

# Volunteers Needed



## The Signal Hill PTA is now forming committees for the 2018-2019 school year and WE NEED YOUR HELP!!!

At Signal Hill we strive to enhance the school experience of all children. With the help of dedicated parent volunteers we bring wonderful programs and events that help build character and a strong sense of community. The majority of our fundraised money pays for our children's wonderful Arts in Education assemblies including the year-end Circus program. We know these programs cannot succeed without your help.

Whether you stay-at-home, work-at-home or commute to work, we know that parental involvement is important and the key to your child's success at school. Therefore, with over 50 programs being offered throughout the school year we are confident that you will find a program that fits your schedule.

To volunteer...

- 1- Please review the attached packet to see what committees you might be interested in for the 2018/19 School year.
- 2- Once you have made your selection(s), please **print** the "Sign Me Up" form on the last page and **return** to the PTA drawer as soon as possible.
- 3- Please remember that if you have been on a committee and would like to continue working on it for the following year, you must still submit a form.
- 4- Once Committee Selection is complete you will be contacted by one of the PTA Presidents or Vice-Presidents.
- 5- There will be a **mandatory** Council Standing Committee Representative meeting on Thursday September 13, 2018 at 10:30am and a Committee Chairperson meeting on Monday, September 17, 2018 at 9:30am.

Volunteers are a precious resource that we cannot afford to lose. We thank you in advance for your willingness to volunteer and your continued efforts toward the success of the Signal Hill PTA.

If you have any questions please contact **Michelle Cooke:** [Cookemichelle39@gmail.com](mailto:Cookemichelle39@gmail.com) or **Elizabeth Saitzyk:** [elizait@gmail.com](mailto:elizait@gmail.com)

# COMMITTEE DESCRIPTIONS

The following are brief descriptions of the responsibilities involved for each of our committees for the 2018/2019 school year:

## **COUNCIL STANDING COMMITTEES – PTA Executive Board**

All Council Standing Committees require attendance at a Half Hollow Hills PTA Council District meeting once a month and a follow up verbal report at our monthly PTA meetings. Unless noted otherwise in the description, the meetings are during the school day at The Fran Greenspan Administration Building (CO).

**BUDGET:** Involvement in the HHH school budget includes assessing the needs of the children and our school and making our budget needs and concerns known at the monthly meeting. Members review all aspects of the HHH District school budget. Meeting includes members of the Board of Education and Administration.

**COMMUNITY AWARENESS:** Members discuss important issues of concern to the HHH community such as safety, environment, zoning and traffic issues. May be involved in mobilizing the PTA for action on certain issues.

**DIVERSITY:** This committee works to promote cultural respect and understanding in regard to the vast diversity of cultures in our district. Members assist in organizing the district-wide Unity Fair held in March.

**EDUCATION:** Educate the PTA on the various concerns related to educational issues. Curriculum, class size, legislation and its effects on education, etc. are discussed at monthly meeting.

**FACILITIES:** Committee meets to discuss the condition and use of school grounds and buildings in the district and how it affects Signal Hill PTA.

**LEGISLATION:** Participate in idea sharing discussions on current trends in legislation and how it impacts our children. Members help organize district wide “Meet the Candidate Night.” Lobby local and state officials to inform them of PTA stance on key issues.

**PARENT RESOURCE CENTER/ TASK FORCE (PRC):** Brings issues of concern to parents, educating them through workshops on a variety of topics. Examples of such workshops include discipline, homework skills, bullying and raising drug-free children. **There are some evening meetings.**

**PUBLICITY:** Maintain and update Signal Hill PTA website on a weekly/bi-weekly basis. Participate in monthly on-line meetings. There is one in person meeting in September

**SCHOOL BOARD REPRESENTATIVES:** Attend **evening** School Board meetings which are held monthly at district schools. Be the first to find out what is happening in our district!

**SPECIAL EVENTS:** Promotes all PTA Council Special Events such as Founder's Day, Fall Novelty Sale etc. Organizes fun and exciting events to fund Half Hollow Hills Scholarships. **This committee meets during evening hours.**

**TRANSPORTATION:** School bus safety issues are addressed as well as bus routes, and transportation laws. Act as a liaison for parents with transportation concerns/problems in the district.

**WHOLE HEALTH:** Committee promotes student wellness with school lunch improvements, elevates awareness of healthy snack choices, allergy awareness and the importance of physical activity.

## SCHOOL COMMITTEES

**BOX TOPS FOR EDUCATION/SCHOOL REWARDS:** Responsible for collection and processing of box top labels to earn rewards for our school. Responsible for organizing and promoting community "Give Backs" like Amazon Smile, , Shoparoo, Tyson Project A+, Stop & Shop A+ School Rewards,...etc.

