

## COMMITTEE DESCRIPTIONS

Committee	Description
Arbor/Garden	Coordinate and help with development and planting of the Environmental Center. Work closely with the PTA Board and Principal.
Art Show Committee	Assist Art Teacher with set up and organization of art work.
Baking	Prepare baked good for PTA functions. Any chairperson may call on the Baking Committee for a specific event The PTA Board can call on Baking Committee for refreshments at PTA general meetings.
Blimpie (Fundraiser)	Distribute orders of sandwiches.
Class Parent Captain	Coordinates the phone chain during inclement weather. Meets with all class parents to go over duties of each and working of the phone chain. Update phone numbers when necessary. Will be responsible for organizing events with the class parents, communicates with teacher regarding any PTA sponsored class trip, class party, needs, etc. In order for fundraisers such as pizza and Blimpie to be successful, the class parent captain must be available periodically to distribute food at lunch (one hour of time).
Class Parents	The class parents will be selected from “the hat.” This is the fairest method. A set number of parents will be selected for each class. In order for fundraisers such as pizza or Blimpie to be successful, the class parent must be available periodically to distribute food at lunch (one hour of time). This does not pertain to Kindergarten parents. If you are a working parent, anyone who is a PTA member can work pizza or Blimpie in your name (grandparent, sister, uncle). Pizza or Blimpie duty is generally once every six or seven weeks. The class parent will also be part of the phone chain when school opening is delayed or closed. The class parent will also be first asked as chaperone for any PTA sponsored class trip, if a chaperone is needed. This is decided by each teacher.
Dr. Suess Day / Read Across America	Coordinate with the Principal readers to come into the school to read to the children. Plan events throughout the day for Read Across America.
Faculty Appreciation Week	Purchase and set up food for faculty and staff each day during this week.
Faculty Feast	Plan and coordinate an after school luncheon/dinner for teachers and staff.
Field Day	Coordinate games and events with gym teacher. When funds allow, order t-shirts.
Gertrude Hawk (Fundraiser)	This is a fundraiser during the holiday season. Help distribute forms and then orders.
Halloween Party	Coordinate a Halloween party for the children. This includes scheduling a DJ, snacks, crafts, etc.
Healthy Snack Sales	Help sell and distribute healthy snacks to the children during lunch.
Holiday Boutique	Purchase and wrap merchandise over several months. Set up and take down of items. Help children with gift selection and purchases. This is a two day event. Take inventory for the following year.
Home Interiors Candles (Fundraiser)	This is a 3 <sup>rd</sup> grade fundraiser. This is to raise funds toward the 3 <sup>rd</sup> end of year party or trip.
Host/Hostess – 2/3 Concert	Purchase supplies. Can call on the Baking Committee for refreshments.

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<b>Committee</b>	<b>Description</b>
Host/Hostess – Art Show	Purchase supplies. Can call on the Baking Committee for refreshments.
Host/Hostess – Back to School/Orientation	Purchase supplies. Can call on the Baking Committee for refreshments.
Host/Hostess – K/1 Concert	Purchase supplies. Can call on the Baking Committee for refreshments.
Kids Art Cards (Fundraiser)	Coordinate with the Art Teacher each student completing a card. Parents can then choose to purchase note cards with their children’s art work.
Kids Stuff Books (Fundraiser)	Help distribute books and collect monies.
Pizza (Fundraiser)	Distribute orders of pizza slices.
Plant Sale-Mother’s Day (Fundraiser)	Distribute, collect and tally order forms. Arrange for delivery and oversee pick up of orders.
Poinsettia Sale (Fundraiser)	Distribute, collect and tally order forms. Arrange for delivery and oversee pick up of orders.
Reflections – Arts in Education	Responsible for completing and sending appropriate paperwork to the County. Also responsible for distributing all information to all students, collecting all entries and submitting the entries to the county.
Salley Foster (Fall Fundraiser)	Distribute order sheets, encourage folks to go online to order directly. Collect and tally orders. Distribute merchandise.
Scholastic Book Fair	
School Pictures	Coordinate schedule of picture times, distribute order forms and completed packages when delivered. Also, schedule re-takes.
School Spirit Wear (Fundraiser)	Coordinate with distributor, distribute order forms, collect monies and distribute orders
School Spirit Week	Organize with Principal dates for crazy hat, crazy hair, pajama, mismatch and school spirit (bulldog) days.
Spring Candy (Fundraiser – Gertrude Hawk or Lee Sims)	Coordinate with Lee Simms or Gertrude Hawk, distribute order forms, collect monies and distribute orders.
Spring Egg Hunt	Purchase goodies for egg hunt and fill eggs. Set out for children to find. Purchase 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> prizes for each grade.
Stinger Cash-o-la (Fundraiser)	Go to dinner at Stingers on a scheduled day. Say you are there for Washington School and a percentage of your bill will be given back to the school! EASY EASY EASY
Third Grade Events	Volunteers needed from the third grade parents to plan a “moving up” party, possibly schedule a trip, schedule a photographer to take a photo. A copy of the picture is given to the school for display. Smaller copies are offered to the students at a reduced cost.
Valentine’s Dance	Coordinate a Valentine’s Day Party for the children. This includes scheduling a DJ, snacks, crafts, etc.
Walk-a-Thon (Fundraiser)	A FUN fundraising activity for the kids to participate. We need volunteers to supervise the kids during this event.