

BECOME A VOLUNTEER - MAKE A DIFFERENCE



**The Signal Hill PTA is now forming committees  
for the 2019-2020 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 2019/20 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 Monday, September 12, 2019 at 11:00am and a Committee Chairperson meeting on Monday, September 16, 2019 at 11:00am.

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:  
**Elizabeth Saitzyk at 631-385-7126 [littlerachelrose@hotmail.com](mailto:littlerachelrose@hotmail.com)**  
and  
**Gilit Stein at 917-371-9703/ [Gilit4pta@gmail.com](mailto:Gilit4pta@gmail.com)**

# COMMITTEE DESCRIPTIONS

The following are brief descriptions of the responsibilities involved for each of our committees for the 2019/2020 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 the meetings are held 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. This meeting is generally held on a Thursday morning.

**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. This meeting is usually held on a Monday morning.

**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 on March 29, 2020. Must be available March 28<sup>th</sup> & 29<sup>th</sup>. Meets once a month usually on Thursday mornings at 10am.

**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. This meeting is usually held on a Friday morning at 10am

**FACILITIES:** Committee meets to discuss the condition and use of school grounds and buildings in the district and how it affects Signal Hill PTA. This meeting is generally held on a Friday morning.

**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. This meeting does not have a standard day or time.

**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. The majority of these meetings are during the day on a Tuesday but additional day and night meetings do occur.

**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. The rest of the meetings are usually on line on Friday mornings.

**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! This meeting is usually held on a Monday evening.

**SPECIAL EVENTS:** Promotes all PTA Council Special Events such as Founder's Day, District-wide paint night, etc. Organizes fun and exciting events to fund Half Hollow Hills Scholarships. This meeting is usually held on Monday mornings. This committee requires representatives to attend Founder's Day on Friday March 13, 2020.

**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. This meeting is usually held on Thursday mornings.

**WHOLE HEALTH:** Committee promotes student wellness with school lunch improvements, elevates awareness of healthy snack choices, allergy awareness and the importance of physical activity. Meetings are held once a month on a Tuesday at 1pm.

## **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. This is a committee where the majority of work can be completed from your home. This committee will need about 3 people.

**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. The majority of work for this committee can be done from home. This committee will have 1-2 members.

**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.* This committee will need to have about 4 to 5 members everyday of the first week of school in the cafeteria between the hours of 11am to 12noon.

**GRANT WRITERS:** Responsible for locating and responding to RFPs and funding opportunities that are available from National PTA and other organizations. This committee will need 1 to 2 members. All work can be done from home.

**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. This committee will need up to 10 members. Must be available to assist at Literacy Night on January 23, 2020 from 3pm – 9pm.

**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. This committee will need 2 to 4 members. *Must attend PTA meetings.* Some work can be done from home. Majority of the work will be done during the months of Sept., Oct., Nov. & Dec.

**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. Committee members must be able to attend some day and night events. This committee requires about 8 to 10 people.

**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 is a month- long event. This committee requires about 5 to 10 people

**PTA ONLINE STORE:** Committee members will help fill orders from the online store. Committee members must be able to come to school during school hours.

**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. Committee members will be working with Positive Promotions to create spirit wear.

## **PTA EVENTS AND FUNDRAISERS**

ALL Dates are subject to change.

**BACK TO SCHOOL SUPPLIES:** Distribute flyers, take orders (May-June) and distribute Back to School Supply Packs in August. Committee members must be available at the end of August to organize school supplies.

**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. Blood Drive will be held on February 5, 2020.

**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 will be October 21<sup>st</sup> -October 25<sup>t</sup>*

**BOOK FAIR - WINTER:** 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.*** *Book Fair will be January 21<sup>st</sup> – January 23<sup>rd</sup>. Book Fair will be open during Literacy Night.*

**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. Circus week will be April 27<sup>th</sup> – May 1<sup>st</sup>. Circus night will be May 1<sup>st</sup>.

**CONCESSION STAND COMMITTEE:** Committee will purchase food and drinks to be sold at events. Committee will also sell items at school events. Events include: Back to school picnic, Fall Fun Night, Night of the Arts, Literacy Night. Additional events may be added.

**FALL FUN NIGHT:** Committee organizes this October evening event, featuring fun fall-themed family activities. This committee will need 5 to 10 members. Fall Fun Night will be held on Friday, October 25, 2019.

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

**FAMILY BACK TO SCHOOL PICNIC:** Back to school event with DJ and lots of fun for students, parents and teachers. Family Back to School Picnic will be held on Friday, September 6, 2019.

**FAMILY FIT NIGHT** Committee will organize a family fit night of engaging activities to encourage exercise and healthy eating habits. Collaborate with school's site -based management team. Family Fit Night will be held on Thursday, March 19, 2020.

**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).

**FIFTH GRADE EVENTS:** Committee organizes car wash and end-of-year events for the fifth- grade children. Committee will also organize three to four community service events for fifth graders to participate in at school.

**FIELD DAYS:** Committee coordinates volunteers for water station and serving snacks to students. Field Day is a school event. Phys. Ed. Dept. is the lead for this event. PTA only provides support. Volunteer selection will not be completed until Spring 2020. This committee requires a limited number of members based on the school's request. Field Day will be held on Thursday, June 4, 2020.

