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PTA Committee Descriptions

****For your convenience, we've included approximate months for the events, though they are subject to change and it is possible that you may have events back to back****

Arts in Education

Work with the VP on scheduling Arts in Education programs or assemblies at the school during school hours.

Need: one chairperson

Audit

Each year in July we audit our finances. Auditing involves following financial transactions through records to make sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with PTA bylaws, standing rules and budget. If you are skilled in auditing or accounting or have a finance background, please volunteer to help with this committee. Great option for those parents who have limited time but want to be involved.

Need: three committee members

Awards

The Awards Committee is responsible for selecting deserving PTA and staff winners as recipients of NYS PTA awards, Walt Whitman PTA awards and may also nominate recipients for Nassau Region PTA awards. Committee members will help with selecting award winners from the nominations list, deciding on and obtaining token awards (small gift cards, flowers, etc.), coordinating with families (to prepare a short speech and encouraging the family's attendance at the June Awards PTA Meeting) and announcing the winners. *All committee members must attend the final PTA meeting.*

Need: one to two chairpersons and committee members

Board of Education Reporter

Attend the Syosset Central School District Board meetings or watch the livestream and inform the Walt Whitman PTA on the issues discussed. Not all Board of Education meetings are live streamed and not all "audience to the public" sessions will be livestreamed. Must attend Walt Whitman PTA meetings. Board meeting minutes are also available on the District website.

Need: one to two chairpersons

Book Fair

Typically held during October and March (may include evenings). Working with the VP and the Scholastic coordinator, the chairpersons plan and supervise the Fall and Spring school Book Fairs; send out notices announcing the events and manage pre-sale book orders, if any are available (Diary of a Wimpy Kid, etc). 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

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Box Tops for Education

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. This person will also create and distribute directions and reminders as well as program deadlines and the school target.

Need: one chairperson

Class Parent Liaison

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. The Class Parent Liaison will also serve as a Class Parent.

Need: one chairperson

Clothing Sale / Spirit Wear

Planning begins in the summer and usually runs in August/September. Working with the VP, managing clothing sales in the Fall. Select/design clothing from the best vendor offer and promote sales to parents / students / staff. Create flyers and work with the Treasurer and Webmaster to create online sales. Hosts a table at the Welcome Back picnic for people to pick up items purchased or items for sale.

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 as needed. Create flyers, promote the drives, set up a drop off box in the lobby, and arrange for pick up.

Need: one chairperson

Discount Card

Working with the VP, this position creates a Discount Card or App 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. Manage promotional sales on the card, if necessary, throughout the year (Black Friday, Mid-Year, End-of-Year, etc).

Need: one to two chairpersons and committee members

Earth Day / Planting Day

Working with the VP, this program is usually held in May after the plant sale. Organize a day to beautify the WW grounds by helping students plant flowers. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: one to two chairpersons and committee members

Fall Festival / Halloween

Working with the VP, organize and plan our annual school-wide Halloween party which is traditionally held in October, specifically on Halloween. The Chair(s) will organize a school-wide Halloween party to be held

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during the school day on October 31st or on the closest date. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: one to two chairpersons and committee members

Family Fun Night / Pajama Night - Fall

Usually held in November at night in our building. Working with the VP, plan and run an evening activity of fun for children and parents. Committee members will help with planning, setting up, cleaning up, and running the event. All committee members must attend the event.

Need: one to two chairpersons and committee members

Family Fun Night - Spring

Usually held in May at night in our building or off site. Working with the VP, plan and run an evening activity of fun for children and parents. Committee members will help with planning, setting up, cleaning up, and running the event. All committee members must attend the event.

Need: one to two chairpersons and committee members

Field Day Event

Usually held in June with the school as the primary vendor. Working with the VP, help the gym teachers organize an outdoor Olympic-style event. Procure a DJ, purchase T shirts and serve water for students. Committee members will help with setting up, cleaning up, and running the event.

Need: two to three chairpersons and committee members

Field Day BBQ

Usually held in June with the school as the primary vendor. Working with the VP, procure lunch and serve water for students.

Need: two to three chairpersons

Fifth Grade Picnic

This committee is made up of FIFTH GRADE PARENTS only. The committee plans, organizes and executes a June school day picnic at Syosset-Woodbury Park or equivalent location for graduating fifth graders during the school day. Committee members will help with setting up, cleaning up, and running the event. All committee members must attend the event.

