

**Walt Whitman Elementary School PTA
COMMITTEE SIGN UP for 2023-2024**

**Walt Whitman Elementary School PTA
2023-2024 COMMITTEES**

Book Fair (Fall & Spring)
Box Tops
*Class Parent Liaison Chair
Clothing Sale / Spirit Wear
Community Kindness
Discount Card
Planting Day / Earth Day
Fall Festival / Halloween
Family Fun Night (Fall & Spring)
Field Day
Fun Fair (Spring)
Graphic Artist (create PTA flyers)
Holiday Boutique
Multicultural Week
Newcomers' Social
Parents Night Out
PARP (Pick a Reading Partner)
Pie Sale / Thanksgiving
Publicity
School Board Reporter
School Directory / Directory Spot
SEPTA (Special Education Parent Teacher Association)
Someone Special Craft / Valentine's Day
Spring Plant Sale / Mother's Day
Staff Recognition Breakfast
Thanksgiving Luncheon
Webmaster
Welcome Back Picnic

Walt Whitman Elementary School PTA 2023-2024 COMMITTEE DESCRIPTIONS

*** Tentative months of the events have been included for your availability purposes

Book Fair

Normally held during October and March. The chairpersons plan and supervise the Fall and Spring school Book Fairs; send out notices announcing the events. Committee members set up, take down, and help students at the Book Fair. A signup sheet will go out prior to the event for parent participation.

Need: two to three chairpersons.

Box Tops

Manage the Box Tops for Education program, where families and teachers scan box tops receipts from specially marked products to receive funds for our school.

Need: one chairperson

Class Parent Liaison Chair

Work with Presidents to organize the class parent activities and become a resource for class parents to ask questions to. This person should have been a class parent a few times and a previous member of the executive board.

Need: one chairperson

Clothing Sale / Spirit Wear

Usually run in August/September. Manage clothing sales in the Fall. Select/design clothing and promote it to parents/students. Create flyer and work with the Treasurer and Webmaster to create online sales.

Need: one or two chairpersons

Community Kindness

Coordinate good deeds (i.e. coat drive, toy drive) to help the local Woodbury/Syosset community and community at large when in need. Create flyers, promote the drives, set up a drop off box in the lobby, and arrange for pick up.

Need: one chairperson

Discount Card

Create a Discount Card to sell to our members and community. Solicit nearby businesses to become part of our Discount Card program by giving people who purchase the card a discount at their business. Sell and distribute the card to buyers.

Need: one to two chairperson(s) and committee members

Planting Day / Earth Day

Usually held in May **after the plant sale**. Organize a day to beautify the WW grounds by helping students plant flowers. **A signup sheet will go out prior to the event for parent participation.**

Need: one to two chairperson(s).

Fall Festival / Halloween

Usually held in October on Halloween. Organize a school wide Halloween party to be held during the school day on Thursday, October 31st. Committee members will help with planning, set up, clean up, and running the event.

Need: one to two chairperson(s) and committee members

Family Fun Night

Usually held in November and May at night in our building. Plan and run an evening activity of fun for children and parents. All committee members must attend the event.

Need: one to two chairperson(s) and committee members

Field Day

Usually held in June with the school as the primary vendor. Help the gym teachers organize an outdoor Olympic style event. Procure a DJ, purchase and serve water for students.

Need: two chairpersons

Fun Fair

This event is usually in April or May. It may be outside or inside. Help the VP of Events organize and execute a carnival. All committee members will need to be available to prepare for and attend this function and all class parents must work a shift at the Fun Fair. A signup sheet will go out prior to the event for parent participation.

Need: two chairpersons and committee members.

Graphic Artist

Prepare flyers for PTA events to be backpacked and placed on WW's website, Facebook, and Instagram.

Need: one chairperson

Holiday Boutique

Held in December, chairperson(s) coordinate and manage the annual winter Holiday Boutique; select merchandise from the designated vendor and set prices. Committee members set up,

take down, and assist students during the sale. A signup sheet will go out prior to the event for parent participation.

