

**WESTBROOK ELEMENTARY PTA**  
COMMITTEE CHAIRPERSON LIST 2016-2017

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<b>SPOOK-TACULAR – FESTIVAL OF FRIGHT</b>		
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<b>6TH GRADE PICNIC</b>		
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\*\* PLEASE CONTACT OUR SCHOOL NURSE WITH FOOD ALLERGY QUESTIONS AND CONCERNS

**WESTBROOK ELEMENTARY PTA**  
**COMMITTEE DESCRIPTION LIST 2016-2017**

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## **BAKE SALE**

The Westbrook School PTA Bake Sale is an event that parents and teachers look forward to every year. It is held during Parent/Teacher Conferences in November right before Thanksgiving, making it the ideal time to buy delicious treats made by talented Westbrook School parents.

The chair people ask volunteers to donate ready-to-purchase goodies including cookies, cakes, pies, cakes, truffles and much more. Items can be wrapped as one large item (for example, a cake or pie, or a plate of cookies/brownies, etc.) or in single serve packages. Chair people coordinate volunteers to help set up and run the bake sale.

## **BEAUTIFICATION**

The purpose of this committee is to improve and maintain the grounds around the school. Volunteers are needed to weed, plant and help with general maintenance to Westbrook Elementary flowerbeds.

## **BOBCAT NEWSLETTER**

Creates monthly newsletter to update families about events and activities at Westbrook School.

## **BOBCAT WEBSITE**

The WEB Administrator is responsible for the overall operation and maintenance of our PTA website ([www.westbrookschoollpta.com](http://www.westbrookschoollpta.com))

## **BOOK FAIR**

The Book Fair Committee works with the Administrative staff and School Librarian to plan this event. The committee is responsible for setting up the book fair, assisting students in purchasing books and taking down the book fair. The PTA donates the books to the school library and to classroom teachers to help build their classroom libraries.

Volunteers are needed to help students select books for parental approval during their shopping time.

## **BOX TOPS | LABELS FOR EDUCATION**

The Chairperson of the "School Box Tops" and "Labels for Education" is responsible for collecting box tops which in turn raise money for the PTA. Volunteers are needed to help count labels to be submitted for reimbursement form each organization.

## **BULLETIN BOARD INSIDE (I) | OUTSIDE (O)**

Changes the board messages monthly or as needed. Volunteers are needed to update bulletin boards at Westbrook Elementary.

## **BUNNY BREAKFAST**

Hop into springtime and keep your bunny Ears open for Eggstra special fun at this years "Bunny Breakfast" on Saturday, March 21st. Featuring live entertainment, a special craft and a complimentary photo with the bunny! This event is usually held on Saturday, the week before Easter. Volunteers are needed to set up, serve food and clean up.

## **CLASS PARENTS**

The role of the Class Parent Chairperson is to send home a form to parents and ask for volunteers. The chairperson(s) then selects three parents for each homeroom and contact the homeroom teacher and then provide food for class parties.

## **CLASS PICTURES – FALL AND SPRING**

The chairperson publicizes picture day and distributes packages. Volunteers help organize children for their individual and class pictures and assist the children in preparing their smiles.

## **CLOTHING DRIVE**

Chairs schedule clothing drives and distribute flyers informing parents, teachers and staff what to donate and when. Committee members and volunteers to assist at clothing drive accepting donations and loading the truck at the completion of the clothing drive.

## **COMMUNITY PARTNERSHIP FUNDRAISING – FLOWER SALE(S)**

Chairs will work with partner with local businesses to come up with a fundraiser which is beneficial to all parties involved.

## **FAMILY ACTIVITIES**

This committee will organize events that are fun for your entire family. Volunteers are needed to help in preparations and cleanup for planned activities.

## **FIELD DAY**

Chairperson needed to coordinate field day events with Physical Ed teacher and PTA board for student purchases (t-shirts, lunch, ice pops), work with parent volunteers to help during event to allow this fun-filled game day to run smoothly. The event is usually held in late May or early June.

## **FINGERPRINTING**

Fingerprinting is offered to Kindergarten students and students new to Westbrook. Volunteers are needed to complete paperwork and clean the children's hands after they have been fingerprinted by fingerprinting specialists. Volunteers must also verify that a parent or guardian has signed a permission slip for this service.

## **FROZEN FOOD FUNDRAISER**

Volunteers are needed to help organize and distribute the merchandise when it is received (usually in November).

## **HOLIDAY SHOP AND BOOK NOOK**

Come help our shoppers with their holiday gift shopping!

## **HOSPITALITY**

Volunteers are also needed to help coordinate coffee and refreshments at the monthly PTA meeting. Reminds class parents of dates and times for donations.

## **KIDSTUFF BOOKS**

Chairs handle relationship with Kid Stuff and work with staff and administration to determine the best distribution method. Coordinate sale of the books and return of unsold books. Books are loaded with many coupons and discounts for stores and restaurants.

## **KINDERGARTEN ORIENTATION**

Kindergarten Orientation introduces new students to Westbrook School, but also introduces new parents to the PTA. Those interested will need to assist in Kindergarten Orientation (spring) and Kindergarten Experience (August) will also assist with material offered for students.

## **LEGISLATION LIAISON**

Help make a difference by writing letters to our political leaders at the district and state levels who impact education. Sample letters will be provided along with a list of names, addresses, fax numbers and e-mail addresses. You may use whatever form of communication is best for you.