Need: Committee members only

Fundraising

Create fundraising throughout the year. Work with the VP to help coordinate and update on select fundraising efforts.

Need: one chairperson

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Fun Fair Carnival

This event is usually in April or May. Help the VP 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. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: three to four chairpersons and committee members

Fun Run / Color Run

Can be held in the fall or spring depending on weather. Organize a fundraiser run/walk to promote health and nutrition. Committee members will help with planning, setup, clean up, and running the event as needed. A signup sheet will go out prior to the event for parent participation.

Need: two (2) chairpersons and committee members

Graphic Artist / Flyers

Prepare flyers for PTA events to be backpacked and placed on WW's website, Facebook, and Instagram. Great option for those parents who have limited time but want to be involved.

Need: one chairperson

Holiday Boutique

Working with the VP, this event is held in December, chairpersons 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

Maker Space Recess Program

Working with the VP, this committee works on getting recess activities for students sponsored by the PTA. Some examples include the Race Hub and other STEAM-oriented programs. The Maker Space Recess program offers students the opportunity to choose enrichment programs during recess. These sessions cover a wide array of topics and activities throughout the year, catering to various student interests. Led by external community members, students have the freedom to attend the programs they can participate in during their recess period. A signup sheet will go out prior to the events for parent participation.

Need: two or more chairpersons and committee members

Membership

Working with the Recording Secretary, encourage 100% of parents and teachers to join the PTA at Walt Whitman. Collect dues at events (Kindergarten Playdate, welcome back picnic, etc.) and submit membership lists to NYS PTA (electronically). Direct members to electronic membership cards. Work closely with the School Directory Chair to ensure paid members have access to Directory Spot and confirm their ability to volunteer for activities with students.

Need: one chairperson

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Movie Night

Held during the cooler months. Working with the VP, plan and run two Pajama Movie nights for grades K-2 and 3-5. All committee members must attend the event. Committee members will help with planning, setting up, cleaning up, and running the event.

Need: two chairpersons and committee members

Multicultural Week

Working with the VP, this week is usually held in January. Plan a few programs to promote multicultural awareness and appreciation throughout the week. This may include an evening event and a few day time events. All members should be available to attend the events. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

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

Nominating Committee

Follow Bylaws for rules on selecting the Nominating committee. Three members come from and are elected by the Executive Board. Three members come from and are elected by the general membership. Elections for the nomination committee members should be held in November. The Nominating Committee needs to follow specific guidelines – see Resource Guide (https://nyspta.org/wp-content/uploads/2019/12/07-Bylaws_Procedures-19-CVR.pdf) and Bylaws. The election of officers is held in March. The group of members elects a Chair who then can then update the materials and send them to the President(s) so they can distribute them to the membership.

The responsibility of the Nominating Committee is to prepare a slate of officers for the forthcoming school year. The candidates chosen by the Committee should include the best candidate for each position. If the Committee feels that the candidates who are nominated for the positions are not the best candidates for the position, it is within their purview, and more to the point, their responsibility, to seek out other, more qualified candidates for the position(s) for which they feel they do not yet have the best candidate(s). The Nominating Committee should not simply accept whom they have been presented with because no one else volunteered or because that person has requested to stay on in a position.

The members of the Nominating Committee are at liberty to speak to other individuals that they feel would be good candidates to gauge their interest.

Need: One chairperson within the 5 committee members (3 elected from Executive Board, 3 elected from general membership; 5 voting members, 1 alternate)

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Newsletter & Emails

Working with the Secretary, maintain the PTA's email distribution system. Gather and organize school-wide important information and reminders in a weekly flyer sent home via email. Great option for those parents who have limited time but want to be involved.

Need: one chairperson

Parents Night Out

Working with the VP, and 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. Committee members will help with planning, setting up, cleaning up, and running the event. This committee may also plan other "night out" fundraiser events.

