **Dads Breakfast:** This committee facilitates our Dads Breakfast, which is held in the spring.
- **Walk to School Day:** This committee works with the Walk to School Day chair to coordinate our Walk to School Days in the spring and fall.
- **Logo Items:** This committee sells Morris Brandon logo items throughout the year.
- **Yearbook/Historian:** This committee assists with school picture days (fall & spring), photography during the year and with publishing of the annual yearbook.