

Dear Parents,

Signal Hill PTA is now forming committees for the 2011-2012 school year.

Please read the following information carefully, print and **return the form on the last page of this packet to the PTA drawer as soon as possible**. WE NEED YOUR HELP!! The bulk of our fundraised money pays for our children's wonderful Arts in Ed assemblies including the year-end Circus program. We have big and little jobs, jobs that involve mathematics and jobs that involve food! There are many choices for the working parent as well. Several Council Standing Committee meetings are held at night, as are a handful of PTA fun events. We hope you will find your niche so that we can continue to run all our programs next year. If you have any questions please contact **Dolores Oesterle at 427-0923** or [Dolores Oesterle@yahoo.com](mailto:Dolores.Oesterle@yahoo.com).

COMMITTEE DESCRIPTIONS

The following are brief descriptions of the responsibilities involved for each of our committees for the 2011/2012 school year:

COUNCIL STANDING COMMITTEES

All Council Standing Committees require attendance at a Half Hollow Hills PTA Council District meeting once a month and a follow up verbal report at our monthly PTA meetings. Unless noted otherwise in the description, the meetings are during the school day at The Fran Greenspan Administration Building (Central Office).

AHAP: Support, strengthen and promote greater understanding of the needs of the intellectually advanced child. Members discuss scheduling, qualifications for acceptance and course descriptions. Special speakers may also attend meetings. *Your child must currently be enrolled in AHAP for you to serve on this committee.*

ALLERGY: Sub-committee of Health, Nutrition and Environment Committee which focuses on allergy awareness to help promote student wellness.

ARTS IN EDUCATION: Brings a variety of assemblies, and residencies to the school throughout the school year. Responsible for coordinating assembly dates on the calendar. Search the Boces catalog for artist, book and negotiate price and order contract(s) through Boces. Notify school of all artist requirements for day of assembly and be able to attend assemblies to ensure all goes well and to represent the PTA.

BUDGET: Involvement in the HHH school budget. Assess the needs of the children and our school, and makes our budget needs and concerns known at the monthly meeting. Members review all aspects of the Half Hollow Hills District school budget. Meeting includes members of the Board of Education and Administration.

COMMUNITY AWARENESS: Members discuss important issues of concern to the Half Hollow Hills community such as safety, environment, zoning and traffic issues. May be involved in mobilizing the PTA for action on certain issues.

DIVERSITY: This committee works to promote cultural respect and understanding in regard to the vast diversity of cultures in our district. Members assist in organizing the district-wide Unity Fair held in February. **Meetings are in the evening.**

EDUCATION: Educate the PTA on the various concerns related to educational issues. Curriculum, class size, legislation and its effects on education, etc. are discussed at monthly meeting.

FACILITIES: Committee meets to discuss the condition and use of school grounds and buildings in the district and how it affects Signal Hill PTA.

LEGISLATION: Participate in idea sharing discussions on current trends in legislation and how it impacts our children. Members help organize district wide “Meet the Candidate Night.” Lobby local and state officials to inform them of PTA stance on key issues.

NUTRITION, HEALTH and ENVIRONMENT: Committee promotes student wellness with school lunch improvements, elevates awareness of healthy snack choices and importance of physical activity.

PARENT RESOURCE CENTER (PRC): Brings issues of concern to parents, educating them through workshops on a variety of topics. Examples of such workshops include discipline, homework skills, bullying and raising drug-free children.

PUBLICITY: Maintain and update Signal Hill PTA website. Participate in monthly on-line meetings.

SPECIAL EDUCATION: Speakers attend meetings to share information on the education of children with special needs. **Meetings are in the evening.**

SPECIAL EVENTS: Promotes all PTA Council Special Events such as Founder’s Day, Hills Got Talent, etc. Organizes fun and exciting events to fund Half Hollow Hills Scholarships. **This committee meets during evening hours.**

SCHOOL BOARD REPS: Attend **evening** School Board meetings which are held twice a month at district schools. Be the first to find out what is happening in our district!

TASK FORCE: This committee discusses contemporary issues affecting our children. Addresses concerns pertaining to the health and physical education curriculum.

TRANSPORTATION: School bus safety issues are addressed as well as bus routes, and transportation laws. Act as a liaison for parents with transportation concerns/problems in the district.

WELLNESS: Attend meetings and help the district promote and run the annual HHH Wellness Fair.

SCHOOL COMMITTEES

BIG HELP / BOX TOPS FOR EDUCATION: Parents and students work together to improve the community through various collections and doing good deeds. Responsible for collection and processing of box top labels to earn rewards for our school. Organize collections for charitable causes.

BIRTHDAY CLUB: Send birthday child card and information about purchasing book in honor of their birthday. Process parent requests for donation of books to school library in honor of their children's birthdays.

BUILDING BEAUTIFICATION: Beautification and maintenance of school building and grounds. Upkeep and maintain the courtyard and bird sanctuary.

BY-LAWS/PARLIAMENTARIAN: Have knowledge of PTA by-laws and Robert's Rules of Order for reference at monthly school PTA meeting.

CAFETERIA HELP: Organize volunteers to assist Kindergarten students in cafeteria during first week of school. No Kindergarten parents please.

