

PTA Events & Committees

Brief descriptions of this year's PTA events, chair positions, and committees are listed below. Whether you are new to Post Road or a seasoned veteran, we welcome your participation and enthusiasm to make this an excellent school year for our children!!

Book Fair Chair

Each Fall, the PTA arranges a book fair. The role of the Book Fair chair is to coordinate and execute the book fair. Some of the basic duties are promotion of the event, ordering/delivery of books, set up, and break down of book fair. The book fair runs for one week and usually concludes on the night of our Evening Family Event. A number of volunteers are needed to help set up and staff the event; chairs must have good organizational and communication skills.

Cash Back Program Chair

Post Road PTA coordinates a number of "Cash Back" campaigns: Box Tops for Education and Stop & Shop A+ and Amazon Prime. The chair would coordinate with these organizations each summer, create the flyers advertising programs and solicit and schedule activities that revolve around these campaigns. Organizational and computer technology skills are helpful. Great position for someone who works or cannot be at the school often.

Chess Club Chair

Students may sign up for chess instruction during lunch and recess. All levels are taught by professional instructors. Chair would coordinate hiring chess master, soliciting for parent volunteers and students to join the club, managing payments, and coordinating with our principal these chess activities at lunch time during school year.

Class Parents Chair

Parents/guardians are invited to participate in their child's class through a variety of activities such as class parties, class breakfast, phone tree, etc. Chair is responsible for coordinating the sign up of parent volunteers at the first PTA meeting and Open Houses, advising class parents of their responsibilities, organizing class contact lists and soliciting parents' help with PTA functions, as needed.

Family Fun Night

This committee organizes a fun event that the whole family can participate in, such as a movie and popcorn evening, bingo, science night. Two events are held during the year. The chair coordinates the date with the PTA, selects the event's theme, publicizes the event, and is responsible for the smooth running of the event. Early February event.

Fiesta Committee Chair

Each Fall, our nation celebrates "Hispanic Heritage Month" to recognize the contributions of Hispanic and Latino Americans to our country's heritage and culture. The Post Road Fiesta is a way for our school to join in this celebration in a fun night for the students and their families. Activities include dancing, games, crafts, and more!

Fifth Grade Fundraising Committee

This committee organizes a graduation luncheon/party, coordinates fundraising activities, oversees yearbook production, and orders graduation t-shirts for all fifth graders. Chair would solicit for fifth grade parent volunteers to sit on the committee and complete above mentioned Tasks.

Fourth Grade "Nature's Classroom" Fundraising Committee

This is an important committee at Post Road to help carry on our tradition of the 3-day "Nature's Classroom" experience in Massachusetts. The PTA raises nearly \$10,000 per year through this committee alone to help pay for scholarships and the busses necessary to bring the kids to/from the event. Responsibilities include regular meetings with the 4th grade teaching staff and fundraising event planning (includes movie nights, T-shirt sales, Valentine's Day Fundraisers, and more!).

Kindergarten Outreach Committee

Halloween Bash Committee

Much anticipated every year and is held during one of the Friday evenings leading up to Halloween. Coordinate volunteers, manage publicity and create/implement activities. A lot of volunteers are needed to help set up and staff the event; chair must have good organizational and communication skills. This is one of our most popular and well--attended events!

Hospitality Chairs

Coordinates refreshments of the Welcome Back Luncheon for Teachers, Teachers Appreciation Lunch, and monthly PTA meetings. Solicit food donations, order food, set up and clean up of events listed above. (1) Chair must be available to attend PTA meetings.

Jenkins Award

This is a New York State PTA award of recognition for parents/guardians and staff who have contributed, above and beyond, to their school community through the PTA. This committee selects the year's recipients and presents them with honorary lifetime memberships. Chair would coordinate the nomination, selection and presentation of award to recipients at night (60 minute event). Great for someone who cannot volunteer time during day hours.

PARP (Pick a Reading Partner)

Chair(s) will plan an evening event that celebrates the basic principles of PARP, which is to encourage reading at home, fortifies children's reading habit and let them know that reading can be fun! Ideas for the event include a Storyteller, Dress as your Favorite character Ball, Theater presentation. The Chair(s) will research and organize all the details of the event (many resources exist online), including organizing volunteers, finalizing the idea with PTA. Event will be in January and free to PR families.

