

**PTA Committee Interest Sheet
 2023-2024 School Year**

Hello 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!** We promise you will feel more connected to our school and the children. Read over the attached committee descriptions, and complete the form below. Please remember that only committee members will be emailed the signup genius to volunteer for an event and all committee chairs and members must be current PTA members. To volunteer at Field Day, you must actively volunteer for one committee during the year. Feel free to contact us - we are 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.

Stacey Hock, PTA Co-President - (718) 781-8519 or Tracy Bisceglie, PTA Co-President - (516) 270-4972

**RETURN INTEREST SHEET TO PTA MAILBOX IN SCHOOL or
 ROCKY MAILBOX AT 446 Unqua Rd, Massapequa, NY 11758**

******BY Wednesday, June 21, 2023******

Name: _____ Phone: _____ E-Mail: _____

Grade(s) of your child(ren) as of September 2023: _____

***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				Holiday Fair			
Arts in Education				Ice Cream Social			
Awards Committee				Kindergarten Committee			
Back to School BBQ				Legislation			
Blood Drive				Little Ladies Dance			
Book Fair				Membership			
Box Tops				Newsletter			
BOE/Budget				Outreach			
Boys Bash				Parenting & Family Life			
Bulletin Board				Parents Night Out			
Cards for a Cause				PARP			
Chocolates				Pasta Night/Pizza Kits			
Council Delegate				Plant Sale			
Coupon Book				Photos			
Curriculum/Gifted				Reflections			
Field Day				School Supply Kits			
Grade Representative				SEPTA			
Habitat				Social Media			
Halloween				Spelling Bee			
Harlem Wizards				Spring Fundraiser			
Health & Wellness				Staff Appreciation			
Helping Hands				Technology Committee			

2023-2024 Unqua PTA Committee Descriptions



Daytime Commitment



Evening/Flexible Commitment

APPAREL 🤔🤔

Raise funds by selling Unqua apparel. Work on designing new items, create 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 held in June.

BACK TO SCHOOL BBQ 🤔

Coordinate the BBQ, select date/rain date, create flyer, commission caterer, DJ, monitor ticket sales, 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. Work with Scholastic, set up, sale, clean up. This event coincides with PARP, and usually runs at the end of January.

BOXTOPS 🤔

This program is digital. Promote participation, manage incentives/contest. Deposit check 2x/year.

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 held 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, creating flyer, and monitor ticket sales.

BULLETIN BOARD 😊

Decorate and maintain the PTA Bulletin Boards in the lobby and by the cafeteria 4x a year.

CARDS FOR A CAUSE 🤔

Raise funds by distributing Cards for a Cure Flyer. Maintain orders (including online orders), collect funds, bookkeeping. Sort and distribute items to students.

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.

FIELD DAY 😊

The Field Day committee chair will work closely with building administration and gym teachers to book school-wide entertainment/Field Day stations/schedule and a DJ. Create and collect Field Day parent volunteer sheets (all volunteers need to be verified as PTA members and have volunteered at one event during the year.)

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. Continue trying to fill in our painted rock path. Weed and maintain area.

HALLOWEEN 🍁

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

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, creating a flyer, monitor ticket sales.

MEMBERSHIP 🍁

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

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.

PARP (PARENTS AS READING PARTNERS) 🍁

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 in January.

PASTA/PIZZA NIGHT 🍁

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

Pizza Night – Organize sales of pizza kits and manage pickup.

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.

SOCIAL MEDIA 😊

Help increase Unqua PTA's social media presence, create Instagram account, post event photos.

SPELLING BEE 😊

Coordinate all activities related to the Unqua Spelling Bee in January, and proctor online exam for winner in February.

STAFF APPRECIATION 😊

Coordinate and supervise luncheon (day before school opens) for staff. Also coordinate events for Teacher Appreciation week in May.

TECHNOLOGY COMMITTEE 😊

Help chairs create and update forms, flyers and trackers needed to run events. Looking for experience with any or all of the following, Google Drive, Website design/maintenance, Excel, PowerPoint, Word, Canva. Help digitize the PTA by moving paper artifacts to a google drive and thumb drives.