HOSPITALITY: Responsible for assigning or purchasing, set up and clean up of refreshments at PTA meetings and occasional special events. Maintain organized PTA closet and keep stock of hospitality items such as coffee, cups, plates, etc.

MEMBERSHIP: Encourage parents and faculty to join PTA. Organize, sell and process PTA cards. Must attend PTA meetings.

MEMORY BOOK: Committee prepares school yearbook for publication, as well as taking and distributing orders. Is responsible for attending each event and taking the pictures.

PARENTS AS READING PARTNERS (PARP): Organize and Implement NYS PTA's reading program at Signal Hill. Generates fliers, plans in-school assembly and activities to encourage reading between parents and children. This is a month long event.

SEASONAL DECORATING: Decorate entrance hallway for fall, winter and spring seasons.

SPIRIT WEAR: Create flier, process orders for and distribute Signal Hill themed clothing in conjunction with Spirit Days. Spirit Wear is sold two times a year.

PTA EVENTS AND FUNDRAISERS

BACK TO SCHOOL SUPPLIES: Distribute fliers, take orders and distribute Back to School Supply Packs and Note to Teacher pads.

BLOOD DRIVE: Organize class parents and work with representative from Long Island Blood Services to conduct Signal Hill's Blood Drive.

BOOK BONANZA: Organize a family day of activities at, and with assistance from, Barnes & Noble. Schedule guest readers, and hand out "No Homework" passes to those who attend.

BOOK FAIR – FALL: Committee will create and distribute flyers, organize volunteers, set up and pack up Scholastic Book Fair. *Must attend all 5 days of the book fair.*

BOOK FAIR - SPRING: Committee will create and distribute flyers, organize volunteers, set up and pack up Scholastic Book Fair. *Must attend all 3 days and one evening of the book fair.*

BOOK SWAP: Committee that plans one evening of used book exchanges. Collect books in the week prior to the event and organize by reading level. Provide and setup refreshments table.

CIRCUS WEEK: Coordinates week-long, school wide circus skills program with Physical Education dept. The week ends with a very special evening performance put on by the 5th grade.

FALL FESTIVAL: Committee organizes this October evening event, featuring fun fall-themed family activities.

FAMILY FUN DAY: Committee will decide to do a family activity, either movie day, miniature golf, or laser tag. Sell and distribute tickets for this fun day in January (on a day when school is not in session such as Martin Luther King Day Jr.).

FAMILY PICNIC: Back to school event with DJ and lots of fun for students, parents and teachers. Organize flier to pre-order pizzas for night of event.

FIFTH GRADE EVENTS: Committee organizes car wash and end-of-year events for the fifth grade children.

FIELD DAYS: Committee coordinates end of year, outdoor activities with Phys. Ed. Dept.

GARDEN BOUTIQUE: Organize and coordinate volunteers for Mother's Day Plant Sale. *Must attend all days of plant sale.*

GIFT WRAP: Promote, process and distribute wrapping paper/gift fundraiser in September.

HOLIDAY BOUTIQUE: Order and set up merchandise, organize volunteers to help students shop at boutique prior to holiday season. *Must attend all days of boutique sale.*

KIDINGO: Organize volunteers for one night of children's bingo, prizes & snacks.

MATH FAIR: Organize volunteers to assist students at school run math fair. *Must attend 3 days of the math fair.*

NEW PARENT GATHERING: Help mail out invitations, organize volunteers to help with a tour of Signal Hill School, set up and clean up snack table, for this *end of August* event.

PHOTO DAY: Committee coordinates and supervises picture days at the school including Kindergarten Graduation pictures.

REFLECTIONS: Works within NYS PTA guidelines to organize Signal Hill's student arts competition. Collects entries, organizes volunteers for judging and processes winners for competition at county and state levels.

SEPTEMBER STAFF LUNCHEON: Order food, set up and clean up. *Takes place the week before school starts.*

SHOPPING NIGHT: Solicit and organize vendors to sell items in the gym for a fun night of shopping. Clothing, crafts, jewelry, and many other gifts are sold by vendors. This is in the month of December, for holiday shopping.

SPIRIT DAY/WEEK: Organize one day in fall and one week in the spring for children to wear school colors, purchase and distribute special healthy snacks & drinks to all classes.

SPRING FLING: This committee organizes our very important and super fun dinner/dance. Sub committees will work under chair people to select the theme, site and entertainment, solicit for and wrap donations for raffle.

STAFF/TEACHER RECOGNITION BREAKFAST: Committee orders food, sets up, cleans up and organizes parent volunteers to sit in for teachers and staff one morning before school in May.

VARIETY SHOW: Committee organizes school variety (talent) shows for grades K-2 and 3-5.

VALENTINE SALUTE TO SUPPORT STAFF: Plan, set up and clean up breakfast for Signal Hill support staff.

KINDERGARTEN EVENTS

REGISTRATION: Coordinates small group of volunteers to assist school office in greeting parents and children and set up snack table. No entering Kindergarten parents please.

SCREENING: Assist school office in greeting parents and directing children to screening rooms. No entering Kindergarten parents please.

ORIENTATION: Assist or organize volunteers to greet parents, provide, set up/clean up refreshment table.