

JOHN A. FORREST SCHOOL PTA

2014-2015 PTA COMMITTEES

The PTA provides and supports numerous educational and recreational activities for your children at Forrest School throughout the school year. Becoming involved in your school PTA is a rewarding way to share in your child's educational experience. **We count on parental support and active participation to successfully continue our programs!**

There is flexibility in PTA participation and many ways for parents to become involved.

A parent does not have to be physically present at the school to help. You can become involved by coordinating events that do not require you to be there. All committees benefit from a combination of people who are able to be present during the day and those who cannot. If you have any questions about what level of participation is required for a committee or program, please contact a PTA Executive Board member for more information or email us at ForrestPTA@optonline.net.

If you would like to serve or have served on a committee in the past, and you wish to continue serving on that committee, please fill out the form for the 2014/2015 school year. Based on your responses, we will form the committees and you will be contacted with more information.

Your participation makes a difference! Thank you for your support.

Best regards,
PTA Executive Board

Mercedes Benoit	President	201-773-3035
Robin Wilters	1st Vice President	201-794-2190
Michelle O'Brien	2nd Vice President	201-703-0099
George Schmidt	3rd Vice President	201-794-5565
Christine Weinstein	Treasurer	201-398-0848
Beth Gelefsky	Recording Secretary	201-475-3515
Kim Goldberg	Corresponding Secretary	201-703-8863

Please respond via email to forrestpta@optonline.net or complete this form and return it in your child's backpack in an envelope marked COMMITTEES by September 24, 2014.

Name: _____ Email Address: _____

Phone Number: _____

Information Sharing Committees

Information sharing is a critical component of every PTA meeting. Members are needed to attend various monthly meetings that are held within our district. Most meetings are held in the evening. These committees are well suited for those who are unavailable during school hours and/or those who enjoy being on the cutting edge of district news. Volunteers can present important information from these meetings at our monthly PTA meeting or give information to Board members. When multiple members volunteer, a rotating schedule is developed.

Check box	<u>Description</u>
	<u>Board of Education:</u> (Third Thursday evening of every month) Attends monthly district Board of Education meetings and reports relevant information back to the PTA. It is very important to have a representative from our school attend these meetings.
	<u>Education Committee:</u> Attends Education Committee meetings monthly to discuss district education/curriculum issues.
	<u>Buildings and Grounds:</u> Represents Forrest School's interests at monthly evening meetings and reports back to the PTA on issues regarding upkeep of buildings and school grounds.
	<u>PTA Council:</u> (Fourth Tuesday evening of every month) It is suggested to have one representative and the PTA President to attend these meetings. Council consists of representatives from each Fair Lawn PTA/PTO who discuss district issues monthly.
	<u>FLARE:</u> (Fair Lawn Association for Responsible Education) Represent Forrest School at scheduled meetings. Participate in activities regarding the school budget and registration of voters.
	<u>FLASE:</u> (Fair Lawn Association for Special Education) Attends FLASE monthly meetings and reports back to PTA with information that is relevant to our school. (3 rd Wednesday of the month.)
	<u>Parent/Teacher Liaison:</u> Attends monthly meetings with the Principal, teachers and parents to discuss school-wide goals and initiatives. Reports back to PTA President, if not in attendance. [The meetings will be held in the library (Dates and times TBA).]

Standing Committees

There are a wide variety of Standing Committees for members to donate their time and talents. Each committee will benefit from having multiple members. Please volunteer for those that interest you whether you are available during the school day or not. Each committee contains a component that can be implemented in the evening.

