

## Plaza PTA Committee Descriptions

### BANKING

- Kids can open a savings account at Ridgewood Savings Bank. Once a month, they bring their deposits and the banking chairperson makes the deposits. Passbooks are held until June, and then they are sent home until September. Banking occurs at 8:30am on the 1st Monday of every month (unless otherwise stated).
- Parents needed: 2
- Approximate hours: 3 hours/month

### BOOK FAIR

- Plaza holds 2 book fairs each year. In the fall, the book fair falls on Know Your School Night, and in the spring the book fair coordinates with Parent/Teacher Conferences. Chairperson is the liaison between Plaza PTA and Scholastic books. Parent volunteers are needed to help set-up books, run the register, help students shop during the school day, and break down and pack up book fair to prepare for pick up.
- Parents needed: 10 or more
- Approximate hours: 30

### CHINESE AUCTION

- During the November PTA General Membership meeting, a raffle for basket prizes is held. Chairperson is responsible for seeking out and requesting donations, organizing baskets, and running the auction during the meeting.
- Parents needed: 10 or more
- Approximate hours: 20

### CULTURAL ARTS

- This committee brings in educational speakers and assemblies throughout the year. The chairperson can attend the arts expo in the spring with many potential assemblies represented. The chairperson works with the Director of Fine and Performing Arts to secure assemblies and the BOCES discount.
- Parents needed: 2
- Approximate hours: 20

### EARTH DAY

- Chairperson plans and organizes activities geared toward teaching the students about the importance of saving our planet. Earth day takes place in April.
- Parents needed: 1
- Approximate hours: 2

### FALL FESTIVAL

- This is a family event held in October with food, pumpkin patch, DJ, games, vendors, and raffle baskets.
- Parents needed: 10 or more
- Approximate hours: 20

### FAMILY GAME NIGHT

- This event is organized by the gym teacher for 1st and 3rd grade students and their parents. Fifth grade students are helpers. Volunteers are needed to help distribute water and snacks.
- Parents needed: 1
- Approximate hours: 2

### FIELD DAY

- In the spring, classes compete in a number of outdoor relay games. Volunteers are needed to distribute water to the students.
- Parents needed: 1
- Hours of completion: 2

### FOUNDER'S DAY

- February PTA meeting, usually held in the gym, to celebrate the founding of PTA. Nominal fee is charged for dinner and entertainment. Honorary Life Awards are presented.
- Parents needed: 2
- Approximate hours: 6

### FRIDAY FUN SNACK

- Every Friday the PTA sells snacks during lunch time. A parents volunteer must be at the school during lunch times. Chairperson is responsible for ordering snacks and submitting money to treasurer.
- Parents needed: 1 5th grade parents, 1 general membership parent
- Approximate hours: 40

### HEALTHY SNACK DAY

- On a chosen day, usually in November, all students will receive a healthy snack.
- Parents needed: 1-2
- Approximate hours: 2

### HOLIDAY BOUTIQUE

- In December, students come to Plaza gym to shop a variety of items (sports, jewelry, toys, and more).
- Parents needed: 2
- Approximate hours: 20

### HOLIDAY BREAKFAST

- Usually takes place on the first Saturday of December in the Plaza gym. Breakfast is served, students create crafts.
- Parents needed: 10 or more
- Approximate hours: 20

### INSTALLATION DINNER

- Held in June, the elected PTA Executive Committee is installed. A fee is collected from individuals coming to this event. Chairperson is responsible for booking a restaurant, making flyer, and collecting money. Chairperson also coordinates a slideshow that highlights the work of the PTA throughout the year.
- Parents needed: 1
- Approximate hours: 6

### MEMORIAL DAY PARADE

- Plaza families march alongside the marching band and cheerleaders. Volunteers are needed to meet students and families at the end of the parade and distribute refreshments.
- Parents needed: 10 or more
- Approximate hours: 6

### NEW PARENT MENTORING PROGRAM

- Chairperson organizes events to welcome new families and incoming Kindergarteners to Plaza. Playdates in the beginning and end of summer take place at Plaza's playground. In the fall, a day at Atlantic nursery decorating pumpkins is arranged.
- Parents needed: 2
- Approximate hours: 8