Pat Whittaker Essay Contest Chair

Each fifth grader is asked to write an essay on an assigned topic such as "What Post Road School Has Meant to Me" or "The Person Who Most Influenced Me at Post Road." This committee works with the fifth grade teachers to organize this assignment, judge the essays, and present the winners at graduation. Great for someone who needs to work from home or work.

PTA Council Representative

This is an umbrella organization to which all White Plains PTA units belong. The council meets monthly and deals with school issues on district, state, and national levels. It provides a forum for discussion and interaction among the individual PTA units. Attend PTA Council meetings (typically five each year) and report back to PTA membership. Great for someone who can only participate in evening events.

PTA Grant Committee Chair

The Chair of the PTA Grant Committee coordinates the PTA Grant Program. This program is designed to contribute funds to support learning activities that benefit an entire grade level for the designated year. Grade Level Representatives may submit proposals for field trips and other activities that will benefit students. Special area grants must benefit the entire school. The Grant Committee reviews and approves proposals. Commitment level: 6--8 hours a year. Great for a parent who is organized, attentive to details, and needs to work from home or work.

Salad Bar Wednesdays

Every Wednesday, 3-4 parent volunteers are needed to serve the salad bar items to our students throughout all three lunch periods. Volunteers will need to work with the cafeteria staff to set--up and restock the salad bar as well as aid in the clean up of the bar at the end of lunch. Volunteers can arrange to take the same Wednesday each month or fill in as needed. Chair will need to set up the schedule of volunteers and work closely with the cafeteria staff to be sure things run smoothly.

School Picture Chairs

School Pictures are taken by a professional photographer. Chairs act as an interface between school and photographer. Chairs will distribute order forms, create the picture day schedule, collect order forms from the PTA mailbox and be sure forms are properly filled out, solicit for

volunteers and distribute picture packages. Volunteers are needed to usher classes to and from the photo sessions and assist in getting kids posed for their pictures. Those involved should be able to commit for the entire morning or afternoon, as needed.

SCIENCE FAIR Committee

Special Needs Committee Rep

The Post Road Special Needs Committee stems from the White Plains district--wide PTA Council's Committee on Special Needs. This group provides a forum for the development of ideas and differentiated learning strategies to benefit all Post Road children.

Spirit Wear Chair

Order school t-shirts, sweatshirts and other spirit gear at the beginning of the school year. Prepare and distribute order forms, set up and man spirit wear table at PTA events, work with the vendor fill orders, and distribute ordered items to classes. Helpful to be good with numbers, be able to work independently and be attentive to details.

Spring Raffle Fundraiser Chair (SpringFest)

Recruit and organize the PTA auction committee. The committee works to solicit donations, advertise, organize auction, and thank donors. The chairperson and committee pick the venue, decorate, and coordinate spring fest event. March event.

Student Directory (Tiger Pages) Chair

This committee prepares and publishes the electronic student directory. Inclusion in the directory is voluntary. Organizational and computer technology skills are a must.

Talent Show

Everyone is invited to show off their talents at the annual talent show. Sing, dance, act, play an instrument, etc. Chairs would schedule the date, create the fliers, solicit and schedule volunteers, coordinate the student auditions, rehearsals, and run the actual show.

Translation Chair and Spanish Liaison

The PTA strives to include as many families from our diverse school population as possible. With this aim in mind, it is essential to provide Spanish translation of written materials as well as oral communications. If you have these skills, we need your help.

Recording Secretary

The recording secretary is the third mandatory officer on the executive board. The recording secretary is responsible for all non-financial PTA records and communications with the PA/PTA membership. The other responsibility that assigns specifically to the recording secretary is transferring the PTA's bylaws, meeting notices, agendas and meeting minutes to the incoming recording secretary before the end of his/her term. Role includes: Recording minutes at all PTA meetings, preparing minutes of each PTA meeting, and reading and distributing copies of the minutes at the next PA/PTA meeting. Can include preparing notices, agendas, sign-in sheets and materials for distribution.

Additional Committees & Events Descriptions to come!

Square Art Fundraiser
Budget & Finance Committee
Field Goods
School Supplies Pre-Orders
Fall Catalog Fundraiser
Five School Fundraiser
Nominating Committee
Pretzel Fridays
Science Fair