



Washington School PTA

Washington Elementary School • Washington Ave. & Whitewood Rd. • Union, NJ 07083

Committee Descriptions

Art Show – Assist with framing kid’s art work and help out with art projects that are to be displayed throughout the school as well as at the art shows. Assist art teacher who will be chairing this committee. The show is in May.

Bingo Night – Plan evening, collect money and coordinate evening of fun for kids in all grade levels, including multiple games and prizes as well as refreshments and a light snack. Nighttime event.

Book Fair (Fall and Spring) – Order books, set-up, reorder any books that need to be reordered and distribute. Work with Treasurer to complete sales form. Send report to company so that school earns credits for free books. Daytime Event set up in Evening.

Box Tops for Education – Collect General Mills Box Tops for Education and submit for payment to school. Send out flyers a few times during school year. Can be done at your convenience.

By-Laws & Procedures – The By-Laws chairperson must be knowledgeable in our By-Laws and standing rules. The By-Laws must be revised and amended, as applicable. Act as facilitator at PTA meetings when needed and/or asked to do so..

Campbell Soup Labels – Collect soup labels and labels from related products for free educational equipment. Send out flyers a couple of times during the school year. Can be done at your convenience.

Candy Sale – Work with vendor to get paperwork and confirm program, distribute paperwork to students, check money against orders, distribute candy to students and correct any problems. (January – March) Majority of this committee can be done after school and/or evening.

Pajama Fundraising Days - Prepare and distribute the flyers throughout the year as well as collection of money donated towards this purpose.

Cultural Arts/Reflections – Conduct “Reflections” program. Coordinate with art teacher and suggest cultural arts program.

Daddy/Daughter Dance – Plan an evening for daddy/daughter(s), provide music and decorations, take pictures and provide refreshments.

Dine, Shop & Donate – Seek fundraising opportunities with local businesses who will donate a percentage of purchases to the PTA

Fair – Fundraise and plan event for all grade levels. Includes working with vendor, obtaining volunteers and coordinating schedule for this Daytime Event.

Family Fun Night – Plan evening, collect money and coordinate evening of fun for Washington School families. There is 1 family fun night per school year. This will be held in Spring. Evening event.

Finance – Provide assistance to the treasurer and help to develop and adjust the budget as necessary

PreK, Kindergarten & First Grade Reading Night – Plan an evening of stories for 1st graders and Kindergarteners that stress “reading is fun”. Evening event. Not for a first grade parent or a K parent to run as you will be enjoying this event with your child. 2nd and 3rd grade parents would make excellent volunteers, as you may be familiar with this event. (Easy)

Flower Sale – Committee will choose a nursery, get pricing, select flowers/plants and generally be responsible for the delivery, set-up and sale of plants.

Fourth Grade Yearbook – Committee needs to be available to take candid pictures of 4th graders during the day and during special events. Coordinate and set-up yearbook, cut and trim pictures, collect and organize older pictures. Completed yearbook must be ready to submit by deadline, which is typically late in March. This would be a great committee for a 4th grade parent.

Fourth Grade Graduation – Third grade parents buy and set up desserts and beverages for graduation. Clean up when event is over. **This is to be run by 3rd grade class captains.**

Fourth Grade Picnic – Organize an end of the year picnic in a park in Union for all our 4th graders. Work with gym teachers to set up games, provide food and drinks. **This is to be run by 4th grade parents.**

Fourth Grade T-Shirts – Organize and work with vendor to provide the 4th grade students and teachers monogrammed T-shirts for the 4th Grade Track & Field Day, picnic and graduation practice. Same shirt for all 3 events. (Easy)

Geography Night – Plan an evening of geography games and contests for 4th graders. Evening event. This would be a fun night for a 4th grade parent to lead.

Halloween Photos – Organize and take the class Halloween pictures and send out fliers. If anyone wants to purchase these photos, then distribute the pictures. Daytime event.

Heritage Night – an evening of fun for 3rd & 4th grade students. Organize event (we have a set up for you to follow) work with your committee to send out flyers and help coordinate the evening of countries that parents volunteer to represent. Committee would be great to chair with another person.