### NEWSLETTER

- Chairperson is responsible for collecting updates from all committees and putting together newsletter to be distributed a few times throughout the year.
- Parents needed: 1
- Approximate hours: 20

### P.A.R.P.

- This three week program (Pick a Reading Partner) encourages families to read together. Many events are scheduled throughout the program. Committee chooses a theme, submits written proposal with calendar of events, and works with public library to coordinate books, theme, and raffles.
- Parents needed: 5
- Approximate hours: 20

### PLAZA APPAREL

- Volunteers needed to collect and place orders, sort, and bag and distribute apparel. Sale is held in the fall and spring.
- Parents needed: 1
- Approximate hours: 10

### PLAZA CARES

- Works together with school social worker to do Thanksgiving bags, food drive and giving tree.
- Parents needed: 1
- Approximate hours: 10

### PTA COUNCIL DELEGATE

- Attend PTA Council meetings once a month, represent Plaza PTA, and report back to general membership at PTA meetings.
- Parents needed: 2
- Approximate hours: 20

### REFLECTIONS

- Coordinate contest sponsored by NYS PTA. Students submit creative work (art, music, or performance) based on provided theme. Work is judged at Region and State levels.
- Parents needed: 1
- Approximate hours: 10

### RESTAURANT DAY

- Several evenings during the year, we host “Plaza Night” at local restaurants like McDonalds and Swirl Bliss. A percentage of the proceeds from these nights goes to Plaza PTA.
- Parents needed: 1
- Approximate hours: 10

### SCHOOL SUPPLIES

- Chairperson acts as liaison between Plaza and supply company, coordinating school supply lists and sending home order information.
- Parents needed: 1
- Approximate hours: 4

### STUDENT CONTESTS

- Chairperson looks for and coordinates contests that students can enter, and coordinates writing contests throughout the year.
- Parents needed: 1
- Approximate hours: 4

### SUPERMARKET BINGO

- This event is held in January. Families play bingo for prizes of bagged groceries. Volunteers are needed to collect and bag groceries, set up and clean up.
- Parents needed: 2
- Approximate hours: 10

### TEACHER RECOGNITION LUNCH

- In May, during Teacher Appreciation Week, we serve teachers lunch and provide other treats such as breakfast and dessert. Chairperson selects theme, asks for donations, coordinates letters and gifts from students and families.
- Parents needed: 10
- Approximate hours: 6

### WEBSITE

- Chairperson maintains [www.plazapta.org](http://www.plazapta.org), and is responsible for uploading current and relevant documents, maintaining parent current resources for parents, and maintaining calendar on website.
- Parents needed: 1
- Approximate hours: 10

### BIRTHDAY BOARD

- Responsible for decorating bulletin board with students birthdays each month and sending home birthday pencils as a gift from PTA.
- Parents needed: 1
- Approximate hours: 15

### COMFORT AND CHEER

- Handles correspondence and small tokens for life events for families and staff.
- Parents needed: 1
- Approximate hours: 2

### HOSPITALITY

- Coordinates refreshments to be served at every PTA meeting by assigning one meeting to each grade.
- Parents needed: 1
- Approximate hours: 2

### SOUP LABELS AND BOX TOPS

- Collects, counts, and sends in box tops to purchase items for school.
- Parents needed: 1
- Approximate hours: 10

### SCHOOL BOARD LIAISON

- Volunteer needed to attend Baldwin BOE meetings and report back by posting on Facebook page.
- Parents needed: 1
- Approximate hours: 2 hours per month

### FRIENDS OF MUSIC

- Parents needed: 1
- Approximate hours: 4

### BALDWIN EDUCATION ASSEMBLY LIAISON

- Volunteer needed to attend monthly meetings and report back to PTA at meetings.
- Parents needed: 1
- Approximate hours: 2 hours per month

### CLASS PARENT COORDINATOR

- Coordinate class parent program, addresses issues and concerns that arise throughout the year, ensures that every class is provided with what they need for their celebrations throughout the year.
- Parents needed: 2
- Approximate hours: 10