Check box	<u>Description</u>
	<u>Membership:</u> Organizes the semi - annual PTA Membership Drive, maintains records, collects dues, and distributes membership cards. This can easily be completed at home in the evening.
	<u>Class Parent Coordinators:</u> The class parent coordinators are responsible for organizing all class parents and works with the PTA, main office and classroom teachers in relaying information back to the parents.
	<u>Publicity:</u> Work with the PTA Board and Principal submitting photos and press releases to local newspapers. Responsible for advertising fundraising events and special Forrest School functions. This is a great position for a working parent as it only involves phone calls and faxing information to newspapers to cover events at the school.
	<u>School-wide Enrichment / Cultural Arts:</u> Works with the PTA and Principal to select and arrange school programs, assemblies, and residencies for our children. This can easily be completed at home in the evening.
	<u>Manners Monday/Forrest Bistro:</u> A group of volunteers is needed to coordinate set-up, serving and clean-up of 4-course “special” lunches consistent with our nationally recognized manners initiative, for grades 1-5. Five Mondays scheduled January – March and a culminating bistro for fourth and fifth grades
	<u>Newsletter Editor:</u> Works with the PTA President and Principal to collect, edit and type material for the “Forrest School” newsletter published monthly. Attends the town-wide PTA council monthly meeting.
	<u>Procedures and By-Laws/Legislative:</u> This person has knowledge of Roberts’ Rules of Order, Parliamentary Procedure, PTA by-laws and functions in an advisory capacity to the Executive Board. Also reports on pending legislation concerning issues that are relevant to our PTA.

Ongoing fundraising throughout the year

In order to fund a wide variety of stimulating programs an effective fundraising plan is essential. Please volunteer for those that interest you whether you are available during the school day or not. Each committee contains a component that can be implemented in the evening.

Check box	<u>Description</u>
	<p><u>Pizza Sales:</u> Sales are held on all 12:45 dismissal days. Committee sends out flyers, collects order forms, orders pizza, purchases water and paper goods, sets up, cleans up and serves students.</p>
	<p><u>Big G Box Tops:</u> An ongoing collection of box tops from General Mills, Pillsbury, Betty Crocker, Green Giant, Totinos and Progresso products. This can easily be completed at home in the evening. *Box Tops are collected, counted and packaged to be exchanged for cash to be used towards school initiatives.</p>
	<p><u>Trash for Cash:</u> This is an easy way to support Forrest School by turning in your empty ink cartridges and old cell phones from your home or work. Chairperson distributes flyers and sends empty cartridges and phones back to the company for cash. This can easily be completed at home in the evening.</p>
	<p><u>Gift Certificates – Script Program:</u> Responsible for the ordering and the distribution of the Scripts gift card program. Forrest School receives a percentage of each sale. This can easily be completed at home in the evening.</p>

Fundraising – Short Term

In order to fund a wide variety of stimulating programs an effective fundraising plan is essential. Please volunteer for those that interest you whether you are available during the school day or not. Each committee contains a component that can be implemented in the evening.

Check box	<u>Description</u>
	<u>New Fundraising Opportunities:</u> Research and present new fundraising ideas to the Ways and Means chairperson. This is a great committee for those who are tired of our regular fundraising events. This can easily be completed at home in the evening.
	<u>Kid Stuff Coupon Book Sale:</u> A Sale in September of coupon books. Committee distributes and collects coupon books and orders. This can easily be completed at home in the evening.
	<u>Halloween Carnivale:</u> A group of volunteers work with PTA Board 2 nd Vice President in organizing games, prizes, inflatables, food, face painting, pumpkin decorating and sand art. Volunteers are also needed to setup, work and clean up.
	<u>Class Pictures:</u> A one-day event where class photos are taken and individual portrait packages are offered. Committee processes paperwork, preps students and assists with the lining up of children. Also assists with setting up Family Photo Night.
	<u>Book Fair:</u> A two-day event in November and a one-day event in May at which students have the opportunity to purchase books. Committee sets up and dismantles the book fair, places book orders and assists students with their purchases.
	<u>Holiday Boutique:</u> A two-day event in December at which students purchase holiday gifts. The committee inventories the gift items, sets up merchandise, assists students with their purchases, dismantles merchandise tables and takes a final inventory at the end of sale.
	<u>Spring Boutique:</u> A two-day event in May at which students may purchase Mother's and Father's Day gifts. Committee inventories gift items, sets up, assists students with purchases and dismantles merchandise tables and takes a final inventory at the end of sale. Runs in conjunction with the Plant Sale.
	<u>Plant Sale:</u> A two-day event in May that takes place the week prior to Mother's Day. The committee orders merchandise, arranges for pick-up and/or delivery of plants from nurseries, compiles pre-orders, inventories merchandise upon delivery, sets up and cleans up display tables, and assists students with their selections.