

PTA Committee Interest Sheet 2020-2021 School Year

Welcome to Unqua Elementary School. We are a large and active PTA and bring wonderful programs, workshops, events, and activities to our students. We hope to continue bringing fun and educational programs to our students this school year, but **we cannot do it without your help**. I know we are all very busy - but if everyone can give a few hours, we can make next year **amazing!** I promise you will feel more connected to our school. Read over the attached committee descriptions, and complete the form below. Please remember that only committee members will be emailed the sign-up genius to volunteer for an event and all committee chairs and members must be current PTA members. Feel free to contact me - I am happy to talk about where you can best help. Please help us enhance the Unqua experience for all our students by donating your time next year. Thank you in advance!

Cindi St. George - 516.382.2522
PTA President

RETURN INTEREST SHEET TO ROCKY MAILBOX AT 275 HARMONY DRIVE ****BY WEDNESDAY, JULY 8, 2020****

Name: _____ Phone: _____ E-Mail: _____

Grade(s) of your child(ren) as of September 2020: _____

***Please check if interested in being a committee member, committee chairperson or if current chairperson. If a current chair, please indicate if it is your first or second year.**

Committee Name	Member	Chair	Current Chair	Committee Name	Member	Chair	Current Chair
Apparel				Ice Cream Social			
Arts in Education				Kindergarten Committee			
Awards Committee				Legislation			
Back to School BBQ				Little Ladies Dance			
Blood Drive				Membership			
Book Fair				Mixed Bags			
Box Tops				Newsletter			
BOE/Budget				Outreach			
Boys Bash				Parenting & Family Life			
Bulletin Board				Parents Night Out			
Chocolates				PARP			
Council Delegate				Plant Sale			
Coupon Book	not	this	year	Photos			
Curriculum/Gifted				Reflections			
Grade Representative				School Supply Kits			
Habitat				SEPTA			
Halloween				Spelling Bee			
Harlem Wizards	not	this	year	Spring Fundraiser			
Health & Wellness				Staff Appreciation			
Helping Hands				Tickets			
Holiday Fair							

2020-2021 Unqua PTA Committee Descriptions

😊 Daytime Commitment 🌙 Evening/Flexible Commitment

APPAREL 😊🌙

Raise funds by selling Unqua apparel. Distribute flier, process/distribute orders, bookkeeping.

ARTS IN EDUCATION 😊

Bring educational and entertaining programs to Unqua. Preview shows, assemblies and programs of potential programs. Coordinate dates with Principal. Attend all programs. Attend Arts in Ed Workshop held in the spring.

AWARDS COMMITTEE 🌙

Choose recipients of various awards including PTA Honorary Life Awards. Members assess nominations, select winners, and plan Awards Ceremony to be held in June.

BACK TO SCHOOL BBQ 🌙

Coordinate the BBQ, select date/rain date, commission caterer, DJ, etc.

BLOOD DRIVE 😊🌙

Coordinate Blood Drive with Long Island Blood Center. Meet with class parents to coordinate contacting donors. You must be present on the day of the drive to ensure it runs smoothly.

BOOK FAIR 😊

Requires approximately one month of work surrounding the fair. Responsible for selecting vendor, set up, sale, clean up. This event coincides with PARP.

BOXTOPS 😊

Meet twice per month to collect, trim and bundle box tops for shipping, and manage incentives/contests.

BOARD OF EDUCATION/BUDGET 🌙

Attend BOE meetings and report issues back to Unqua PTA. Board meetings are in the evening and occur on average two times per month. Attend meetings pertaining to school district budget, and report issues to PTA. Budget meetings are FEB through MAY.

BOYS BASH 🌙

Coordinating and planning a family focused program for the boys and moms/significant others. Also involves working at the event, including setup and clean up.

BULLETIN BOARD 😊

Decorate and maintain the PTA Bulletin Boards in the lobby and by the cafeteria on a monthly basis.

CHOCOLATES 😊🌙

Order chocolate bars to sell at Back to School Night & other PTA events. Track and maintain all money collected.

COUNCIL DELEGATE 🌙

Attend Council Meetings once a month with other district-wide Delegates, PTA Presidents and Council Committee Chairs.

COUPON BOOKS 🌙

Raise funds by selling coupon books. Distribute orders, collect funds, bookkeeping.

CURRICULUM/GIFTED 🌙

Attend Council Curriculum meetings once a month in the evening and communicate district plans and programs to our PTA. Address parental concerns and direct them to administration when necessary.

GRADE REPRESENTATIVE 😊 😊

One Rep for K–3 and one for 4–6 are needed. Grade Reps must have previous experience as a class parent.

HABITAT 😊

This committee maintains the habitat. Raise funds through chocolate sale; weed and maintain the area.

