



**Windy Ridge PTA
Chairperson / Committee Descriptions**

Following is a list of Windy Ridge Volunteer Committees. As the saying goes, you can't have a committee of just one. If you are interested in joining a committee, we would love to have you. We look forward to working with you. Thanks for being involved!

**FUNDRAISING RELATED COMMITTEES
Report to 1st VP of Fundraising**

1. **Birthday Books**
This committee is responsible for maintaining our Birthday Books program which helps grow and fund our Media Center. By working closely with the Media Center, this chairperson checks the media center once a week to see if anyone has dropped off a Birthday Books form, types the message onto the template and prints the sticker for the book. The chair then emails Mrs. Concepcion to have the student recognized on morning announcements and takes their picture to put on a display board in the Media Center. This is a great position for someone new to the PTA.
2. **Box Tops**
This committee is responsible for promoting the Box Tops program to our school and collecting and submitting Box Top coupons on a regularly scheduled basis. The committee can create different incentives to entice students/families to submit Box Tops. This is a great position for someone new to the PTA.
3. **Bricks**
This committee is responsible for coordinating the engraved bricks at the entrance to the school. This is a great position for someone new to the PTA.
4. **Fall Fundraiser**
This committee is responsible for our Sally Foster Fall fundraiser (giftwrap, magazines and cookie dough). The committee works closely with the Sally Foster organization and is responsible for distributing information to parents and coordinating volunteers to help with the catalog distribution and fulfillment. This committee also recognizes top sellers and generates excitement within the school for this major fundraiser.
5. **Health Central Nurses Fund**
This committee is responsible for creating awareness of the Health Central Nurses Fund. This committee promotes fundraising programs, such as the Coupon Books, throughout the year to reach our annual fundraising goal. This person attends meetings with Health Central.
6. **Partners in Ed**
This committee works closely with Tina Lupo to coordinate and manage the Partners in Education program. If you have a lot of contacts within our business community, this is a great committee for you.
7. **SilverHawk Store**
This committee works with Administration on creating a child-friendly store for kids to purchase inexpensive items. Profits from the SilverHawk store go towards specific special projects, such as the Nurses Fund. This committee is responsible for selecting items for sale and coordinating volunteers to work the store during lunchtime hours.

8. **Spring Fling Carnival**

This committee oversees the pre-planning, operation and wrap-up of the Spring Fling Carnival/Fundraiser. Responsibilities include (but not limited to): recruiting persons to fill chairs for the various areas associated w/the event – silent auction, dinner, tickets, raffle/drawing, marketing, volunteers, concessions and games. This committee researches and contracts vendors to provide carnival booths, inflatables and any special entertainment or gaming services. This committee works closely with the school administration staff on obtaining the proper insurance certificates needed to conduct the event, securing necessary custodial and cafeteria personnel required to support the event and blocking of space in which to host the event. This committee purchases all food, beverage, paper goods, prizes & decorations. This committee anticipates all signage and materials needed to communicate to the Windy Ridge community.

9. **Spring Fling Baskets**

This committee is responsible for the coordination of our Classroom Baskets for the Spring Fling Silent Auction. Each classroom is to provide a themed basket for this major portion of the fundraiser. This committee meets with all the homeroom representatives and helps them in theme selection. It is up to the homeroom representative to gather all the items to be included in the basket and prepare description sheets. Assembled items are taken to a designated location at the school where this committee will do the final assembly of the basket. This committee sets up the baskets in the Media Center, prepares the necessary bid sheets and volunteers their time during the auction. At the conclusion of the auction, this committee finalizes all purchases and coordinates delivery of the baskets. This is a fun, collaborative project and a huge money maker for our school.

