

FAIRFIELD ELEMENTARY SCHOOL PTA

www.fairfieldpta.org

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Committee Interest Form

Without the help of our Fairfield parents, it would **NOT** be possible to plan and carry out successful programs and events for our children. Please consider chairing an event or signing on to become a committee member. Rest assured you will have help every step of the way. Involving new parents each year brings in new ideas and perspectives to freshen up our programs and enrich our children's school experience. Please choose to join in the fun and to support our children and their school by becoming involved today!

Please check off any/all committees you are interested in working with and submit this form to the PTA by sending it into school with your child to or email it to MSDFairfieldPTA@gmail.com by Monday, June 7th

A description of each committee has been attached for your review. Thank you!

Members Name:

Phone #:

Address:

Cell #:

Email:

Child(s) Grade(s) as of 9/21:

Please print clearly to avoid any errors. Thank you!

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>MEMBER</u>
Arts-In-Education		
Allergy Awareness		
Awards		
Back to School BBQ		
Beautification		
Blood Drive		
Board of Ed. Representative		
Book Fair		
Box Tops for Education		
Bulletin Boards		
Class Parent Coordinator		
Council Delegate (3 positions)		
Curriculum		
Dine Around		
Family Fun		
Field Day		
Halloween Dance		
Welcome back		

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>MEMBER</u>
Holiday Fair		
Kindergarten		
Membership		
Pick a Reading Partner (PARP)		
Parent/Son Event		
Picture Day		
Plant Sale		
Reflections		
Red Ribbon Week (outreach, health & wellness)		
School Supply Kits		
SEPTA		
Social Media (website, fb, etc.)		
Spelling Bee		
Spiritwear		
Student Directory		
Sweetheart Dance		
Teacher/Staff Appreciation		

**PTA Committee Descriptions/Responsibilities
2021-2022**

Arts-In-Education Committee

This is a year-long commitment. With the help of the Assistant Principal, you will be responsible for bringing in fun and educational programs i.e., Mad Science, Cirque Du Jour, Author, Anti Bullying, Star Lab & Journeys for the children of the school. The chair is also responsible for entering the programs in the Nassau Boces system, filling out the necessary room usage forms as well as welcoming and assisting the programs as needed.

Allergy Awareness

This event takes place during Allergy Awareness Month, which is usually in May. This is a new committee the PTA is utilizing to spread awareness of allergens in age appropriate ways. The chairperson(s) will be responsible for creating fun and interactive ways to communicate the importance of allergies within a school building.

Awards Committee

This is worked on during the second part of the school year. The Awards Chairperson(s) is responsible for planning a ceremony recognizing parents/staff/community members that have played a positive role in the PTA. They must also submit all paperwork to NYS PTA for approval.

Back to School BBQ

This event takes place approximately 2-3 weeks into the new school year. The date of the BBQ will have been chosen before the end of the prior school year and preparations must begin over the summer in order to coordinate all that is needed. You are responsible for securing food, games and entertainment (NO inflatable slides or bounce houses are allowed) on the day of the BBQ. Letters must be sent to all local politicians.

Beautification

This committee can be executed at any time throughout the school year. The Chairperson(s) will be responsible for formulating ideas on how we can beautify the grounds of Fairfield. This committee will work with the PTA Presidents and Principal to determine what is allowed and best suited for the Fairfield community.

Blood Drive

An event date must be chosen and approved at the start of the school year. The Blood Drive Chairperson(s) is responsible for securing a date with the NY Blood Center and meeting with a representative from the Blood Center. In addition, you will work with the Class Parent Coordinator to have class parents recruit parents/family members in each of their classes to sign up to donate. You will also work with businesses in the community to get the word out, and prepare all necessary flyers as well as awarding prizes to winning classes and students.

Board of Education Representative

This is a year-long commitment. The Board of Education Representative is responsible for attending all Board of Education meetings. You will then report back any necessary and important information to the PTA.

Book Fair

Book Fair generally takes place in January/February. The Book Fair Chairperson(s) is responsible for coordinating with Scholastic Book Fairs to prepare for the fair. You will also be responsible for setting-up, decorating, attending/running and breaking-down the Book Fair.

Box Tops

This is a year-long commitment. The Box Tops Chairperson(s) is responsible for preparing and distributing flyers in school for the purpose of collecting box tops from Fairfield families. Additionally, you will send all collected Box Tops in to the designated Box Top collection agency. Box Tops collections for each class must be calculated throughout the year to determine which class collects the most for each grade level. The winner in each grade will earn an Italian ice party at the end of the school year.

