

**CHESTNUT HILL PTA**  
**Chestnut Hill Elementary School**  
**600 South Service Road**  
**Dix Hills, NY 11746**

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Dear Parents,

The Chestnut Hill PTA is now forming committees for the 2012-2013 school year. In looking ahead to next year, we acknowledge that we must continue to work together to make good things happen. There is always strength in numbers. If you are looking to make a meaningful investment of your time and creativity that makes a difference in your children's lives, we strongly encourage you to consider volunteering for any of the PTA's valuable and worthwhile committees listed below.

In the past, these committees have been very successful in meeting the funding needs of all the amazing Arts in Education programs that our children enjoy and, when PTA parents move on with their graduates to their new school, we need new members to take over, make their mark and keep these programs alive. We hope that you will find a committee that speaks to your heart and gets your unique creativity flowing. Remember, we each have something special we can offer.

Please read the following descriptions for each of the committees carefully, fill out the attached application and return to the PTA mailbox no later than **Friday, June 8th**. To ensure placement in your desired committee(s), it is important to submit your requests as soon as possible. If you have any questions, please call our incoming Co-Presidents for 2012-2013: Tara Schiff (631) 643-2424 or Nancy Mahdessian (631) 491-7178.

Your contributions, both big and small, make a huge difference and are always greatly appreciated. Let's work together, make wonderful friendships and feel great knowing we are helping to create a bright future for our children!

*Thank you for all your help.*



## COMMITTEE DESCRIPTIONS

The following are brief descriptions of the responsibilities involved for each of our committees for the 2012-2013 school year.

### **I. DISTRICT COUNCIL STANDING COMMITTEE REPRESENTATIVES:**

All Council Standing Committees require attendance at HHH PTA council meeting once a month with a follow-up report at our monthly PTA meetings.

**AHAP:** (1-2 Reps) Members discuss issues/events pertaining to the Academic High Aptitude Program. Your child must be currently enrolled in AHAP for you to serve on this committee.

**ALLERGY:** (1 Rep) Members discuss issues and policies related to allergies in the district

**ARTS IN EDUCATION:** (2 Reps) A district wide program which brings the Arts into the school in the form of music, drama, visual arts and literature. The reps, together with the Principal, will research, plan and book school assemblies and appropriate grade-level programs through BOCES. Must follow procedures outlined by district and work closely with PTA Presidents regarding budget and direction. The reps also coordinate the school "Reflections" program.

**BUDGET:** (1-2 Reps) Review proposed and adopted district budget. Discuss issues pertaining to the district, town, county and state.

**COMMUNITY AWARENESS:** (1-2 Reps) Members meet to discuss issues of concern to the Half Hollow Hills school district such as safety, environmental, real estate and traffic issues and their effects on our community.

**DELEGATES TO THE BOARD:** Members must attend every school board meeting and report at our monthly PTA meetings.

**DIVERSITY:** (2 Reps) Discuss all programs that enhance diversity awareness in the schools. Help plan and host the Unity Fair. (Evening Meetings)

**EDUCATION:** (2 Reps) Discuss issues regarding testing, enrichment, and curriculum at all grade levels. Also discuss parental concerns regarding college readiness.

**FACILITIES:** (1 Rep) Discuss maintenance and capital projects pertaining to all Half Hollow Hills school buildings and grounds.

**NUTRITION:** (2 Reps) Discuss all issues pertaining to nutrition, the wellness policy, cafeteria choices and policies in the district.

**LEGISLATION:** (1-2 Reps) Discuss all legislative issues and help lobby for state aid; attend Meet-the-Candidate Night, Legislative Brunch and Lobby Day in Albany with Superintendent and Administration.

**PRC NETWORKING:** (1 Rep) Parent Resource Center – Help select and host Parent Educational Forums (Bullying, Study Skills, etc.) (Day Meetings)

**PUBLICITY:** (1 Rep) Responsible for updating and maintaining our PTA Website. Also, may include contacting local news media regarding events at our school (Online Meetings)

**SPECIAL EDUCATION:** (2 Reps) Special Education holds monthly meeting to discuss all issues, programs, and events pertaining to special education in the district. (Evening meetings)

**SPECIAL EVENTS:** (2-3 Reps) Work on all district special events including Founders' Day Gala; Ensure distribution of flyers to our school; collect money for tickets and work on District community events like: "Dancing with the Faculty", "Hills Idol", or "Family Feud". (Tuesday evening meetings)

**TASK FORCE:** (1-2 Reps) Monthly discussions of all "hot topics" facing our children and pertaining to our district and community

**TRANSPORTATION:** (2 Reps) Discuss all issues regarding our district's transportation system. Host a breakfast on bus driver appreciation day.

**WELLNESS:** (2 Reps) Discuss wellness related issues and policy. Work on District/PTA Health and Wellness Fair.

## **II. SCHOOL STANDING COMMITTEES:**

**FAMILY LIAISON:** Members host a New Parents Tea in September. They also welcome new families entering the school throughout the year.