10. **Spring Fling Dinner**

This committee is responsible for coordinating with local restaurants the food served for our Spring Fling dinner. In years past, Chic-Fil-A and NYPD Pizza have catered the event. This committee is responsible for negotiating prices with the restaurants. It is this committee's responsibility to order the appropriate number of dinners, to oversee the operation of the food service lines during the event including proper signage, to arrange for volunteers/food service staff, assist with shopping for food items not provided by restaurants and setting up any table decorations to enhance the event theme. This committee makes arrangements to have either the school cafeteria manager or a designated staff member on-site throughout the event to assist with food prep and distribution.

11. **Spring Fling Silent Auction/Drawing Room**

This committee is responsible for soliciting donations for the Silent Auction and Drawing Room. In addition, this committee creates all the bid sheets and creates fliers that promote the auction item and then frame them in an attractive way. They are also responsible for setting up the Silent Auction & Drawing Room. It's a very rewarding committee because it raises a lot of money for our school.

12. **Spring Fling Volunteers**

This committee is responsible for coordinating the volunteers to help run our Spring Fling. This committee works with local high school Beta Clubs and any other organizations that are able to donate their time for community service hours.

13. **T-Shirts**

This committee is responsible for coordinating the production and sales of our Windy Ridge t-shirts. A t-shirt design will be chosen at the end of each school year and ordering and printing will be completed over the summer so that new t-shirts are available for sale at Meet the Teacher. Additional order forms will be distributed and processed throughout the school year. This job requires organizational skills, follow through, and processing t-shirt payments.

COMMUNICATIONS RELATED COMMITTEES
Report to 2nd VP of Communications, Tina Newell, fivenewells@aol.com

1. **County/Legislative**

This committee keeps our PTA informed regarding Orange County School Board policies and legislation. This entails attending monthly Orange County School Board meetings and reporting any pertinent information which could affect our PTA and/or school.

2. **Directory**

This committee manages production of our annual Windy Ridge Directory. Student information sheets are distributed and the information collected is entered into an Excel Database (i.e., parent names, address, phone, email, teacher, etc.) Additional information including a staff roster, homeroom representative listing, PTA board, etc., are also included. After compiling the information, the directories are printed (by an outside source) and distributed to the families and staff. This job requires many hours of data entry at the beginning of the school year (first month), but the job is complete once the directory is distributed, usually in early October. Organizational and data entry skills with attention to detail are a must!

3. **Directory Ads**

This committee sells advertisements to local businesses and school families to cover the cost of printing our school directory. Letters should be sent home to families, and local businesses should be contacted, requesting that they support our school by placing an advertisement. Ad information will then be organized into page format and will be included with the directory information in time for printing. This is not to be a "fundraising" project, but only to secure enough advertising revenue to pay for printing costs.

4. **ESE Liaison**

This chairperson works with the ESE teachers to find out the needs, accomplishments and celebrations in the ESE department. Generally, the job of this chairperson is to give a voice to the ESE department.

5. **Homeroom Representative Coordinator**

This chairperson oversees the Homeroom Representative program at our school and communicates closely with the HR reps throughout the year to ensure that classroom and school-related events are being covered adequately. The beginning of the school year is quite busy, organizing paperwork and making sure that all classes have a HR rep. After that, the main job is communication with the HR reps regarding plans for holiday parties, teacher appreciation, etc. You will also communicate with the teachers at least twice a year to ensure that their needs are being met by their HR rep. This job is very fulfilling, as you meet many new people and become a source of information for parent helpers.

6. **Kindergarten Liaison**

This chairperson is a resource for kindergarten parents for the many questions and concerns they may have. A letter should be sent home at the beginning of the year, introducing yourself to them and offering assistance with general information (not with issues which should be directed to the teacher or administration.) This is a great way to meet people and to help them feel comfortable in their new environment.

7. **Membership**

This committee is responsible for promoting the PTA, processing membership applications and dues, and distributing membership cards and incentives. The majority of time is spent at the beginning of the school year, when the membership drive begins. Dues must be recorded and deposited and you must communicate with the PTA President regarding state and national dues payments. Additional promotion should be done during the school year to encourage new families to join the PTA. Organizational and database skills are important.