Bulletin Board

This is a year-long commitment. The Bulletin Board Chairperson(s) is responsible for the planning and decorating of the three (3) bulletin boards assigned to PTA. Each month the birthday bulletin board must be thought out and created to include the student birthdays of that particular month. The second bulletin board is a themed bulletin board that should reflect something current (i.e., change of seasons, school function, etc.). The third bulletin board can be anything pertaining to the school and/or school year. Be creative and have fun.

Class Parent Committee

This is a year-long commitment. The Class Parent committee is responsible for overseeing all class parents. You will coordinate and distribute all necessary class parent information (i.e., class lists, blood drive, membership, fundraisers) to all class parents and ensure they follow all PTA guidelines pertaining to their class involvement.

Council Delegates (3)

This is a year-long commitment. The Council Delegate Chairperson(s) is responsible for attending monthly Council meetings with all schools in the district, Dr. Fasano, etc., and reporting back any important and necessary information to the PTA.

Curriculum

This is a year-long commitment. The Curriculum Chairperson(s) is responsible for gathering curriculum related questions from Fairfield parents to present at district wide Curriculum Committee meetings approximately 4-6 times per year. Furthermore, you will meet with the District Administration to discuss questions/concerns gathered by the District Committee.

Dine Around

This committee organizes "Fairfield" dining nights at various restaurants i.e. Krisch's, Dairy Queen, Gino's, etc. that give the Fairfield PTA a portion of the proceeds. The Chairperson(s) is responsible for contacting local restaurants, securing a date and sending out flyers.

Family Fun

This committee organizes family friendly events such as Family Fun Night, bowling, ice skating, boat trip, etc. The Chairperson(s) is responsible for contacting vendors, securing a date and sending out flyers. Prior knowledge of basic Excel spreadsheets is necessary to maintain event records. This is a self-funding event; therefore, you are responsible for staying within a set budget. All deposits must be prepared and submitted to the Treasurer.

Field Day

Field day generally takes place on a Friday in June, with an alternate rain date on the following Friday. The Field Day Chairperson(s) will work collaboratively with the principal and the gym teachers in developing a Field Day theme, selecting entertainment, attending, preparing and following through with all aspects related to Field Day.

Halloween Dance

This date is TBD by the executive committee. The Halloween Dance Chairperson(s) is responsible for creating a fun family event for the school. Prior knowledge of basic Excel spreadsheets is necessary to maintain event records. This is a self-funding event; therefore, you are responsible for staying within a set budget. All deposits must be prepared and submitted to the Treasurer.

Holiday Fair

Holiday Fair generally takes place a few weeks before holiday vacation. The Holiday Fair Chairperson(s) will begin by setting up an appointment and meeting with the Holiday Fair merchandiser to place the school's order at the end of the summer just before the start of the school year. You will carry out all necessary preparations for the Holiday Fair, including setting-up, attending/running the fair, reordering and breaking-down of the Holiday Fair.

Kindergarten

This is a year-long commitment. The Kindergarten Chairperson(s) CAN NOT have a child entering kindergarten. You will be responsible for preparing any and all items the PTA will be distributing to the incoming kindergarten class. Additionally, you will prepare for and set-up the kindergarten parent BooHoo / Yahoo Breakfast, help out with the arrival of kindergarteners on their first day of school and during their first lunch period and help with the next year's kindergarten registration and orientation.

Membership

This is a year-long commitment. The Membership Chairperson(s) is responsible for PTA membership throughout the year. You must run membership drives throughout the year as necessary, as well as collect, enter and maintain memberships using the NYS PTA Membership Database. All membership dues will be collected and accounted for on an Excel spreadsheet. All deposits must be prepared and submitted to the Treasurer within two (2) Days of receipt or to the First Vice President, if necessary.

Red Ribbon Week (outreach, health & wellness)

This is a year-long commitment. The Outreach Chairperson(s) is responsible for Red Ribbon Week which is a Drug Preventions week that takes place in October. Every year there is a different theme and the chairperson is responsible for preparing and sending out a letter with drug free pledges and theme days for the week.

PARP (Pick a Reading Partner)

This event generally takes place in February/March. The PARP Chairperson(s) is responsible for developing a fun theme to encourage kids to read, preparing and distributing reading logs and keeping track of minutes read as well as awarding prizes to winning classes and students.

