

2018-2019 COMMITTEES



ABBEY LANE PTA NEEDS YOU!

In an effort to begin forming these committees for the school year, we are asking volunteers for help. Below is a list of both PTA & District committees available to all PTA members. Any type of service or amount of time you can provide to help assist with these committees is greatly appreciated.

Descriptions for most of the committees are listed on the reverse side. If you are interested in volunteering or chairing a committee, please return this form to school addressed to the PTA mailbox with your selections.

Thank you for your support!

- **Please check all the committees listed below that interest you.**

PTA COMMITTEES:

- | | |
|--|--|
| <input type="checkbox"/> Annual Fundraiser (Sept-Mar) | <input type="checkbox"/> Mothers & Father's Day Sales (May/June) |
| <input type="checkbox"/> Audit (ALL YEAR) | <input type="checkbox"/> Moving Up (June) |
| <input type="checkbox"/> Back to School BBQ (SEPTEMBER) | <input type="checkbox"/> Nutrition Day (Mar) |
| <input type="checkbox"/> Bake Sale (ALL YEAR) | <input type="checkbox"/> PARP (December/Jan/Feb) |
| <input type="checkbox"/> Beautification (ALL YEAR) | <input type="checkbox"/> Plant/Flower Sale (May) |
| <input type="checkbox"/> BJ's Membership (Twice a year) | <input type="checkbox"/> Picture Day (Sept-Nov and March) |
| <input type="checkbox"/> Blood Drive (Dec) | <input type="checkbox"/> Red Ribbon (Oct) |
| <input type="checkbox"/> Book Fair (Nov/Jan/May) | <input type="checkbox"/> Reflections (Aug-Dec) |
| <input type="checkbox"/> Boo Party (Oct) | <input type="checkbox"/> School Apparel (ALL YEAR) |
| <input type="checkbox"/> Box Tops for Education (ALL YEAR) | <input type="checkbox"/> School Kits (Mar-June) |
| <input type="checkbox"/> Cultural Arts (ALL YEAR) | <input type="checkbox"/> Secret Store (Dec) |
| <input type="checkbox"/> Family Fun (ALL YEAR) | <input type="checkbox"/> Spring Party (May) |
| <input type="checkbox"/> Family Sporting Events (ALL YEAR) | <input type="checkbox"/> Staff Recognition Lunch (May) |
| <input type="checkbox"/> Field Day (June) | <input type="checkbox"/> Variety Show Fundraisers (May/June) |
| <input type="checkbox"/> Honorary Life (Nov. and Mar-April) | <input type="checkbox"/> VIP Dance (Feb) |
| <input type="checkbox"/> Hospitality (ALL YEAR) | <input type="checkbox"/> Yearbook (September-March) |
| <input type="checkbox"/> Kids Stuff – Coupon Book (Sept-Oct) | |
| <input type="checkbox"/> Membership (Sept-May) | |

DISTRICT COMMITTEES:

- | | |
|---|---|
| <input type="checkbox"/> Elementary/Secondary Curriculum (ALL YEAR) | <input type="checkbox"/> Levittown Schools Community Scholarship (ALL YEAR) |
| <input type="checkbox"/> Food Service (ALL YEAR) | <input type="checkbox"/> SEPTA (ALL YEAR) |
| <input type="checkbox"/> Health/Safety Awareness (ALL YEAR) | <input type="checkbox"/> Transportation (ALL YEAR) |
| <input type="checkbox"/> LEADD/Red Ribbon | <input type="checkbox"/> SEPTA (ALL YEAR) |

Name(s): _____

Phone #: _____

Email: _____

PTA COMMITTEES DESCRIPTIONS: Please note: The Chair(s) of each is responsible for providing updates to the Abbey Lane PTA Executive Board. Full list of committee descriptions available at www.Levittownschools.com/abbey/pta

Annual Fundraiser:

Various sub-committees responsible for decorating and set up of event, solicitation, donations, arranging of Raffle Baskets, and Ticket Sales. All proceeds fund the Cultural Arts Program.

Beautification:

Responsible for helping with various projects at schools such as the garden, etc.

BJ's Membership:

Responsible for sending out flyers, collecting applications and submitting them to BJ's.

Blood Drive:

Responsible for encouraging our schools blood drive participation.

Book Fair:

Responsible for ordering, checking inventory, and helping the students select books at our fair.

Box Tops for Education:

Responsible for submitting Box Tops collected from our families.

Cultural Arts:

Responsible for working with staff in selecting various education performers and assemblies throughout the school year, submitting paperwork for BOCES reimbursements and custodial assistance.

Father's Day Sales: Committee selects and prices items. Responsible for set up break down. Committee also helps children shop.

Field Day:

Responsible for working with the school staff to organize the events.

Honorary Life:

An award given by NYS PTA to a community member who goes above and beyond for our children. Responsible for requesting letters of nominations from PTA members and choosing the winner.

Hospitality:

Responsible for set-up of refreshments before each PTA meeting and for Terrific Kids Ceremonies and other events as needed.

Kids Stuff:

Responsible for distributing books, collecting & submitting orders, returning books to vendor at conclusion of sale

Membership:

Responsible for collecting dues, filling out membership cards and encouraging everyone to join PTA.

Moving Up:

Responsible for helping out for the 5th grade Social, Picnic and Ceremony.

Mother's Day Sale: Committee selects and prices items. Responsible for set up break down. Committee also helps children shop.

Nutrition Week: Responsible for the creating a healthy eating chart for children to follow at home as well as an exercise activity for each day.

PARP: Parents as Reading Partners

Work collaboratively with teachers to establish a theme, including activities during PARP event, including kickoff. Volunteers are needed to help out at kick-off night, Book Swap and Community Readers days

Picture Day: Coordinates the scheduling for the week, makes sure the children all get their photos taken and then collects and distributes the orders.

Plant/Flower Sale:

Responsible for ordering, delivery, distribution, and helping students during the May Plants sale..

Red Ribbon Week:

Responsible for organizing a themed, weeklong promotion of healthy lifestyle choices.

Reflections:

Responsible for supporting the yearly theme of the New York State PTA. They coordinate and submit all entries collected from our students.

School Apparel:

Responsible for placing orders of various items, selling items at PTA events and for the distribution of items.

School Kits:

Responsible for taking orders for school supply kits and distributing the orders when they come in over the summer. The teachers let the committee know what supplies will be needed for each grade.

Secret Store: Committee selects and prices items.

Responsible for set up break down. Committee also helps children shop.

Staff Recognition Lunch:

Responsible for coordinating the luncheon to honor our staff.

Yearbook:

Responsible for creating the 5th grade yearbook.

DISTRICT COMMITTEES: Meetings held at Levittown Memorial Education Center (LMEC)

Levittown Schools Community Scholarship:

Attends monthly meetings in addition to collecting funds and bringing them to the district meetings. The program provides annual scholarships to qualified seniors in our district.

Food Service:

Appointed representative attends monthly meetings and visits the Abbey Lane cafeteria. Submits report and any concerns to the Food Service Committee and the Abbey Lane Principal.

Elementary/Secondary Curriculum:

Committee meets once a month on both levels to discuss current educational topics.

SEPTA: Special Education Parent Teacher Association Members work with SEPTA and discuss Special Ed issues.

LEADD: Levittown Educators against Destructive Decisions Responsible for running the booth at the LEADD fair and working with staff members to coordinate programs for the children that promote healthy decision making during this week long event.

Health/Safety Awareness:

Responsible for meeting once monthly and reports back the latest health and safety issues that are discussed.

Transportation:

Responsible for attending scheduled meeting and reports back on items discussed.