**BIRTHDAY CLUB:** Send birthday cards to each student in the school and information about purchasing book in honor of their birthday. Process parent requests for donation of books to school library in honor of their children's birthdays.

**BY-LAWS/PARLIAMENTARIAN:** Have knowledge of PTA by-laws and Robert's Rules of Order for reference at monthly school PTA meeting.

**CAFETERIA HELP:** Organize volunteers to assist Kindergarten students in cafeteria during first week of school. *No Kindergarten parents please.*

**HOSPITALITY:** Responsible for assigning or purchasing, set up and clean up of refreshments at PTA meetings and occasional special events. Maintain organized PTA closet and keep stock of hospitality items such as coffee, cups, plates, etc.

**GRANT WRITERS:** Responsible for locating and responding to Request for proposals (RFPs) and funding opportunities that are available from National PTA and other organizations.

**LITERACY NIGHT;** Committee will work closely with teachers and school administration to develop a fun family night focused on literacy. School Administration is the lead and PTA provides support.

**MEMBERSHIP/BOUTIQUE SALES:** Encourage parents and faculty to join PTA. Organize, sell and process PTA cards. Organize and promote sale of Signal Hill Notepads, Magnets and Envelopes. *Must attend PTA meetings.*

**MEMORY BOOK:** Committee prepares the school yearbook for publication, as well as taking and distributing orders. Responsible for attending each event and taking the pictures to be included in the Memory Book.

**PICK A READING PARTNER (PARP):** Organize and Implement NYS PTA's reading program at Signal Hill. Generates flyers, plans in-school assembly and activities to encourage reading between parents and children. This event takes place for two weeks.

**PTA ONLINE STORE:** Committee members will help develop and maintain online store. Committee will also assist in distribution of online products.

**SEASONAL DECORATING/ BIRTHDAY BULLETIN BOARD:** Decorate entrance hallway for fall, winter and spring seasons. Maintain two PTA bulletin board: a. PTA information bulletin board with information about PTA events. B. Birthday bulletin board, design and maintain a bulletin board to display the names the children celebrating each month. Bulletin board updates are monthly

**SCHOOL BEAUTIFICATION:** Provide ways for students and families to beautify the Signal Hill Elementary school.

**SPIRIT WEAR:** Create flyer, process orders for and distribute Signal Hill themed clothing in conjunction with Spirit Days. Spirit Wear is sold throughout the year.

## **PTA EVENTS AND FUNDRAISERS**

**BACK TO SCHOOL SUPPLIES:** Distribute flyers, take orders (May-June) and distribute Back to School Supply Packs in August.

**BLOOD DRIVE:** Organize class parents and work with representative from Long Island Blood Services to conduct Signal Hill's Annual Blood Drive. Help to organize and supervise the "Little Doctor's Program" for the Blood Drive.

**BOOK FAIR – FALL:** Committee will create and distribute flyers, organize volunteers, set up and pack up Scholastic Book Fair. *Must attend all 5 days of the book fair.*

**BOOK FAIR - SPRING:** Committee will create and distribute flyers, organize volunteers, set up and pack up Scholastic Book Fair. *Must attend all 3 days and one evening of the book fair.*

**CIRCUS WEEK:** Coordinates week-long, school wide circus skills program with Physical Education dept. The week ends with a very special evening performance put on by the 5<sup>th</sup> grade.

**CLOTHING DRIVE FUNDRAISER:** Organize a clothing drive to earn funds for the PTA using one of the clothing drive fundraising programs such as A&E Clothing Corp.

**FALL FUN NIGHT:** Committee organizes this October evening event, featuring fun fall-themed family activities.

**FAMILY ARTS AND CRAFT NIGHT:** The committee organizes an evening of fun family friendly arts and crafts activities for all ages. Committee also organizes snacks and drinks for the evening.

**FAMILY FUN DAY:** Committee will decide to do a family activity; either movie day, bowling, miniature golf, or laser tag. Sell and distribute tickets for this fun day in November (on a day when school is not in session such as Veterans Day).

**FAMILY PICNIC:** Back to school event with DJ and lots of fun for students, parents and teachers. Organize flyer to pre-order pizzas for night of event.

**FEBUARY NOVETLY SALE:** Committee will sell fun novelty items in the school cafeteria. Must be available all four days of sale

**FIFTH GRADE EVENTS:** Committee organizes car wash, 5<sup>th</sup> grade fun night and end-of-year events for the 5<sup>th</sup> grade children. Committee will also organize three to four community service events for fifth graders to participate in at school.

**FIELD DAYS:** Committee coordinates end of year, outdoor activities with Phys. Ed. Dept. Phys. Ed. Dept. is the lead for this event. PTA provides support.

**FALL FUNDRAISER:** Organize and Coordinate the Fall Fundraiser (as selected by the Executive Committee). Promote, process and distribute orders in September.

