

Birch School PTA

992-7250

PLEASE, YOUR CHILDREN
NEED YOUR HELP TO KEEP
THESE COMMITTEES GOING!
EVERY LITTLE BIT HELPS,
ALL THEY NEED IS SOME TIME.

Dear Parents/Guardians and Teachers:

We are looking forward to a happy and successful 2011-2012 school year with many programs and activities offered to the children and parents of Birch. The availability and success of these programs depends solely on the amount of volunteers who sign up to either chair a committee or simply want to help with a committee. Birch PTA needs your support and interest to keep these wonderful programs alive.

Attached is a listing of committees sponsored by Birch PTA. Please read them over and fill out the Committee Preference List indicating the committees you are interested in serving on. We would like to have everyone involved in some capacity, and we welcome any amount of time you can give to our school and students.

By March 30, 2011 your preference sheet should be returned to school via the PTA mailbox.

The following information may help you with your choices.

- All chair terms are limited to **2 years**. (**EXCEPTIONS**- See 6th grade committee descriptions for their specific regulations.)
- Chair preference will be given to new volunteers who now wish to chair over past chairs who have already fulfilled their 2-year term. If no one has volunteered to chair a committee, the present chair(s) will have the option to chair that committee again.
- **Anyone currently chairing a committee and wishing to do so again must fill out this form.**
- If you are chosen to be a Committee Chairperson, you will be part of the PTA Executive Committee, which meets periodically throughout the year, you need to attend PTA meetings.
- As a committee chair, you will be assigned an Executive Committee Advisor who will be available to offer any advice or guidance pertaining to your committee should the need arise.
- Please indicate with a “**C**” if you are interested in chairing a committee.
- Please indicate with a “**V**” if you are just interested in helping out with that committee.

Should you have any questions, suggestions or comments, please call. We are always available! We can also be emailed at info@birchschoollpta.org.

With our sincere thanks,

Lori Tanico (508-6527)
Co-President PTA

Sigal Negrin (867-8067)
Co-President PTA

Birch PTA

COMMITTEE DESCRIPTIONS

Please keep in mind that there are plenty of experienced chairpersons available to help walk you through each phase of your committee. Don't be intimidated and therefore not volunteer! We need YOU!!

BACK TO SCHOOL PICNIC: Chairperson and volunteers needed to plan and organize September's Welcome Back to School picnic. Must be available for some summer planning.

BEAUTIFICATION COMMITTEE: Chairperson and volunteers needed to maintain, plan and organize the gardens and any projects for the year that fits within the budget that needs repair, replacement or updating. Send out Brick order forms for Personalized Brick Pavers for front courtyard of Birch School. Coordinate with brick vendors to order and install bricks throughout the school year. Must be available for some summer planning.

BIRCH BOUTIQUES: Chairpersons and volunteers are needed to plan our two day Holiday gift sale in Dec. and June. Will need to order, receive, price and display gifts. Chairs will also be responsible for organizing volunteers to set-up and help the children with their gift selections.

BOOK FAIR: Chairpersons and volunteers are needed to coordinate the fairs with the vendor and the school, set-up, help the children make-their **selections** and break down the fairs. The book fairs are two days and one evening each in November and March/April.

BULLETIN BOARD: Chairperson and volunteers are needed to maintain a calendar of monthly events located in the school lobby and to create an ever-changing display of Birch School events with pictures and descriptions of functions.

CAFÉ BIRCH COORDINATOR: (3-5 needed) Chairpersons are needed to oversee Monthly lunch orders via the web site www.orderlunches.com. Responsibilities include negotiating lunch menu items and pricing with local vendors, printing of daily class lunch orders, and to oversee the lunch program in general. Must have access to a computer to handle ordering issues.

CALLIGRAPHY: Chairperson and volunteers are needed throughout the year to use their skill for various committee assignments, including the Sixth Grade Diploma's.

COOKIE DOUGH SALE: Two chairpersons and volunteers needed to take orders and distribute for December holidays.

CULTURAL ARTS: Seven chairpersons are needed; one per grade, to plan and organize class trips and grade level events with teachers and outside facilities. Must be willing to accompany grades on specific field trips.

DANCE COMMITTEE: Chairpersons and volunteers needed to plan one or two dances throughout the school year.

EDUCATIONAL SUPPORT COMMITTEE: Chairpersons and volunteers needed to provide information, resources and activities for children/families in our special needs community throughout the year.

END OF YEAR DINNER: Chairpersons and volunteers are needed to arrange a dinner, coordinate plans and process invitations for this annual event, which is held at a restaurant/catering hall in May.

FALL FESTIVAL: Chairpersons and volunteers needed to organize a Festival in which activities are provided for all Birch families.

FAMILY FUN: Chairpersons and volunteers are needed to coordinate family activities throughout the year.

FOUNDERS DAY: Chairpersons and volunteers needed. Chairpersons are usually past recipients of this award, which recognizes teachers, parents and community members who have gone “above and beyond” for our children. Coordinate meetings to plan the February evening’s event. Must be comfortable working with teachers and administration.

FUN STUFF COUPON BOOK SALE: Chairpersons and volunteers needed to distribute and collect payments for the sale of Fun Stuff Coupon Books at beginning of school year.

GIFT WRAP: Chairpersons and volunteers are needed to organize, collect and tally order forms. Must be available to oversee delivery and disbursement of orders in November.

HEALTH AND SAFETY: Chairperson and volunteers needed to address health and safety issues. Must be willing to attend district meetings (2 or 3 per year), occasional lectures and inform PTA members at large at general session meetings.

