

## PTA Needs Your Help!

If you have ever contemplated getting more involved with Green Gables PTA, now is your chance. There are many committees and board positions open with different levels of time commitments – one is sure to fit your schedule. Green Gables PTA is a very active organization that keeps our children as its number one priority. But we cannot do it alone. We need MANY volunteers to run the various programs. Please take a look at the committee descriptions below and consider volunteering. Not only will you be helping our students, but you may meet some new friends and have a bit of fun too!!

**Auction:** The auction is our largest fundraiser and the plans are well-documented and organized from prior years. There are many levels of volunteer opportunities for this event.

**Audit Committee:** We require at least 3 auditors to perform 2 audits each year: a status check in January and a final audit in July. Auditors typically spend approximately 4 to 6 hours per year completing the detailed and thorough audit requirements.

**Book Fairs:** Chairperson(s) will schedule the events, coordinate with Scholastic, advertise, decorate the room and organize volunteers to take shifts cashiering and assisting students as they shop.

**Carnival:** The chairperson(s) will engineer the already well-documented and organized plans. PTA also needs at least 100 volunteers to man the games, inflatables and food stations!

**Chess Club:** The Chess Club meets weekly after school. (Timing is up to the chairperson.) Volunteers are needed to oversee the club members and if desired, to join in the occasional game of chess.

**Emergency Kits:** Order and pick up the kits in August from local grocery store. Sell & distribute the kits during the first weeks of school.

**E-Scrip Fundraiser:** Volunteer responsibilities include advertising the E-Scrip program in the PTA newsletter, sending home E-Scrip sign up forms in the “go-homes” and entering Safeway Club Card numbers on the E-Scrip website.

**Fifth Grade Celebration:** Organize and coordinate this event during the last week of school with the help of many volunteers.

**Food and Clothing Drive:** During one week in November, the committee will advertise the Food Drive in the PTA newsletter, set out collection bins in the hallway, and organize the items for the families.

**Giving Tree:** During the 2 weeks before holiday break GG staff will provide a list of children in need with their age and of items wanted. The committee will make tags for the tree and collect and wrap the items.

**Ink Jet Recycling Fundraiser:** PTA collects and recycles used ink jet cartridges for cash! Volunteers advertise the program and organize the cartridge shipments.

**Labels & Boxtops:** Periodically collect the labels and boxtops turned into the bins, format them according to the company’s instructions, and mail them in.

**Literacy Support:** You can organize reading programs, author in residence, book clubs, or any other ideas that help our kids to be READERS!

**Lost and Found:** Clothes are sorted twice monthly and returned to the proper child (if clothes are labeled!) or shipped to local clothing banks.

**Membership:** Advertise and recruit PTA membership, collect fees, enroll members in the WSPTA web-based system, maintain accurate membership records, and print & distribute membership cards.

**Newsletter Distribution:** Volunteers will photocopy the PTA bi-weekly newsletters. The newsletter must be photocopied and delivered to teachers' in-boxes by end of day Wednesdays.

**Newsletter Editor:** Compile articles from the board and committee members to write the bi-weekly newsletter. The newsletter editor should attend PTA board meetings, as this is a PTA board position.

**Reflections:** The Reflections volunteer's responsibility includes advertising the program to Green Gables students through "go-homes", collecting artwork and turning it in to the PTA council by the deadline and displaying the artwork at the January art show.

**Science Fair:** Volunteers will advertise the event in the newsletters, help set up the students' displays and coordinate the evening program.

**Skating Nights:** Volunteers will reserve the rink for 2 skate nights and advertise to students and parents.

**Staff Appreciation:** Once per month & each day during Staff Appreciation Week in May, PTA appreciates the Green Gables staff with gifts, lunches, latte bars and much more!

**Walk-a-thon:** Responsibilities include advertising in newsletters and go-homes, collecting & distributing prizes, and organizing the day's events. This event is well documented.

**Yearbook:** Compile, take pictures, design and oversee the construction of the Green Gables yearbook. Our publisher provides lots of help and the yearbook is created online with easy to use software!

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**I would like to help with the following Committee(s)**

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|--|--|---|
| <input type="checkbox"/> Auction                 | <input type="checkbox"/> Food Drive              | <input type="checkbox"/> Newsletter Editor  |
| <input type="checkbox"/> Audit Committee         | <input type="checkbox"/> Giving Tree             | <input type="checkbox"/> Reflections        |
| <input type="checkbox"/> Book Fairs              | <input type="checkbox"/> Inkjet Recycling        | <input type="checkbox"/> Science Fair       |
| <input type="checkbox"/> Carnival                | <input type="checkbox"/> Labels & Boxtops        | <input type="checkbox"/> Skating Nights     |
| <input type="checkbox"/> Chess Club              | <input type="checkbox"/> Literacy Support        | <input type="checkbox"/> Staff Appreciation |
| <input type="checkbox"/> Emergency Kits          | <input type="checkbox"/> Lost and Found          | <input type="checkbox"/> Walk-a-thon        |
| <input type="checkbox"/> E-Scrip Fundraiser      | <input type="checkbox"/> Membership              | <input type="checkbox"/> Yearbook           |
| <input type="checkbox"/> Fifth Grade Celebration | <input type="checkbox"/> Newsletter Distribution |   |

I would be interested in chairing the following committees: \_\_\_\_\_

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

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