Need: two chairpersons and committee members

Pick a Reading Partner (PARP)

Held during the Fall, the Chairpersons work with the VP and the Arts in Ed Chair as well as the principal and assigned teachers to come up with a reading incentive program for children and parents; Create a theme, update the PARP "123 form" for children to submit their reading logs electronically (work with Webmaster). Create a calendar of events, plan secret readers, and calculate the weekly winners. 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. Create an evening activity for children and parents to read at the school for bedtime stories. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: two chairpersons and committee members

Pie Sale

Working with the VP, this event is in 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 Webmaster/Treasurer to set up online sales. Manage pick up after school on the Tuesday or Wednesday before Thanksgiving break.

Need: one to two chairpersons

Plant Sale / Mother's Day

Working with the VP, the chairpersons organize and run the annual plant sale usually held around Mother's day. Select the White Post Farm fundraising program plants and flowers to be sold, promote the event, and manage the sale to students. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: two chairpersons and committee members

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Publicity / Social Media

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 Store

Work with the VP to set up and clean up each school store day as well as follow up with parents on schedule changes and PTA status.

Need: one chairperson

School Directory / Directory Spot

Working with the Recording Secretary, collect and maintain the online school Directory. Give access to all paid PTA members. Help parents access and navigate the Directory Spot app and website.

Need: one chairperson

Special Education Parent Teacher Association (SEPTA) Representative

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 / Gift

Working with the VP, plan and run a craft to create a gift for fathers/uncles/grandfathers/caregivers, etc. Takes place during recess in June. Chairperson will select the craft and committee members will help students during craft time. Committee members will help with setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: one to two chairperson(s)

Someone Special Craft / Valentine's Day

Working with the VP, select and plan for a craft (project) to create art for children with cancer, working with The Scarlett Fund at Memorial Sloan Kettering Cancer Center. A signup sheet will go out prior to the event for parent participation.

Need: one chairperson

Someone Special Dance

Working with the VP, plan, coordinate and publicize the dance. This is an evening event held in the Walt Whitman gym that takes place around Valentine's day. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: several chairpersons and committee members

PTA Committee Descriptions

Staff Recognition Events

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. Committee members will help with planning, setting up, cleaning up, and running the event. The breakfast will take place in the gym, decorated according to the theme chosen. The breakfast event will be early morning 8-10am.

Need: several chairpersons and committee members

Sunshine Committee

Working with the Corresponding Secretary, send cards/small gifts from the PTA to people who are celebrating/recovering/mourning/etc. Chair will be provided with budget and monogrammed cards. Report at PTA meetings on cards/gifts sent. Create and update the Birthday Bulletin Board in the cafeteria.

Need: one chairperson

Thanksgiving Luncheon

Working with the VP 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 (picture frames, jewelry, etc). 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. Committee members will help with planning, setting up, cleaning up, and running the event. All Committee members are required to volunteer for the full duration of the event.

Need: several chairpersons and committee members

Webmaster / Technology Chair

Update the Walt Whitman website with all relevant PTA information. Work closely with all Officers to ensure all forms, announcements, and sign up sheets are posted in a timely manner. This position can be split between more than one person if needed. Great option for those parents who would have limited time but want to be involved.

Need: one chairperson

Welcome Back Picnic

Working with the VP, held the first few weeks of school in September, this committee will plan a welcome back event for our children and their families to attend. This event normally takes place outside of the building on the school fields in a casual friendly atmosphere. This is a great opportunity to meet new families and reconnect after the summer. Create raffle baskets to offset costs of the event. Work in conjunction with the family engagement committee and membership. Committee members will help with planning, setting up, cleaning up, and running the event. A signup sheet will go out prior to the event for parent participation.

Need: two chairpersons and committee members

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Wellness Day

Working with the VP, held during Mental Health Awareness Day (usually in May), this committee will pick a day to provide a workshop guided toward grades K-2 and 3-5. Some workshops have been mindfulness, easy workouts, art, music, read aloud, community circles, or health related.

Need: one chairperson and committee members

Whitman's Got Talent

Usually held in March or April. Plan and run a talent show night at Walt Whitman. The committee will attend meetings as needed, set up/clean up and attend the event. Committee members will help with planning, setup, clean up, and running the event as needed.

Need: two (2) chairperson(s) and committee members

PTA Committee Descriptions

Syosset Council of PTAs Committees

These positions are held by delegates and non-delegates. Please let us know if you would like to be on any committees and or a backup of a committee.