HALLOWEEN 😊

Coordinating and planning a family focused program. Involves coordinating with vendor, working at the event, and setup/clean up.

HARLEM WIZARDS 😊

Plan and coordinate fundraising event. Work closely with vendor. Involves working at the event and selling merchandise and concession items with the help of committee members. Includes promoting event, setup and clean up.

HEALTH & WELLNESS 😊

Coordinate Red Ribbon Week in October and Walk to School Day/Scavenger Hunt in spring.

HELPING HANDS 😊 😊

Assist when called upon at PTA functions or provide refreshments/baked goods for PTA functions.

HOLIDAY FAIR 😊

Plan and coordinate the holiday fair. Responsibilities may include purchasing craft items and working the fair.

ICE CREAM SOCIAL 😊

Help plan and coordinate ice cream social for students at end of school year.

KINDERGARTEN ORIENTATION 😊

Coordinate Kindergarten Orientation in May and Kindergarten Playdate in August. With the help of committee members, distribute Kindergarten Lawn Signs and invitation for New Parent Welcome Tea, Class Parent Interest Sheet and Committee Interest Sheet in August. Coordinate New Parent Welcome Tea in September.

LEGISLATION 😊 😊

Work with Unqua PTA & Council to keep members informed. Meet with Council Representatives & work to review & recommend legislative resolutions that could eventually become part of New York State PTA's legal stand on a particular issue. Write letters to State Senators, Governor, etc. on issues concerning our children & school.

LITTLE LADIES DANCE 😊

Coordinating and planning a family focused program for the girls and dads/significant others. Also involves working at the event, including setup and clean up.

MEMBERSHIP 😊

Distribute PTA Membership flyers to all in the school. Record keeping and Bookkeeping done monthly. Coordinate committee members for Back to School Night by working table in Lobby, collecting forms & checks.

MIXED BAGS 😊

Raise funds by distributing Mixed Bags Catalog. Maintain orders (including online orders), collect funds, bookkeeping. Sort and distribute items to students.

NEWSLETTER 😊

Collect articles and photos from committees. Responsible for the layout and publication of the newsletter. Newsletter is eligible for Nassau Region PTA award. Must follow submission qualifications.

OUTREACH 😊 😊

Coordinate outreach programs, such as the fall coat drive, holiday toy collection, and mitten tree. Research and add new programs to support the community.

PARENTING & FAMILY LIFE 😊

Meet with Council Representative and coordinate activities set forth on family life topics. Organize the 6th Grade Student Directory with Council Representative.

PARENTS NIGHT OUT 😊

Plan and coordinate fundraising event. Choose venue and work with venue regarding all details of event. Manage ticket sales and all money collected. Collect and manage raffles.

PARENTS AS READING PARTNERS (PARP) 😊

Be creative in designing and implementing program that encourages children to read. Should attend PARP workshop given by Nassau Region PTA. PARP coincides with Book Fair.

PASTA NIGHT 😊

Plan and coordinate food vendor to be used, entertainment, ticket sales, raffles, set up and clean up. Ensure enough volunteers to work this event.

PLANT SALE 😊

Plan and coordinate selection of plant vendor for Unqua's annual plant sale held in October and April/May. Coordinate volunteers for delivery, set up, selling, and clean up. Organize and run two day sale for Student Plant Sale.

PHOTOS 😊

Responsibilities include acting as a liaison to the vendor responsible for photographing all students, and assisting on picture day as well as picture re-take day.

REFLECTIONS 😊

Encourage student participation in this National PTA competition. Distribute rules and information, collect student projects. Maintain logs of submitted projects, select outside judges, set up for judging at Unqua and coordinate awards ceremony. Organize and prepare projects to be brought to Nassau Region. Attend Reflections Workshop given by Nassau Region PTA.

SCHOOL SUPPLY KITS 😊 😊

Work with vendor to supply prepackaged supply kits to the students before the end of school year in June. Teachers supply grade specific lists. Order student planners for applicable grades. Attend Kindergarten Registration to hand out flyer to incoming parents.

SEPTA (Special Education PTA) 😊 😊

Meet with District SEPTA and report issues back to PTA. SEPTA is a separate PTA that addresses the issues of all students receiving any services, including speech, resource room, physical therapy, or occupational therapy.

SPELLING BEE 😊

Coordinate all activities related to the Unqua Spelling Bee in December.

STAFF APPRECIATION 😊

Coordinate and supervise luncheon (day before school opens) for staff. Also coordinate events for Teacher Appreciation week in May. Members assist in baking and serving at functions.

TICKETS 😊

Coordinate and organize group ticket sales for sporting/family events for our Unqua families. Events/dates of functions to be determined by PTA President. Work with ticket sale representative to create flyer to distribute to families. Collect orders and money. Sort and distribute tickets if applicable.