



# PTA COMMITTEES 2016-2017

PTA Committee	2016-2017 Chair/Co-Chair	Place a ✓ in the box to volunteer or write "CHAIR" if you are willing to head the committee
Active Wear	<b>CHAIRPERSON NEEDED</b>	
Book Fair	<b>CHAIRPERSON NEEDED</b>	
Conference Week / Teacher Appreciation	Lynette McCarthy	
Directory/Membership	Janet Ziperstein	
Fun Nights	Beth Hegarty	
Fundraising	<b>CHAIRPERSON NEEDED</b>	
Green School Project	<b>CHAIRPERSON NEEDED</b>	
"ReedTimes" Newsletter	Lynn Edwards	
Reflections	Jill Baimel	
Spending Committee	Dan Krauss	
Student Photos	Beth Hegarty & Mai Tran	
Volunteer Coordinator	Kristen Bonacci & Jen Taylor	

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I am unable to commit to a specific committee but please contact me as needed.

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## REED INTERMEDIATE SCHOOL PTA



# PTA COMMITTEE DESCRIPTIONS

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**Active Wear** - Selects products and vendor, sets prices, and sells throughout the year at all events; Volunteers will assist with selling a various events throughout the year (Sept – Jun)

**Book Fair** - Assist with a Fall and Spring book fair event at RIS for students, teachers and parents (Nov/March)

**Conference Week Committee** - Conference Week/Teacher Appreciation - Coordinate meals during Conference Week; (Nov & Mar) Coordinates a week-long tribute to our staff (May)

**\*Directory** - Collects family data from the office and creates directory; Works with printer to produce the directory in October

**Fun Nights** - Help with one monthly activity providing fun for Reed Families (Ongoing); e.g., Movie Night Bowling, Ice Cream Socials, Karaoke Night, Game night, etc. (Oct-June)

**Fundraising Coordinator** - Coordinate fundraising endeavors, as needed. (Oct-Nov);

**Green School Project** - Help Reed go green (Ongoing); Work with district and staff to implement new ideas to reduce, reuse, recycle; Collect recycled items such as cell phones; toners, etc and ship to vendors for cash back. (Sept - June)

**\*Membership** - Develops and distributes membership brochure twice a year. Collects dues and submits to Treasurer. Distributes membership cards and Directory; Creates and maintains database of members (including email addresses) and forwards to PTA President. (Sept/January)

**\*\*Reed Times” Newsletter** - Contacts committee chairs of upcoming events to solicit information for bi-monthly newsletter. Monitors rispta1@gmail.com mailbox; Compiles and formats monthly newsletter then sends to technology teacher and Principal for distribution. Some computer skills required. Timeframe: Aug – June

**Reflections** - National PTA Program: Students create art on a given theme for fun and recognition. Promotes, solicits entries, holds workshop, selects judges, and submits winners to the CT PTA (Sept-Jan)

**Scholarship** - Upload scholarship application to PTA Website and email to Newtown High School. Deadline for applications should be the Friday before April break. Conduct interviews along with the rest of the Scholarship Committee, select recipients, and present award(s) at NHS Awards Ceremony.

**Spending Committee** - Considers and recommends requests for funds raised by the PTA in excess of the adopted operating budget; Presents proposals to the Exec Board then the general PTA for approval

**Student Photos** - Distributes and collects order forms, assembles photography schedule; volunteers to assist on day of photo and distribution of photos

**\*Volunteer Coordinator** - Collects volunteer interest sheets and distributes list to each Committee Chairperson; Shares complete list with Executive Board; One copy to remain in PTA mailbox

\* Denotes - can be done from home

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