HOSPITALITY: Chairperson needed to provide refreshments for PTA Class Captain Tea, PTA Parent/Principal breakfast meetings and PTA meetings when requested.

LIFE LONG READER: Chairperson and volunteers are needed to organize committee and plan events to support the love of reading. Works closely with staff to execute ideas. Also works collectively with PARP committee – see below.

LUNCH: Four chairpersons are needed for each lunch day, Monday through Friday. Twenty are needed in total. **Once a month**, chairperson will need to coordinate volunteers to help serve lunch on the scheduled day. Hours are approximately 10:45am to 1:15pm. You may chair more than one day if desired. Volunteers are needed to help serve lunch from 11:00am to 1:00pm. Volunteers choose the day they prefer to serve and the frequency. Volunteers may also choose more than one day to help serve lunch.

MEMBERSHIP: Volunteers are needed to assist the VP of Membership. Responsibilities may include manning tables in the school lobby during Back-To-School Night and helping to process and distribute membership cards.

PARP – (PARENTS AS READING PARTNERS): Chairpersons and volunteers needed to develop a program that involves parents and staff in encouraging children to become life-long readers in March/April. Works collectively with Life Long Reader committee.

PENNY AUCTION: Chairpersons and volunteers needed to organize our annual Penny Auction for all families. Responsibilities include collecting items from Birch families, teachers and community to be auctioned off as well as running the auction itself.

PIE COMMITTEE: Chairpersons and volunteers needed to coordinate orders with vendor and families for Thanksgiving delivery.

PLANT SALE: Chairpersons and volunteers need to organize our annual May plant sale. Responsibilities include ordering, pricing and selling plants to the children, parents and staff over a 2-day period.

PUBLIC RELATIONS: Chairperson and volunteers are needed to assist the VP of Public Relations.

REFLECTIONS: Chairperson is needed to promote the National PTA Cultural Arts competition, starting in November and concluding in February at Founders Day. Children submit entries in art, music, photography and literature addressing an annual theme. Must arrange for promotion, judging and displaying of items submitted.

SCHOOL PICTURES: Chairpersons and volunteers are needed to arrange, distribute and collect order forms and payment for school pictures. Must be on hand during school picture day (usually in October), picture make-up day in January, and for Graduation diploma and yearbook photo days. Aids photographer in organizing students on these days.

SCHOOL SUPPLIES SALE: Chairpersons and volunteers are needed to work with vendor, distribute/tally order forms at the end of the school year for sale of school supplies. Must be available to distribute ordered supplies to families.

SIXTH GRADE COMMITTEES: Preference will be given to those who have previously chaired other PTA committees. Please submit your name anyway, in the event that no PTA chairpersons have applied.

- **Graduation:** Chairpersons and volunteers are needed to plan and decorate room, honor outgoing active PTA parents, order diploma covers. Takes place in June.
- **Fund Raising:** Chairperson and volunteers needed to plan various events to raise funds for 6th grade activities.
- **Dance/Party:** Chairpersons are needed to initiate, plan, coordinate and run the dance/party. Chairpersons are chosen in May of the previous year so they may help with and chaperone the present 6th grade dance. Volunteers are needed to assist the chairs in planning, decorating, etc. Takes place in June.
- **Picnic:** Chairpersons and volunteers are needed to plan annual outing, working with teachers, coordinating parental supervision, arranging for food, etc. Takes place in June.
- **T-Shirts:** Design T-shirts and oversee ordering and distribution.
- **Yearbook:** Create lasting mementos for the graduating class. Will work closely with staff. Computer knowledge is mandatory. Runs September through March.

SNACK SHACK: Chairperson needs to run Snack Shack and coordinate volunteers to distribute snacks ordered through orderlunches.com during all lunch periods on Tuesdays. Volunteers needed to distribute snack shack items.

SPORTS NIGHT: Chairpersons and volunteers are needed to plan and run an evening of physical activities for parents and children by grade level. Four to five scheduled evenings between October and April. Will work closely with Physical Education teachers.

STAFF RECOGNITION DAY: Chairpersons and volunteers are needed to organize an in-school luncheon to honor the Birch staff in May.

S.A.D.D. (STUDENTS AGAINST DESTRUCTIVE DECISIONS)/COMMUNITY SERVICE: Character education-based activities and fund raising towards students making healthy decisions. Help coordinate various school “drives” benefiting local and non-local individuals or organizations that are in need i.e. Coats, school supplies, toiletries, shoes, food, etc. Program will run throughout the school year. These are volunteer positions only. Volunteers will be working alongside Mrs. Robyn Fruchter, Birch CSW.

SWEATS AND TEES: Chairperson and volunteers needed to organize, place and distribute orders in the Fall or Spring.

THEATER RESIDENCY: (Incoming 5th and 6th Grade Parents) Chairpersons and volunteers needed to work on “school play”. Responsibilities include choosing play, assisting and/or directing, coordinating role assignments, rehearsal schedules & performance dates.

VENDOR BOUTIQUE: Chairperson and volunteers needed to coordinate a Birch Community Vendor boutique in the fall.

VOLUNTEER PROGRAM COORDINATOR: Chairperson needed to work with District office and the District Volunteer Program to place parent volunteers within the Birch School.

WEBSITE MAINTENANCE: Chairperson needed to update the www.birchschooldpta.org web site with current information, flyers and any other School/PTA news. Must have software experience.

WELCOME WAGON: Chairperson needed to welcome new families to the Birch School, make sure they received PTA information and encourage them to volunteer at one of our many events.