Need: two chairpersons and committee members.

Multicultural Week

Held in January. Plan a program to promote multicultural awareness and appreciation. All members should be available to attend the events. A signup sheet will go out prior to the event for parent participation.

Need: two chairpersons and committee members.

Parents Night

Traditionally held in February but the date is flexible. Plan an exciting night out for our community. This is a major fundraiser and committee members will be responsible for soliciting donations from the community, putting together raffle baskets, and volunteering the night of the event.

Need: two chairpersons and committee members.

Newcomers Social

Held in early September. Host a social event to welcome Kindergarten parents and new families to Walt Whitman. Parents are given the opportunity to meet other new parents and the PTA Officers.

Need: one chairperson

PARP (Pick a Reading Partner)

Held during the Fall, the Chairperson(s) work with Mr. Snyder and select teachers to come up with a reading incentive program for children and parents; update the PARP chart in the main hallway to display the progress of each grade; distribute "surprise gifts" to PARP participants. Committee members will help set up and take down decorations.

Need: one to two chairpersons and committee members

Pie Sale / Thanksgiving

Late November around Thanksgiving. Organize, promote, collect funds, and distribute orders. Pies and bread to be provided by White Post Farms. Work closely with the Treasurer to set up online sales. Manage pick up after school on the Tuesday before Thanksgiving break.

Need: one to two chairpersons

Publicity

Attend events provided by the Walt Whitman PTA; take photos and videos to be posted on the PTA's Facebook and Instagram. All photos and articles will need to be approved by the PTA Co-Presidents and school office.

Need: one chairperson

School Board Reporter

Attend the Syosset School District Board meetings and inform the Walt Whitman PTA on the issues discussed. Must attend Walt Whitman PTA meetings. Board meeting minutes are available on the District website.

Need: one to two chairpersons

School Directory / Directory Spot

Collect and maintain the online school Directory. Give access to all paid PTA members. Help parents access and maneuver the Directory Spot app and website.

Need: one chairperson

SEPTA (Special Education Parent Teacher Association)

Attend all District SEPTA meetings and report back to the Walt Whitman PTA on upcoming events, meeting dates, and speaker topics. Must attend Walt Whitman PTA meetings.

Need: one chairperson

Someone Special Craft / Valentine's Day

Select and plan for a craft to create art for children with cancer, working with The Scarlett Fund at Memorial Sloan Kettering Cancer Center.

Need: one chairperson

Spring Plant Sale / Mother's Day

Chairperson(s) organize and conduct the annual plant sale. Select the plants and flowers to be sold, promote the event, and manage the sale to students. **A signup sheet will go out prior to the event for parent participation.**

Need: two chairpersons and committee members.

Staff Recognition Breakfast

Held in May. Coordinate the annual buffet breakfast for the Walt Whitman staff, Central District Administration staff, and School Board Trustees. Have several meetings to plan this major event picking a theme, organizing, ordering food, and choosing favors to be given out. The breakfast will take place in the library or gym, decorated according to the theme chosen. The actual event will be early morning 8-11am.

Need: several chairpersons and committee members

Thanksgiving Luncheon

In late November, manage the luncheon at our school for local senior citizens. Run recess crafts for students to create projects to give to our guests. Send invitations, solicit donations, coordinate the menu, and serve food. Arrange for professional entertainment and work with Walt Whitman staff who will coordinate student entertainment. The actual event is all day 9:30-2:30pm.

Need: several chairpersons and committee members. A signup sheet will go out prior to the event for parent participation.

Webmaster

Update the Walt Whitman website with all relevant PTA information. Work closely with all Officers to ensure all forms, announcements, and signup sheets are posted in a timely manner.

Need: one chairperson

Welcome Back Picnic – September

Plan a welcome back event for our school for families to attend. This is a great opportunity to meet new families and reconnect after the summer.

Need: two chairpersons and committee members