



**The Signal Hill PTA is now forming committees
for the 2017-2018 school year and WE NEED YOUR HELP!!!**

At Signal Hill we strive to enhance the school experience of all children. With the help of dedicated parent volunteers we bring wonderful programs and events that help build character and a strong sense of community. The majority of our fundraised money pays for our children's wonderful Arts in Education assemblies including the year-end Circus program. We know these programs cannot succeed without your help.

Whether you stay-at-home, work-at-home or commute to work, we know that parental involvement is important and the key to your child's success at school. Therefore, with over 50 programs being offered throughout the school year we are confident that you will find a program that fits your schedule.

To volunteer...

- 1- Please review the attached packet to see what committees you might be interested in for the 2017/18 School year.
- 2- Once you have made your selection(s), please **print** the "Sign Me Up" form on the last page and **return** to the PTA drawer as soon as possible.
- 3- Please remember that if you have been on a committee and would like to continue working on it for the following year, you must still submit a form.
- 4- Once Committee Selection is complete you will be contacted by one of the PTA Presidents or Vice-Presidents.
- 5- There will be a **mandatory** Council Standing Committee Representative meeting on Monday, September 18, 2017 at 9:30am and a Committee Chairperson meeting on Monday, September 18, 2017 at 10:00am.

Volunteers are a precious resource that we cannot afford to lose. We thank you in advance for your willingness to volunteer and your continued efforts toward the success of the Signal Hill PTA.

If you have any questions please contact **Caroline Rafferty 631-351-1328 /caraff15@msn.com** or **Kim Wilson 917-589-8177 / kimoconnell21@aol.com**

COMMITTEE DESCRIPTIONS

The following are brief descriptions of the responsibilities involved for each of our committees for the 2017/2018 school year:

COUNCIL STANDING COMMITTEES – PTA Executive Board

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 (CO).

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 includes assessing the needs of the children and our school and making our budget needs and concerns known at the monthly meeting. Members review all aspects of the HHH District school budget. Meeting includes members of the Board of Education and Administration.

COMMUNITY AWARENESS: Members discuss important issues of concern to the HHH 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 March. **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.

PARENT RESOURCE CENTER (PRC)/TASK FORCE: 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. This committee also discusses contemporary issues affecting our children. Concerns pertaining to the health and physical education curriculum are addressed

PUBLICITY: Maintain and update Signal Hill PTA website on a weekly/bi-weekly basis. Participate in monthly on-line meetings.

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

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

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.

WHOLE HEALTH (ALLERGY/NUTRITION/HEALTH/WELLNESS): Committee promotes student wellness with school lunch improvements, elevates awareness of healthy snack choices, allergy awareness and the importance of physical activity.

SCHOOL COMMITTEES

BOX TOPS FOR EDUCATION: Responsible for collection and processing of box top labels to earn rewards for our school.

BIRTHDAY BULLETIN BOARD/CLUB: Design and maintain a bulletin board to display the names of the children celebrating each month. Bulletin board updates are monthly. Send birthday 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.

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.

MEMORY BOOK: Committee prepares the school yearbook for publication, as well as taking and distributing orders. Responsible for attending each event and taking the pictures to be included in the Memory Book.

PICK A READING PARTNER (PARP): Organize and Implement NYS PTA's reading program at Signal Hill. Generates flyers, plans in-school assembly and activities to encourage reading between parents and children.

SCHOOL REWARDS/RETAIL STORE PROMOS : Responsible for organizing and promoting community "Give Backs" like Shoparoo, Stop & Shop A+ School Rewards, and finding new "give back" programs to support school.

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

SPIRIT WEAR/PTA BOUTIQUE SALES: Create flyer, process orders for and distribute Signal Hill themed clothing in conjunction with Spirit Days. Organize and promote sale of Signal Hill Notepads, Magnets and Envelopes. *Must attend PTA meetings.*

PTA EVENTS AND FUNDRAISERS

BACK TO SCHOOL SUPPLIES: Distribute flyers, take orders (May-June) and distribute Back to School Supply Packs in August.

BLOOD DRIVE: Organize class parents and work with representative from Long Island Blood Services to conduct Signal Hill's Annual Blood Drive. Help to organize and supervise the "Little Doctor's Program" for the Blood Drive.

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.***

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

FAMILY FIT NIGHT: Organize a family fit night of engaging activities to encourage exercise and healthy eating habits. Collaborate with school's Site Based Management team.

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

FAMILY PICNIC: Back to school event with DJ and lots of fun for students, parents and teachers. Organize flyer 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.

FALL FUNDRAISER: Organize and Coordinate the Fall Fundraiser (as selected by the Executive Committee). Promote, process and distribute orders in September.

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

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.

KIDS ARTWORK FUNDRAISER: Organize and Coordinate a fundraiser where student's art work is turned into memorable family keepsakes. Promote, process and distribute orders. (Spring)

MATH FAIR: Organize volunteers to assist students at school run math fair. *Must attend all 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 COMMITTEE: Committee coordinates and supervises picture days at the school including Fall and Spring Photo Days.

PIE SALE: The committee will organize, promote and distribute pie orders before Thanksgiving.

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.*

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.

TEACHER RECOGNITION LUNCHEON: Committee orders food, sets up, cleans up and organizes parent volunteers to help with event.

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

SALUTE TO SUPPORT STAFF/ BUS DRIVER: 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.

Signal Hill PTA
www.signalhillschoolpta.org
SIGN ME UP!

YES, I am interested in serving on one or more of the PTA committees/events for the 2017-2018 school year.

- I have read the description of the committee and am able to meet all the obligations for each committee.
- I am a paid PTA member
- I will attend the mandatory committee meeting(s) and will abide by guidelines set forth by the Signal Hill PTA.
- I understand that my name and home phone number will be printed in the Signal Hill PTA Directory.
- I understand that my name will be listed on the Signal Hill PTA website and may be linked to my email.
- I understand that any contact information listed on the flyers will be posted to the website.

NAME: _____

HOME PHONE: _____ CELL PHONE (will not be posted): _____

EMAIL _____

Children's grade(s) for the 2017/18 School Year:

Print and return to:
Signal Hill Elementary
ATTN: PTA Drawer-Committees
670 Caledonia Rd.
Dix Hills, NY 11746

Please indicate the maximum number of committees you would like to participate in: _____

Please list the events and/or committees that you would like to be on next year in order of preference:

COMMITTEE/EVENT NAME	CHAIRPERSON	MEMBER
1. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>

QUESTIONS? Please call or email **2016-2017 PTA Co-Presidents**
Caroline Rafferty 631-351-1328/caraff15@msn.com or
Kim Wilson 917-589-8177 / kimoconnell21@aol.com