ANNUAL DISTRICT ELECTION & BUDGET VOTE

Disseminates information related to the annual district election and budget vote in May. Attends Board of Education Budget Information Meetings and Hearing Meeting events in May. Please note this position requires attendance at several night meetings from January to May.

BYLAWS & PROCEDURES

Requires one Council chair only. Units should appoint a Bylaws & Procedures Chair. Keeps Council's bylaws and procedures up to date. Helps individual Units with bylaws submissions and procedures.

COMMUNICATIONS CONFERENCE

Solicits and coordinates unit topics/questions for submission to the District Administration prior to the Fall and Spring Communication Conference. Reps meet 4 times a year (two meetings with the committee/two meetings during the day with district administration).

CULTURAL UNITY

Members of this committee work together to celebrate and promote awareness of the cultural diversity in our community through programs and events. Meetings are held approximately 4-6 times a year. Reps also sit on the District Diversity Task Force committee which meets during the day.

CURRICULUM ENRICHMENT

Requires one Council chair only. Units should appoint a Curriculum Enrichment chair who will book programs for their unit. Council chair will work with the District Coordinator of Fine and Performing Arts to help units understand the process for planning curriculum enrichment programs, district funding and will share best practices and feedback on programs. Curriculum Enrichment programming covers a range of topics including arts/theater, character education, STEM, health & nutrition, etc. Reps should attend Nassau Region PTA Arts-In-Education Showcase in the Spring. Meetings are held approximately 2 times a year.

HEALTH, NUTRITION & SAFETY

Coordinates activities/programs throughout the district encompassing social and physical wellness related to drugs, alcohol, bullying, positive decision-making, nutrition etc. Organize and attend district wide and in school programs. Coordinate and distribute a quarterly one-page resource guide. Coordinate a booth for the SHS Health Fair in the Fall. Meetings are held approximately 3-4 times during the year. Events for students will be held during the day but events for parents will be held at night. Reps also sit on the District Student Wellness & Nutrition committee which meets during the day.

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LEGISLATION

Helps disseminate information to Unit Reps on NYS PTA resolutions and current PTA legislation items of interest. Present NYS PTA proposed legislation for vote at October PTA meeting. Meetings were held approximately 2 times in the Fall.

PARENT RESOURCE GROUP

Organize district wide presentations and/or parent roundtables to discuss relevant topics on education, parenting and district resources. Create at least one evening program for parents new to the district and create a corresponding welcome kit. Program should be held in September and include presentations from district administration and Council president. Program should be recorded so it can be shared as families join the district. Possible topics for other evening programs can include gifted & talented students, homework strategies, navigating the parent portal, etc. Meetings were held approximately 4 times during the year. Presentations/roundtables will be held at night.

REFLECTIONS

Coordinates PTA Reflections program in the district. Responsibilities include disseminating information regarding the PTA Reflections program to units, helping to submit unit entries for district and Nassau Region PTA judging and organizing the Council's reception of district winners. Reflection chairs will need to be available to answer questions from families during the process and secure entries to be displayed in the flipbook for district reception. Meetings are held approximately 3-4 times during the year. Also requires attendance at the district Reflections ceremony held at night in February.

SCHOLARSHIP FUND COMMITTEE

The committee is responsible for all of the fundraising for the Syosset Scholarship Fund including promoting the fund at PTA meetings, mailing of letter to previous donors, creation and execution of additional fundraisers (e.g. restaurant fundraisers), coordinating additional support from the HS (portion of sales from carnival and Cabaret Night), promoting ticket sales for SHS Theater Musical in March and securing ads and designing ad section of the SHS Theater Musical Playbill. Meetings held approximately 2 times during the year.

SCHOOL AND COMMUNITY

Keeps PTA informed of community happenings that affect the schools and neighboring communities. Organize community service events/drives. Meetings are held approximately 3-5 times during the year.

TECHNOLOGY SUPPORT COMMITTEE

This committee will provide technology support for all Syosset Council of PTAs programs and events as needed. They will help train PTA unit leaders, Council committee chairs and Council executive officers as well. The committee will help manage & support the Council Website, Facebook page, YouTube site, Zoom account. They will also help with google forms, flyers and Zoom calls and polling.

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WAYS AND MEANS

Plan, coordinate and hold the annual Council Fundraiser. Meetings are held approximately 3-5 times during the year. Attendance at the main fundraising event for the year is also required.