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| **There are so many ways to help at Harrison!**    **Harrison School PTA Committee Descriptions (2015-2016)**    **ART APPRECIATION:**  Chair coordinates the volunteers who will bring art lessons into each classroom as well as assist in the development of new projects where needed. Chair must communicate with the District-Wide Chair and monitor the development of the Art Appreciation page on the P-T Council Website, as projects will constantly be added and updated. Volunteers coordinate with teacher to schedule a lesson on a famous artist and make a related art project with the class. Volunteers will also submit projects to the chair to be added to the P-T Council Website. Information and materials are provided by the Chair.    **BASKET BONANZA:**  Basket Bonanza is the biggest fundraiser for the PTA at Harrison School. Please consider joining this committee in whatever capacity possible. We have several open positions this year. Chairs and volunteers will be trained by experienced chairs/volunteers in every aspect of the job.    **Overall Chair -** Oversee and help organize and plan event scheduled to take place in March 2016.  **Solicitation Chair** - Solicitation chair responsibilities include soliciting companies and local businesses for donations.  **Wrapping Chair** - Wrapping chair responsibilities includecoordinating shopping and preparing baskets for the event. Oversees and co-ordinates actual wrapping of baskets.  **Decorations Chair –** Responsible setting a theme of the year and decorating the hotel room on the day of the event. Responsibilities include purchasing supplies for decorating and managing a team of volunteers to help.  **Volunteers**- Volunteers are needed in all aspects of this event, including: soliciting companies and local businesses for donations, wrapping baskets, and help needed day/night of event, such as transporting baskets, ticket sales and basket running. **Please note:** ***All classparents are de-facto Basket Bonanza volunteers***.    **BIRTHDAY BOOKCLUB:** *Work with Media Specialist*  The chair helps organize parent-dedicated books and plan school-wide birthday party at the PTA meeting in November. Chair will work directly with the media specialist to coordinate the birthday book event. The volunteers will assist the chair with all responsibilities of this committee.    **BOARD OF EDUCATION OBSERVER:**  The chair attends monthly Board of Ed meetings and reports back to the PTA/gives regular updates at PTA meetings.    **BOOK FAIR:**  Chairs coordinate and work on book fair(s) during school. Manage the cash boxes and reconcile accounts before, during and after the event. Volunteers help with setup, take down, organizing the books and helping students pick out books during event.    **BOX TOPS:**  Chairs send regular updates and communication to request specific box tops. Organize collection of box tops from classrooms and submit in order to earn money back for the school. Volunteers assist the chair with this committee.    **BUDGET TASK FORCE:**  Chair attends monthly meetings, acts as a liaison between the Board of Ed and school community to share information regarding the school budget and the School Elections. Co-ordinate efforts with PTA Presidents. Volunteers are required to attend monthly meetings held at Board of Ed. and assist Chair in one or more of the activities stated above. A Volunteer Poll Watcher sits at the welcoming table set up at the school polling site the day of the election for 1-2 hours in afternoon or evening. *(\*\*A poll watcher must be a citizen who observes voting in an election in order to check that election rules are followed and helps voters to identify their voting district based on street address.)*    **BUZZ BOOK/PTA MEMBERSHIP:**  The Chair collects and inputs information for the Buzz Book and organizes the PTA membership drive. Volunteers assist the chair in all related activities.    **CULTURAL ARTS:**  Chair attends cultural arts showcases, selects and arranges assemblies for students. Coordinates with Principal to bring shows appropriate for individual building needs. Create a master list of events and coordinates a master schedule to be shared by all elementary schools and MPMS. Attend town-wide meetings to share information with other schools. Volunteers assist with viewing showcases, scheduling and organizing assemblies both prior to and day of performances.        **ENVIRONMENTALCOMMITTEE:**  The Chair organizes an Earth Day event(s) in the month of April that encourages the children to strive for a greener environment. Event(s) requires co-ordination with Student Council, teachers, Principal. Volunteers help with coordinating the smooth running of the event(s).    **FALL FAMILY NIGHT:**  Harrison Family get together in the fall. The chair organizes the overall event with assistance from the volunteers for planning and implementing all aspects.  **FAMILY FUN NIGHT:**  The Chair organizes an evening of fun for the students and their families. Event is held annually once in November before Teacher’s Convention. This has typically been a roller skating party held at Florham Park Roller Rink. This is **NOT** a drop-off event. Parents are expected to supervise their children.    **FAMILY PICNIC :**  School fair type event held annually once in June, night-time commitment usually starts around 6pm. The chair organizes for a DJ, Dunk Tank, carnival type games and prizes etc. Volunteers will assist the Chair in planning and implementing all aspects of the event.    **FIELD DAY:**  This is a day-time event held during school hours. The chair would work with the Physical Education teachers to organize field day. Schedule class parent volunteers, assign them to various game stations, and organize for water and ice-pops for every child in the school.    **GIFTED AND TALENTED:**  The chair attends four (4) evening PAGE meetings during the year, and reports back to their individual PTA/HSA. PAGE (Parent Advocacy Group for Excellence) is dedicated to enhancing the education of our students through the G/T Academic, G/T Art, G/T Music and School wide Enrichment Programs K-8. Volunteer attends four PAGE meetings that is open to all members of the community.    **GIFT WRAP FUNDRAISER:**  The chair organizes the fundraiser between October and December. Volunteers help sort and distribute products to classrooms.  **“GIVE BACK” FUNDRAISERS:**  The chair coordinates fundraising activities with local businesses, such as Modell’s, Anthony’s Coal Fire Pizza and Five Below. Volunteers assist the chair with these activities.  **HELPING HANDS:**  *The President is the ex-officio chair of this committee. The Chair coordinates volunteers to discreetly assist families who are in need and are seeking assistance within the school and community and serve on town-wide committee. Volunteers discreetly help seek out and coordinate members of the school community willing to assist with meals, carpools, clothing, etc. as needed. Need and volunteers is determined solely by the school principal.*    **HISTORIAN:**  The Chair maintains a scrapbook of pictures taken at Harrison School and the West Essex Tribune.    **HOLIDAY BOUTIQUE*:***  The chair is responsible for organizing the holiday shopping boutique for the children in November/December. Volunteers assist with set-up and take down as well as helping children with their gift purchases.    **HUMAN RELATIONS:**  The chair coordinates several events or drives during the year to emphasize service to the community. This includes a drive for MLK Day. Volunteers assist in the planning and execution of these events.    **INTERPRETERS:**  Bi-lingual volunteers needed to help assist families who require assistance in understanding a phone call or written material from the school.    **KIDZ KLUB:**  This is an after-school enrichment program run entirely by the PTA. The Chair is responsible for picking a vendor, selecting classes and contracting for the after-school activities program for the children. Volunteers are needed with directing kids to their Kidz Klub classes, helping the chairs with administering for the program and to help with dismissal. There are normally 2 eight week sessions, in the fall and the winter.    **KINDERGARTEN PREP:**  The chair coordinates with district-wide chair to disseminate district generated information to incoming kindergarten parents. Coordinate with Principal for possible 1 or 2 day classroom sessions for incoming kindergarten students to be held sometime late spring. Volunteers assist in coordinating sessions for incoming students.    **LIVINGSTON EDUCATION FOUNDATION (LEF):**  Attend regular LEF meetings. Act as a liaison between LEF and the school community to share information regarding non-budgetary needs that will enhance educational excellence in all nine Livingston public schools.  May also serve on LEF committees.  To learn more about LEF go to our website at:[www.livin](http://www.livingston.org/lef" \t "_blank)gston.org/lef.  **LUNCH:**  **Overall Chair** – Liaison for lunch program between Harrison and Aramark.    **MEDIA:**  Chair will coordinate media center volunteers for all classes, training sessions and re-shelving days. Volunteers help your child’s class check in and out books. All volunteers must attend training session at the start of the school, unless previously trained. Also, assistance is needed throughout the year with re-shelving books.      **MEMORIAL DAYPARADE:**  Chair coordinates Harrison participation with the town, purchases snacks etc and co-ordinates with the president. Volunteers assist chair with this event.    **MOTZ PRESS:**  This committee renders a great service to Harrison families every year. Chair coordinates projects with teachers to create memory books for children’s school projects (E.g K – “I Love You”, 1 – “Frog and Toad Journal”, 2 – “Monarch Butterfly”, 3 – “Passport to America”, 4 – “Fourth Grade Memories”). Volunteers are needed to iron, glue, yarn and paint book covers. Work is entirely done at home.    **MULTICULTURAL:**  The Chair helps plan and organize an annual Multicultural night for all Harrison families. The objective is to educate the future generation, encourage their cognition and appreciation of the diverse cultural traditions represented in our school. Volunteers assist in all efforts needed in preparation for the event as well as helping the night of the event.    **NOMINATING:**  The Chair co-ordinates selection of a slate of officers for the Executive Board, as well as advertising positions and soliciting interested people for positions to the Executive Board at year’s end, or as needed. Volunteers are also needed to form this committee and make a quorum. Most work is in Feb/March.    **NUTRITION:**  The chairpromotes nutrition and health and wellness values through theme days, calendar activities, articles and programs. Coordinate activities for National Nutrition Month in March (working with school nurse). Volunteers assist in nutritional and health and wellness awareness activities.    **PARENT EDUCATION:**  In coordination with District-wide chair, Assistant Superintendent of Curriculum/Instruction and/or Director of Guidance, parent/school community, and broader community organizations, Chair will create and attend educational programs to support parents’ understanding of district-wide curriculum and instruction goals and/or parenting skills related to Social Emotional Awareness/Learning, attend meetings as appropriate. Volunteer co-ordinates with Chair to establish communication with parent community, participate in planning and implementation of all programs and attend meetings as appropriate.    **PLANT AND GIFT SALE:**  The Chair organizes pre-Mother’s Day plant and gift sale. Volunteers assist chair with set up, take down and helping children with their gift purchases.    **PT COUNSEL NOMINATING:**  The Chair co-ordinates selection of a slate of officers for the PTC Executive Board.    **PUBLICITY:**  The chair would schedule times to take pictures of school events, check publicity permissions for students and submit photos every week to the District Director of Public Information for weekly publication in the West Essex Tribune. These pictures feature in the “Elementary News” section each week. Volunteers assist with this committee. This committee works with the president and the principal.    **RED RIBBON WEEK:**  The chair coordinates with town-wide effort to distribute Red Ribbon Week materials to the school. Volunteers distribute ribbons and other related materials to each class.    **SAFETY :**  The chair participates in monthly town-wide safety meeting, interacts with the Principal, staff, police and administration within the district. Report information back to school and be an advocate for keeping the children safe. Participate in 2 safety walks with the Principal at the beginning andthe end of the school year. Volunteers assist in reporting and resolving safety issues.    **SCHOLARSHIP COMMITTEE:**  *The President is the ex-officio chair of this committee.*  Works with other district representatives to determine LHS scholarship winners.    **SCHOOL SPIRIT:**  The chair designs and coordinate sale of Harrison apparel. The chair and volunteers would bring the school spirit items to school events for sale and would be responsible for advertising all year through. This position works closely with the president.    **SCHOOL SUPPLIES:**  This is a service offered to families at end of school year. Coordinate class supply lists, take orders and purchase items. Volunteers help distribute school supplies to the classrooms. This is a one time commitment – must be available the week before school begins.    **SCIENCE NIGHT:**  The chair organizes a Science event in the evening. This is an annual event normally scheduled in the month of April. Volunteers help with all aspects of organization including registration, snacks etc.    **SEPAC:** **S**pecial **E**ducation **P**arents **A**dvisory **C**ommittee  The Livingston Board of Education Special Education parent advisory committee will work collaboratively with all Special Education parents and District staff in an advisory capacity to the Livingston Board of Education. Among other members it includes two parents from each school - 1 parent recommendation from the principal and 1 parent recommendation from the PTA.    **SILVERGRAPHICS:** *Work with the art teacher*  The chair organizes an art fundraiser with art teacher. Volunteers help sort and label artwork, and help distribute products to classrooms.    **SIXTH GRADE NOMINATINGCOMMITTEE:**  **Representative** – One representative will sit on the nominating committee for MPMS. Together reps. from each elementary school will collaborate to identify the 11 people who will make up the MPMS Executive Board. Responsible for advertising the positions and soliciting interested people from your individual school. If you want a position at MPMS, you may not sit on this nominating committee. Once serving on the committee, if you choose to be appointed as a nominee, it will be your responsibility to work with the PTA/HSA. Presidents to select a replacement to attend the committee meetings.    **SUNSHINE:**  The chair is responsible for sending cards and gifts to teachers, and honoring special occasions involving Harrison families.    **TALENT SHOW:**  The chair is responsible for planning and running the talent show in the winter. Volunteers are needed to help prepare and screen acts, as well as help at the dress rehearsal and the night of the event.    **TEACHER APPRECIATION:**  The chair is responsible for planning a back-to-school breakfast in September, a holiday luncheon in December and a teacher appreciation luncheon in May.    **TOWN COUNCIL OBSERVER:**  Attends Town Council meetings and reports back to the PTA on issues which are pertinent to the school.    **VENDOR NIGHT:**  *Chair co-*ordinates one night of vendors that come to school and sell their products. Must get commitments from enough Vendors. Must set up room with tables for each Vendor and must be present night of event. Volunteers assist the chair in all activities related to the event.    **WEB WIZARD:**  The chair under the direction of the President, maintains the PTA web pages and updates content with important PTA related information and events as requested, coordinates with the school’s webmaster (teacher) and district representative as required. The chairperson also prepares the weekly on-line newsletter **“Harrison Headline”.** Training for this position will be provided. Basic computer skills required, work is always done from home.    **WELCOMING COMMITTEE:**  The Chair coordinates welcoming committee volunteers to make phone calls to families new to Harrison. Requires availability the last few weeks of summer. Coordinate new parent welcome breakfast on the first day of school. Volunteers assist the chair in making welcoming calls to all new Harrison families and help with welcome breakfast on the first day of school.  Donate and drop off baked goods for welcome breakfast on the first day of school.    **YEARBOOK:**  Organizing the yearbook includes taking various pictures during school hours, collecting pictures from Mrs. Healy, the teachers and class parents. Involves designing the layout and submitting to the printer by the deadline. Volunteers assist the chair with this committee.      Last Modified on May 28, 2015 |
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