**FALL PLANT SALE;** Organize and coordinate plant sale orders and volunteers. Volunteers will need to be available one day afterschool for plant pick ups.

**HOLIDAY BOUTIQUE:** Order and set up merchandise, organize volunteers to help students shop at boutique prior to holiday season. ***Must be available all days of boutique sale. (Three days)***

**KIDINGO:** Will not take place during the 2018-2019 school year

**KIDS ARTWORK FUNDRAISER:** Organize and Coordinate a fundraiser where student's art work is turned into memorable family keepsakes. Promote, process and distribute orders. (Spring)

**JUNE STAFF RECOGNITION LUNCHEON;** Committee orders food, sets up, cleans up and organizes parent volunteers for staff luncheon during June on a half day of school

**MAKERS ROOM DONATION DRIVE:** Organization the collection of donated items by families for the students Makers room space based on information from school administration of needed items. This drive should take place one week in November/ December.

**MULTICULTURAL DAY:** Committee will assist students learn about different countries and cultures during the day.

**NEW PARENT GATHERING:** Help mail out invitations, organize volunteers to help with a tour of Signal Hill School, set up and clean up snack table, for this *end of August* event.

**PHOTO COMMITTEE:** Committee coordinates and supervises picture days at the school including Fall and Spring Photo Days, 5<sup>th</sup> grade aerial, retake day and club photos.

**REFLECTIONS:** Works within NYS PTA guidelines to organize Signal Hill's student arts competition. Collects entries, organizes volunteers for judging and processes winners for competition at county and state levels. Will also organize an awards ceremony for all student participants at the June PTA general meeting.

**SEPTEMBER STAFF BREAKFAST:** Order food, set up and clean up. ***Takes place the week before school starts.***

**SPIRIT WEEK:** Organize one week in the spring for children to wear school colors, purchase and distribute special healthy snacks & drinks to all classes.

**SPRING FLING:** This committee organizes our very important and super fun dinner/dance. Sub committees will work under chair people to select the theme, site and entertainment, solicit for and wrap donations for raffle.

**SPRING GARDEN BOUTIQUE:** Organize and coordinate volunteers for Mother's Day Plant Sale. This sale will take place in school gym. ***Must be available all days of plant sale (three days).***

**STEM FAIR:** Organize volunteers to assist students at school run STEM fair. ***Must be attend all days of the STEM fair.***

**SALUTE TO SUPPORT STAFF/ BUS DRIVER:** Plan, set up and clean up breakfast for Signal Hill support staff.

**TEACHER APPRECIATION WEEK:** Organize one week of activities to show teachers that they are appreciated.

**THEATER FUNDRAISER:** Committee will organize a theater fundraiser with one of the local theaters such as John W. Engeman or another local theater company.

### **KINDERGARTEN EVENTS**

**REGISTRATION:** Coordinates small group of volunteers to assist school office in greeting parents and children and set up snack table. No entering Kindergarten parents please.

**SCREENING:** Assist school office in greeting parents and directing children to screening rooms. No entering Kindergarten parents please.

**ORIENTATION:** Assist or organize volunteers to greet parents, provide, set up/clean up refreshment table.



**Signal Hill PTA**  
**www.signalhillschoolpta.org**  
**SIGN ME UP!**

***YES, I am interested in serving on one or more of the PTA committees/events for the 2018-2019 school year.***

- I have read the description of the committee and am able to meet all the obligations for each committee.
- I am a paid PTA member
- I will attend the mandatory committee meeting(s) and will abide by guidelines set forth by the Signal Hill PTA.
- I understand that my name and home phone number will be printed in the Signal Hill PTA Directory.
- I understand that my name will be listed on the Signal Hill PTA website and may be linked to my email.
- I understand that any contact information listed on the flyers will be posted to the website.

NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE (will not be posted): \_\_\_\_\_

EMAIL \_\_\_\_\_

***Print and return by June 22, 2018 to:***

**Signal Hill Elementary**  
**ATTN: PTA Drawer-Committees**  
**670 Caledonia Rd.**  
**Dix Hills, NY 11746**

Please indicate the maximum number of committees you would like to participate in: \_\_\_\_\_

Please list the events and/or committees that you would like to be on next year in order of preference:

<b>COMMITTEE/EVENT NAME</b>	<b>CHAIRPERSON</b>	<b>MEMBER</b>
1. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>

**COUNCIL STANDING COMMITTEE**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**QUESTIONS?** Please call or email **2018-2019 PTA Co-Presidents**  
Michelle Cooke: [Cookemichelle39@gmail.com](mailto:Cookemichelle39@gmail.com) or Elizabeth Saitzyk: [elizait@gmail.com](mailto:elizait@gmail.com)