## **LIBRARY AIDES**

Volunteers are needed to help the librarian restock shelves and process new books.

## **MEMBERSHIP**

Volunteers are needed to help register new members to the PTA at Back-to-School-Night. Volunteers are scheduled to work in split-shifts to allow all volunteers time to go to their children's classrooms.

## **POCKET BOOK BINGO**

This fundraising event takes place each years. The venue is at the WMHS and guests have an opportunity to buy tickets and win pocketbooks bought / donated by members. Volunteers needed to gather donations, setup, runners and cleanup.

## **POSTER CONTEST**

Volunteers are needed to help judge Book Fair posters submitted by students from all grades. Volunteers may also be requested to help display and take down the posters and to help winners select prizes at the Book Fair.

## **PUBLIC RELATIONS**

Our Public Relations Committee gathers information and pictures from special events that our school and students are involved in. This information is then sent to local newspapers as a press release.

## **RED RIBBON WEEK VIOLENCE PREVENTION / PEACE WEEK**

Red Ribbon Week is very special in West Brook. The West Brook Guidance Department plans special theme days with an anti-drug message for our children. The PTA supports the Guidance Department by donating give-a-ways for all students with a "Celebrate A Drug Free Life" message on it. Volunteers are needed to decorate the school and help to order and distribute items to the classrooms with the theme of Violence Prevention Week/Red Ribbon Week.

## **SCHOOL STORE**

Volunteers are needed to help students shop at the school store. It is held once a month for two consecutive days during lunch hours. You do not have to be available to work at every school store.

## **SCHOOL SUPPLY KITS**

The Back to School Supplies coordinator updates class school supply lists with teachers, coordinates supply kits with school Supply Company, coordinates orders from families, places order with Supply Company and distributes supply kits for the first day of school. Volunteers needed to help organize kits for classes.

## **SPOOK- TACULAR**

Spook-tacular is a family event where creepy phenomenon of carnival meets spooky, we'll be throwing eyeballs and frogs, mixing up some witches potion and gnawing on some ghastly goodies. All guest invited to wear a costume and bring your camera for a spine-chilling photo op! Volunteers needed to assist with setup, refreshments, running games and cleanup.

## **SKI CLUB**

Westbrook Ski Club offers your child the chance to learn to ski and have fun on the slopes of Mt. Peter in Warwick, NY. This program is to parents and any of their school age children. Westbrook does not provide transportation or chaperones. Every skier must be accompanied by a parent or guardian. Chairperson(s) coordinate paperwork and dates and times.

## **STAFF APPRECIATION**

Volunteers are needed to help express appreciation to Westbrook faculty and staff at various times of the year. This usually includes treats for the staff lunch room with specific themes determined by the committee. In May, there will be a Staff Appreciation Luncheon, which is provided by our many wonderful and talented volunteers!

## **TALENT SHOW**

Volunteers are needed to help the Talent Show committee with tasks including creating a program, setting up before the event and behind the scenes work during the show.

## **TREP\$**

TREP\$ is a six-week educational program for 5th and 6th graders which teaches children about entrepreneurship. TREP\$ is short for enTREPpreneurs, Volunteers are needed to help run workshops, advertise and set up and run the final marketplace where the children sell their products

## **TRICKY TRAY**

This fundraising event takes place every two years. The venue takes place at a restaurant and guests have an opportunity to buy tickets and win items donated by local and neighboring businesses. Volunteers needed to gather donations, setup, runners and cleanup.

## **VOLUNTEER LIST**

The PTA President and Westbrook office staff maintain a list of volunteers who can be called upon to help with jobs not associated with a specific committee. Examples of this may include helping put up artwork for the spring and winter festivals and helping with large mailings or copy jobs.

## **VOTE ED**

This school wide program allows students to vote on issues relevant to their school experience and provides a introduction to the democratic process.

## **WINTER BALL**

All families are invited to an evening of "Snow Festive Fun" which includes a DJ Dance Party, Photo Opts, Snacks and Light Refreshments. Volunteers needed to assist with setup, refreshments, running games and cleanup.

## **WMPA / ROUNDTABLE**

Group of elected representatives from each school in the district meet to discuss happenings and issues within our schools. Any issues are then brought to the superintendent for review.

## **5K RUN**

This fundraising event consists of a team of educators and parents coming together to promote fitness for our children. There is a 5K run | walk and a 1 mile fun run and open to Westbrook families and the public. Volunteers needed to help with publicity, soliciting sponsors, set-up, check-in, finish line, refreshments and clean up.

## **SIXTH GRADE ACTIVITY NIGHT**

As part of the promotion celebration for our sixth graders, a special evening is planned. Come and help us say farewell to our departing 6th grade class! Creative ideas and hard workers are needed for this fun-filled event!

## **SIXTH GRADE FUNDRAISER**

Volunteers are needed to assist with the 6th grade fundraiser, which helps to offset the cost of the 6th grade activities.

## **SIXTH GRADE MEMORY BOOK**

Volunteers are needed for a committee of sixth grade parents to create a "Memory Book" for our 6th graders' days at Westbrook. This may include gathering information and photos, typing and copying.

## **SIXTH GRADE PICNIC**

As part of the promotion celebration for our sixth graders, a special picnic is planned. Sixth grade parents are needed to help organize and serve food to our students. The picnic is usually held off-site at a location perfect for a picnic in the sun!