Parent/Son Event

This date is TBD by the executive committee. The Parent/Son Event Chairperson(s) is responsible for choosing a fun event for Fairfield boys to enjoy with their special someone. Prior knowledge of basic Excel spreadsheets is necessary to maintain event records. This is a self-funding event; therefore, you are responsible for staying within a set budget. All deposits must be prepared and submitted to the Treasurer within two (2) days of receipt.

Picture Day

This event generally takes place in October. The Picture Day Chairperson(s) is responsible for coordinating with the school picture company and attending picture day to ensure it runs smoothly. Additionally, you are responsible for receiving and separating student picture envelope orders and organizing picture retake day.

Plant Sale(s)

These events take place twice throughout the school year. One in the fall and one in the spring. The Plant Sale Chairperson(s) is responsible for ordering plants, all pre-orders, setting-up for the sale, running the sale and cleaning-up at the end of the sale. You will also be responsible for all proceeds from the sale and must prepare and submit all deposits to the Treasurer within two (2) days of receipt.

Reflections

This event generally takes place in November. The Reflections Chairperson(s) is responsible for preparing and sending out to all students the Reflections packet during the month of September. Once you have coordinated collecting all submissions by the deadline, you are responsible for securing judges, judge submissions, coordinating drop-off and pick-up of work with the judges, registering winners online and dropping off and picking up work from Nassau County PTA collection site. You must then plan and carry out a trophy ceremony for the winners. For your information, there is available an optional seminar in August that is very helpful in explaining the Reflections program.

School Supply Kits

This takes place during the month of January. The School Supply Kits Chairperson(s) is responsible for securing a school kit vendor. You will work collaboratively with the principal's secretary and must have prior computer knowledge and be able to work with basic Excel spreadsheets. Additionally, you will be responsible for collecting all proceeds and preparing all deposits for the Treasurer.

SEPTA (Special Education PTA Representative)

This is a year-long commitment. The SEPTA Chairperson(s) will be Fairfield's SEPTA representative. You will be responsible for reporting back to the Board any important information obtained from SEPTA meetings.

Social Media (website, fb, etc.)

This is a year-long commitment. The Social Media Chairperson(s) is responsible for updating the website with information provided to you by the PTA. You will also be responsible for sharing PTA information on applicable social media sites.

Spelling Bee

The Spelling Bee Chairperson(s) will be responsible for enrolling the school in the spelling bee, preparing and distributing student study guides and teacher materials and facilitating grade level and final spelling bees during recess times. The spelling bee registration happens during late summer. The Chairperson(s) works with the Assistant Principal to schedule in-class bees, grade level bees and the final bee.

Spirit wear

The Fairfield Spirit Wear Chairperson(s) is responsible for choosing fashions for up to two times per school year. You will be responsible for preparing a fashions flyer, collecting orders and maintaining an accurate order and payment spreadsheet. All money collected must be submitted to the Treasurer within two (2) days of receipt or to the Second Vice President, if necessary.

Student Directory

This takes place during the month of September. The Student Directory Chairperson(s) must have prior knowledge in creating and working with Excel spreadsheets in order to collect information for the purpose of creating the student directory. Furthermore, the student directory must be copied and distributed to ONLY those families that have chosen to be included in the directory.

Sweetheart Dance

This date is TBD by the executive committee. The Sweetheart Dance Chairperson(s) is responsible for creating a fun theme for the Fairfield girls to enjoy with their special someone. Prior knowledge of basic Excel spreadsheets is necessary to maintain event records. This is a self-funding event; therefore, you are responsible for staying within a set budget. All deposits must be prepared and submitted to the Treasurer.

Teacher/Staff Appreciation

This is a year-long commitment. The Teacher/Staff Appreciation Chairperson(s) is responsible for several teacher and staff appreciation luncheons, i.e., Superintendent Day luncheon prior to the start of school, holiday luncheon and the teacher appreciation luncheon (generally takes place in May). You must stay within a set budget that will be determined at the start of the school year.

Welcome Back

This committee will need to be available in the days leading up to the first day of school and the night before the official start of school. The Chairperson(s) will be responsible for formulating and executing a plan to decorate the school doors and lawn with welcome back signs and chalk art for the students to see when they arrive the first day. In addition, this committee will be responsible for choosing a functional welcome back gift for all students to receive on their first day of school (if budget allows).

Please Note

Every committee chair will be assigned a Vice President to guide and help you with your committee. You and your committee will report to that assigned Vice President. Those assignments will be made in the beginning of the new school year. If any Vice President's role becomes vacant during the school year, you will be expected to report to one of the Co-Presidents instead.

Please Note

If there are no volunteers for any of the above listed committees the PTA executive board reserves the right to cancel that event.