8. **Middle School Liaison**

This chairperson should be a middle school parent who is involved in, and aware of, events, awards, and programs in our middle school. It is our desire to keep middle schoolers and their families actively involved in PTA events, and vice versa. This person should relay information to the board regarding activities and needs of the middle school, as well as promoting PTA functions to middle school families throughout the school year.

9. **Newsletter Committee**

This committee manages the production & distribution of the PTA Newsletter, PTConnection. PTConnection is printed 5 times during the school year (Welcome Issue (Aug/Sep), Fall (Oct/Nov), Winter (Dec/Jan), Spring (Feb/Mar) & End of Year (Apr/May/June). This publication contains articles and information from the PTA officers and committees as well as the principal and staff and a calendar of events. Submissions are due around the 20th of each month for inclusion in the next month's newsletter. The newsletter should be distributed by the 1st of each month and distributed to each student. Committee responsibilities include setting submission deadlines, collecting articles, designing/editing, receiving approval from PTA & Administration, making copies for distribution (1,150), and distributing 25 copies per teacher in the mail room. Committee Chair should have desktop publishing skills and editing skills. Committee responsibilities include writing articles, having copies made and helping with distribution.

10. **Nominating Committee**

This committee is established in January and is responsible for soliciting nominations for the next PTA Executive board. After nominations are received, a slate is voted on by the committee and is presented to the PTA membership. The slate is then voted on at the final PTA Membership meeting in May. This committee is only responsible for filling the executive board positions (President, 3 VPs, Treasurer, Recording Secretary and Corresponding Secretary), though they have gotten involved in filling committee chairperson positions as well.

11. **Public Relations**

This committee collects information regarding PTA/school functions, student awards, staff recognitions, etc., and submits articles and photographs to local newspapers (Southwest Bulletin and West Orange Times). This information should be submitted any time there is a noteworthy event, probably biweekly, keeping in mind publication deadlines.

12. **SAC Liaison**

This chairperson, who should also be a SAC member, relays information to both the PTA and SAC regarding activities, budget information, policy decisions, etc., which may affect either organization. There are many school issues which involve both PTA and SAC, and it is a great benefit to have a person attending both of these monthly meetings who can answer any pertinent questions.

13. **Teacher Liaison**

This chairperson keeps the teaching staff of Windy Ridge advised of important PTA events, budget issues which may affect them, and other information necessary to keep them involved in the PTA. This person will also keep the PTA board aware of any needs of the teachers, budget requests, etc. This communication can be done through email on an as-needed basis.

14. **Website**

This committee manages the upkeep of the PTA website www.windyridgepta.org. Previous web editing skills are not required, but are helpful. All you need is an internet connection and desktop computer skills and training on how to login and make edits and publish the website. All work can be completed at home. All PTA chairs can be trained on how to maintain their own web page on the site. Volunteer hours vary depending upon the amount of updates. Majority of work (20 hours) is required at the start of the school year. After that, one hour per week is needed to maintain content using an online editor tool.

15. **Welcoming Committee**

This committee ensures that new families to Windy Ridge are recognized by the PTA, and that

they are provided information about PTA events and opportunities. They should receive the Additions volunteer handbook and PTA contact information, as well as be encouraged to become PTA members. Information regarding new families should be obtained from the front office on a biweekly basis.

PROGRAM RELATED COMMITTEES

Report to 3rd VP of Programs, Mindy Bender

1. **Five Star Award**

This committee is responsible for collecting photographs and communication regarding events and activities occurring throughout the school year. This information will then be compiled into a scrapbook, which will be submitted to the state for consideration for the Five Star School Award. You will meet with the School Administrator overseeing this program for clarification of what is to be included in the scrapbook, and will communicate with the Additions Coordinator and parent volunteers in order to collect information from them. Keeping on top of this throughout the school year will make it easier when it comes time to put the scrapbook together at the end of the year. Scrapbooking experience is a plus!

