

## PTA COMMITTEE DESCRIPTIONS

**AUDIT COMMITTEE-** Mid and End of year review of PTA financial documents

**BAKE SALE-** 3-4 times a year, organize/run a bake sale (during Back to School Night etc)

**BLOOD DRIVE-** Coordinate and run blood drive

**BOOK FAIR-** Select a company to order from, coordinate and run in school book fair

**BUDGET COMMITTEE-** Along with Treasurer, propose a budget for the following year

**BY LAWS-** Updated every 3 years (2017 next)

**COMMUNICATIONS, WEBSITE & THE PELICAN-** Design a PTA newsletter that gets distributed 4-5 times during school year (currently on the website)

**COUNCIL BUDGET-** Representative attends meetings at LEMC and reports back at PTA meeting

**CULTURAL ARTS-** Chairperson brings assemblies into Northside school

**ELEMENTARY CURRICULUM-** Attend monthly meetings at LEMC and report back at PTA meeting

**END of YEAR/ INSTALLATION DINNER-** Chaired by incoming Co-President & 1<sup>st</sup> VP.

**ENVIRONMENTAL COMMITTEE-** Purchase flowers/plants etc for the area on the front lawn by the Northside PTA sign.

**FAMILY FUN NIGHT-** Coordinates events for families and students at Northside (outdoor movie, slingo)

**FOOD SERVICE-** Monthly meeting at LEMC. Visit Northside cafeteria twice a month for quality control

**GIVING TREE-** Held during the holiday time, collect gifts and donate to John Theissen Foundation

**GLORIA BELL AWARD-** Coordinate with 5th grade teachers to give out awards to 5th grade students

**HEALTH, SAFETY & ENVIRONMENT-** Monthly meeting at LEMC, report back to PTA

**HEALTHY SNACK-** Once a year, coordinate and run healthy snack for students to receive on day of event

**HIGH SCHOOL LIAISON-** Attends Division Ave monthly PTA meeting and reports back to Northside PTA

**HISTORIAN/MEDIA CHAIRPERSON-** Create a photo album and CD with photos of PTA events

**HOLIDAY BOUTIQUE-** Once a year, coordinate and run boutique for kids to shop in

**HONORARY LIFE AWARD-** Send out flyer for Honorary Life Award to be chosen. Committee selects an honoree from nominations submitted.

**HOSPITALITY-** Provide refreshments and goods before PTA meetings and Kindergarten Tea etc.

**LEADD-** Levittown Educators Against Destructive Decisions- Plan activities for October event. Decorate exterior of school with red ribbons.

**LEGISLATION & ADVOCACY-** Representative attends Nassau County Region Workshop & report back

**LEVITTOWN SCHOOLS COMMUNITY SCHOLARSHIP INC-** Attend meetings at LEMC once a month, report back to PTA

**LEVITTOWN TRIBUNE-** Coordinate ordering the Tribune for families

**MIDDLE SCHOOL LIAISON-** Attend Wisdom Lane monthly PTA meeting & report back to Northside PTA

**NOMINATING COMMITTEE-** Meets one time to nominate following year's PTA officers "slate"

**NORTHSIDE ALUMNI AWARD-** Coordinate with guidance department at Division Ave High School. In March, create a scholarship application. Have 5 volunteers help review applications

**PARP-** Parents As Reading Partners. Held in February. Coordinate activities and run event

**PELICAN SUPPLY CART-** School store on a cart. Go around school with cart a couple times a year and sell supplies to students

**PICTURES-** Coordinate and run picture day

**PRODUCT LABELS-** Collect Box Tops & Labels For Education. Send to companies to receive rewards

**REFLECTIONS-** Students create projects through arts, dance, photography, film production & literature. Send out flyer in October

**SECONDARY CURRICULUM-** Monthly meeting at LEMC. Report back to PTA.

**SEPTA-** Special Education Parent Teacher Association. Monthly meeting at LEMC. Report back to PTA

**SPIRIT WEAR-** Choose vendor and design of clothes. Create flyer, collect money and distribute clothes

**SPRING BOUTIQUE-** Once a year, coordinate and run boutique for students to shop in

**STAFF RECOGNITION-** A 'thank you' to the staff. Provide food etc for the day

**STUDENT COUNCIL-** Attends Student Council meetings and reports back to PTA