**HOSPITALITY:** Members provide refreshments and snacks at PTA meetings and various functions throughout the school year.

**MEMBERSHIP:** This committee collects PTA membership dues and issues membership cards.

## **III. SCHOOL COMMITTEES:**

**AFTER SCHOOL ACTIVITIES:** Members coordinate and schedule Spring after school programs consisting of classes in arts & crafts, sports, dance, etc. Programs are run in conjunction with REACH/CYA. Members are responsible for the daily supervision of the workshops.

**BLOOD DRIVE:** Members are responsible for arranging and conducting the Blood Drive and informing class mothers of their Blood Drive responsibilities at PTA meeting.

**BOOK FAIR:** This committee schedules the fall and spring book fairs, handles the set-up and staffing. The fall book fair is conducted over one full week. The spring book fair is held for three days.

**BOXTOPS FOR EDUCATION:** Members conduct fundraising programs involving box tops. Responsibilities include preparing and publicizing incentives for the students.

**BULLETIN BOARD:** This committee is responsible for taking pictures at school events and displaying them. The bulletin board is changed monthly.

**CARNIVAL:** This committee coordinates the school carnival, including games, prizes and volunteers. Members must be available for set-up before carnival and clean up after.

**ENVIRONMENTAL AWARENESS:** This committee is responsible for the Earth Day event.

**FAMILY FUN DAY:** This committee is responsible for organizing a fundraising event off Chestnut Hill premises (movie, bowling, etc.) on Tuesday, November 6<sup>th</sup> during the day when students are off from school.

**FAMILY FUN NIGHT:** This committee is responsible for organizing a fundraising event at Chestnut Hill during the evening of March 15th.

**FAMILY PICNIC:** This committee organizes a back to school event held after school on Friday, September 21<sup>th</sup> 5pm-7pm.

**FIFTH GRADE:** This committee is comprised of parents of 5<sup>th</sup> grade students who fundraise to help offset moving-up expenses. Members organize events geared for 5<sup>th</sup> graders to make their last year at Chestnut Hill fun and memorable. Subcommittees include: **CAR WASH, CONCESSIONS, FUN NIGHT, SPIRITWEAR** and **YEARBOOK**

**FUN-FUNDRAISING:** Members are responsible for organizing, promoting and distributing sale items (Ex: **NOTE TO TEACHER PADS** and **COUPON BOOKS**)

**HALLOWEEN HAPPENING:** Members organize a Halloween celebration with food and games held on a Friday, October 19<sup>th</sup>.

**HOLIDAY SALE:** This committee orders and sets up merchandise for sale and also arranges for staffing during the three-day event held during school hours on November 27<sup>th</sup> thru 29<sup>th</sup>.

**KINDERGARTEN REGISTRATION:** Members are responsible for welcoming incoming Kindergarten children during Registration Week, Screening Week and Orientation.

**NIGHT OUT:** This committee organizes our “Night Out” event. Members select an event theme, arrange entertainment, solicit donations for prizes and prepare gift baskets.

**PARENTS AS READING PARTNERS (PARP):** Members set up programs to promote children reading with their parents. This will be held 1/28/12 thru 2/8/12. Also, members are responsible for organizing the PARP pajama party for grades K-2 on Wed., February 6<sup>th</sup> at 6pm.

**PHOTOGRAPHY:** This committee coordinates and supervises picture days at school including 5<sup>th</sup> grade formal/informal pictures, club pictures and kindergarten graduation pictures.

**PLANT SALE:** Members organize and staff our Mother’s Day Plant sale.

**SCHOOL ENHANCEMENT:** Members try to promote safe and creative play during recess and enhance the school environment.

**SCHOOL SUPPLIES:** Members coordinate the ordering and distribution of school supplies for the students.

**STAFF RECOGNITION:** This committee coordinates the September and June luncheons for the staff as a thank you for the great job they do throughout the year.

**TELEPHONE DIRECTORY:** This committee prepares the directory for our school population.

**VARIETY SHOW:** Members plan and organize a talent show to be held on Dec. 14<sup>th</sup>, 2012.

**WRAPPING PAPER/GIFTWARE:** Members are responsible for organizing, promoting, and distributing wrapping paper / giftware for our annual sale. It begins in September with distribution in November.

**CHESTNUT HILL PTA  
COMMITTEE VOLUNTEER FORM  
\*Due by Friday, June 8, 2011\***

If you are interested in serving on a committee(s) for the 2011-2012 school year, please complete this form and submit it to the PTA mailbox by **no later than Friday, June 8th**. Also, indicate if you would like to be the committee chairperson. Please sign up **ONLY** if you can meet all the obligations. **Note: You must be a member of the PTA to serve on a committee.** If you have any questions, please call Tara Schiff (631) 643-2424 or Nancy Mahdessian (631) 491-7178.

**NAME:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CHILDREN'S GRADES NEXT YEAR:** \_\_\_\_\_

Committees you would like to be on next year	Willing to chair? Yes/No	Prior experience (# of years on committee)

**List Past Committee Involvement and Role:**

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