2. **ADDitions**

This committee is responsible for coordinating with the school representative and the handling of opportunities and events at the school for Volunteers. This committee conducts a Volunteer Breakfast at the beginning of the year and a Volunteer Recognition Luncheon in the Spring. This committee recognizes a Volunteer of the Month and creates and updates a Volunteer Handbook.

3. **Awards**

This committee is responsible for coordinating the pictures and notification to the board and school of various student award ceremonies and accomplishments. 9 Week awards ceremonies, Math Bowl awards, etc. (Awards used to entail doing the paperwork to receive various awards from around the county and through the state and national PTA)

4. **Beautification**

This committee is responsible for working with the school to provide any indoor and outdoor beautification of the school grounds. Tiles, special projects, etc., inside the school, bricks, flowers, beds, gardens, clean-up outside the school. This committee could coordinate a clean-up day tide to Earth Day or plant a tree on Arbor Day. The opportunities are endless.

5. **Book Fair**

This committee is responsible for working closely with the Media Specialist to make the twice yearly Scholastic Book Fairs a success. You are in charge of scheduling volunteers. The rest of the responsibility is what you make of it. Anything from planning events to get people excited about the fair, publicizing the fair, helping set up and tear down. Volunteers to work the fair are usually easy to find!

6. **Dad's Committee**

This committee is responsible for getting Dads more involved in the school. Find out the needs of the school (i.e. putting up tiles, helping with Spring Fling set up and break down). Getting dads to come for Dads and Donuts, Teach-In (career day), Spring Fling, reading to classrooms, etc. (The committee chair could take this committee in any direction they choose, golf outings, fishing with the kids, track and field day with kids, Father/Daughter dance, etc.)

7. **8th Grade Celebration**

This committee coordinates the end of the year party/dance for the outgoing 8th grade class. It is usually made up of parents of children in that grade. This committee works together with Ms. Terlecki to put on a wonderful celebration.

8. **5th Grade Celebration**

This committee coordinates the end of the year party/dance for the outgoing 5th grade. It is usually made up of parents of children in that grade.

9. **Hospitality**

This committee is responsible for coordinating refreshments and various things at the General PTA Board meetings and for other special events. The committee also offers assistance to the PTA Board and School Administration to provide information tables for the parents during events such as open house and meet the teacher.

10. **Father/Daughter event**

Chair, Open

This committee coordinates and sets up an event (usually a dance) after school hours. This is a wonderful memory for your daughters and their dads. This event can be held at school with administrations permission.

11. **Mother/Son event**

Chair, Susan Mishriki, Ann Biro, Rene Weising

This committee coordinates and sets up an event after school for Mothers and Sons. This is a wonderful way for moms to have fun with their sons outside of school and home.

12. **Programs**

This committee comes up with programs for the school, parents and or children that are informative and interesting. They could be connected to a PTA general board meeting. Programs could also include organizing after- school programs in conjunction with administration.

13. **Mentor Program**

This committee works with administration to coordinate one on one or small group sessions which provide mentoring in various aspects of school and home life. Mentors are requested by the school.

14. **Reflections**

This committee facilitates a national PTA program to reward excellence in the arts. A theme is chosen annually by the national PTA and students are encouraged to enter their interpretations in visual art, literature, music, photography and many other mediums. They are judged by PTA and sent to county, state and eventually nationally.

15. **Teacher Appreciation Luncheon (August & January)**

This committee is responsible for coordinating the August and January teacher luncheons. The August luncheon is a welcome back luncheon to all the teachers during their preplanning days. The January luncheon, used to be held during national Teacher Appreciation week in May, but was moved to January to lessen the amount of activities occurring in the Spring. These luncheons are a wonderful morale booster for the teachers and a great way for the parents to show their appreciation for all they do for our kids at the beginning of the year and as a way to kick off the new year after Winter Break.