Holiday Boutique – Organize event, purchase items to be sold, work with vendors, inventory, set-up. Daytime Event. Evening set-up.

Holiday Gift Wrap (Fall catalog fundraiser) – Distribute packets to students, collect orders, check each order, submit order to company. Each order comes separate in its own box from the company and the committee needs to distribute these boxes to children and parents, correct and replace orders. (Great event to do with another parent)

Hospitality Coordinators – Responsible for supplying refreshments for all PTA class parties throughout the school year.

KidStuff Books – Coordinate distribution, collection of money, return of Kidstuff Books and interface with company.

Kindergarten Buttons – take pictures of all kindergarteners as the school year is coming to a close and place these pictures in buttons to be worn for the kindergarten show. Pictures are a daytime event. Buttons can be done on your own schedule. **This is to be run by Kindergarten class captains.**

Meet and Greet Ice Cream Social – Organize a nighttime event on the blacktop for all parents and children to meet teachers, parents and other children who are in their classes/school. Also for parents to get familiar with school and the grounds.

Membership – Enroll and collect dues from PTA members, issue membership cards and membership directory including email addresses and keep membership list current.

Million Page Party – Assist school staff in planning, organizing and executing the Million Page Party at the end of the year

Mixed Bag Sale – Work with vendor, distribute catalogs to students, check money against orders, distribute to students. Correct any problems. This can be done day or evening.

Mother/Son Dance – Organize a night of fun and dancing for mom and son. Provide music, decorations and refreshments. Clean up. Evening Event.

Movie Night – Movie Selections, Organize someone to play movie, refreshments and light snacks. Clean Up. Evening Event. There are 2 movie nights total per school year – fall & spring. Both held outdoors, weather permitting.

Newsletter – Collect articles, artwork, and poems created by our students, PTA and Principal and layout into Wildcat News our school's newsletter, which is distributed to the school community 3-4 times during the year. Also a monthly newsletter from the PTA highlighting the month's events and any pertinent information for that month.

Parents at Recess – Facilitate fun activities for students during indoor and outdoor recess

Public Relations – Send press releases to local media to advertise school and PTA events and news

Pumpkin Patch – Coordinate ordering and distribution of pumpkins to the student body. Select source for pumpkins, place order, recruit volunteers and coordinate distribution of pumpkins to students during the school day. Daytime event

Pre-K & K Holiday Fun Night – Plan an evening of holiday songs and skits for Pre-K and Kindergarten children. Not for a parent of a pre-k or k child. You will be enjoying this with your children.

Safety – Work with school administration to ensure that all safety protocol is being followed for PTA events. Address safety issues that are brought forth by parents.

Second Grade Gym Night – Need second grade parents to provide **two** evenings of activities for the children in the school gym for 1 hour on a Friday night (Easy, Dates to be determined). Evening Event

3rd & 4th Grade Dance – Responsible for sending out fliers and organizing the night.

Staff Holiday Table – Order luncheon food for all staff, set-up and replenish during luncheon and clean up.

Spirit Wear Sale- Choose a distributor, make up order form, check prices with distributor, distribute paperwork, check money against orders, subtotal each individual item by size, distribute orders and correct any problems.

Staff Appreciation Week – Prepare an event and/ or gifts to reflect our gratitude to our teachers during the week of Teacher Appreciation in May.

Third Grade Arts to Remember – Arrange for two parents from each third grade class to go in and help the children create their artwork. Once artwork is completed, it needs to be collected and sent home to the parents with the order forms for art to remember. Art to Remember will then send orders back to school and these orders need to be sorted and sent home. **This is to be run by 3rd grade class captains.**

Third Grade Science Night – Provide an evening of hands-on science experiments for third graders. Presenters needed, great event for 3rd grade parents to assist in. (easy)

Track and Field Day – Coordinate program with gym teacher, recruit volunteers for events, set-up, clean up, water stations, etc.

Yankee Candle – Work with vendor, distribute paperwork to students, check money against orders, distribute to students and correct any problems.