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

**KIDINGO:** Organize volunteers for one night of children's bingo, prizes & snacks.

**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 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. Most of the work can be done from home. This drive should take place one week in November/ December.

**MULTICULTURAL WEEK:** Committee will help transform the school into a tiny planet where different areas of the school will represent different countries and /or cultures. Committee members will assist students learn about these different cultures during the day. December 16<sup>th</sup> – December 20<sup>th</sup>.

**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. This event will be held on August 15, 2019.

**NIGHT OF THE ARTS:** The committee works with the school to showcase children's artist abilities. Committee also organizes fun family friendly arts and crafts activities for all ages.

**NOVELTY SALE:** Committee will sell fun novelty items in the school cafeteria. Must be available all four days of sale. Novelty sales take place in February and in June.

**PHOTO COMMITTEE:** Committee coordinates and supervises picture days at the school including Fall and Spring Photo Days.

**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. Committee members should attend training in August.

**SEPTEMBER STAFF LUNCHEON:** Order food and decorations. Committee is responsible for set up and clean up. This event takes place September 3, 2019.

**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. This event will be held on Thursday, April 2, 2020.

**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 and set up. (three days) Garden Boutique will take place May 5<sup>th</sup> – May 7<sup>th</sup>. Set up will take place Monday May 4<sup>th</sup>.***

**STEAM FAIR:** Organize volunteers to assist students at school run STEAM fair. ***Must attend all days of the STEAM fair. February 11-13, 2020.***

**SALUTE TO SUPPORT STAFF/ BUS DRIVER:** Plan, set up and clean up breakfast for Signal Hill support staff. This event will be held on Friday, November 8, 2019.

**TEACHER APPRECIATION WEEK:** Organize one week of activities to show teachers that they are appreciated. May 4<sup>th</sup> – 8<sup>th</sup>.

### **KINDERGARTEN EVENTS**

**SCREENING:** Assist school office in greeting parents and directing children to screening rooms. No entering Kindergarten parents please. Committee members must be available 8am – 10:30am from May 11<sup>th</sup> – May 15<sup>th</sup>

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



# Signal Hill PTA 2019/2020 VOLUNTEER FORM

**We Need You. Yes You.  
Help Us Help Our School.**

The Signal Hill PTA is now forming committees for the 2019-2020 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 volunteers we bring wonderful programs and events that enhance our children's learning experience and help build a strong sense of community.

The majority of our fundraised money pays for wonderful Arts in Education assemblies including the annual Circus Program, 5<sup>th</sup> Grade Goldilocks Trials, Journeys into American Indian Territory, 100 Days Celebration and many other exciting programs. These programs cannot succeed without your help. Below is a list of committees that require volunteers. Please check the committees in which you are interested in participating. Please return this form to the PTA Drawer by Friday, September 13, 2019. For more information about each volunteer position, please look at the committee descriptions in the Committee Packet on the Signal Hill PTA website:

[www.signalhillschoolpta.org](http://www.signalhillschoolpta.org) .

If you have any questions or need more information please contact Elizabeth Saitzyk at [elizsait@gmail.com](mailto:elizsait@gmail.com), or Gilit Stein at [gilit4pta@gmail.com](mailto:gilit4pta@gmail.com) .

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

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Email: \_\_\_\_\_

**All committee members and chairs must be paid SH PTA members. Please fill out the membership form and send in dues, or follow the link on the PTA website to become a member today.**

## SCHOOL COMMITTEES

BOX TOPS FOR EDUCATION/SCHOOL REWARDS	_____ Chair	____ Member
MEMBERSHIP/BOUTIQUE SALES	_____ Chair	____ Member
MEMORY BOOK	_____ Chair	____ Member
PICK A READING PARTNER (PARP)	_____ Chair	____ Member
SEASONAL DECORATING/ BIRTHDAY BULLETIN BOARD	_____ Chair	____ Member
SPIRIT WEAR	_____ Chair	____ Member

**Please look at the back of this page for additional committees**

**PTA EVENTS AND FUNDRAISERS**

BACK TO SCHOOL SUPPLIES	_____Chair	____Member
BLOOD DRIVE/ Little Doctors	_____Chair	____Member
FALL FUN NIGHT	_____Chair	____Member
FAMILY FUN DAY	_____Chair	____Member
FIFTH GRADE EVENTS(for 5 <sup>th</sup> grade parents)	_____Chair	____Member
FALL FUNDRAISER	_____Chair	____Member
KIDS ARTWORK FUNDRAISER	_____Chair	____Member
LITERACY NIGHT	_____Chair	____Member
MULTICULTURAL DAY	_____Chair	____Member
STEAM FAIR	_____Chair	____Member
REFLECTIONS	_____Chair	____Member
SPRING SPIRIT DAY/WEEK	_____Chair	____Member
SPRING FLING	_____Chair	____Member
HOSPITALITY	_____Chair	____Member
FAMILY FIT NIGHT	_____Chair	____Member
KIDINGO	_____Chair	____Member
CONCESSIONS	_____Chair	____Member
NIGHT OF THE ARTS	_____Chair	____Member

**COUNCIL STANDING COMMITTEES**- meet once a month - (please circle)

BUDGET- Thursday mornings

LEGISLATION- Dates and times vary

WHOLE HEALTH- Tuesday afternoons

DIVERSITY- Thursday mornings/ Must be available  
March 28th and March 29th

SPECIAL EVENTS- Monday mornings