



**James H. Boyd Intermediate School PTA**  
**286 Cuba Hill Road**  
**Huntington, NY 11743**

2018-2019

# PTA Class Parent & Committee Sign Up Form

Class Parent Responsibilities are to:

- Be a PTA member in good standing
- Attend at least two (2) PTA meetings in the school year
- Volunteer on at least three (3) PTA committees
- Maintain a current class list and send to Co-Presidents
- Take photos throughout the year for the yearbook committee
- Enter all email addresses for email blast
- Preference is given to those who Chair committees
- We will have a maximum of 3 class parents per class, no exceptions.

In selecting Class Parents, we strive to strike a balance between giving new people this opportunity and recognizing volunteers who dedicate many hours to the PTA. Please understand that we will try to accommodate every request and make every effort to be as fair as possible.

- o Yes, I am interested in being a class parent for the 2018-2019 school year. I agree to the above responsibilities.
- o I have been a class parent for \_\_\_\_\_ in \_\_\_\_\_ school year.
- o I give permission for my email address and/or phone number to be printed on any school related lists/calendar. Phone \_\_\_\_\_  
Email \_\_\_\_\_



NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ GRADE IN SEPT: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ GRADE IN SEPT: \_\_\_\_\_

\* EVENT JOINT WITH HARLEY    \*\* EXECUTIVE BOARD POSITION

<u>COMMITTEE</u>	<u>CHAIR</u>	<u>VOLUNTEER</u>	<u>COMMITTEE</u>	<u>CHAIR</u>	<u>VOLUNTEER</u>
AFTER SCHOOL ACTIVITIES			HALLOWEEN PARTY (4-5)		
CHES (2)			HEALTH & SAFETY *(2)		
			HOLIDAY BOUTIQUE (2-3)		
BARNES & NOBLE BOOKFAIR* (2)					
BLOOD DRIVES (2)-DISTRICT WIDE			INVENTION CONVENTION (3)		
BOOKFAIRS – SCHOLASTIC (2-3)			KIDSTUFF COUPON BOOK (2)		
Back to School Picnic (1)			MEMBERSHIP (3)		
SPIRIT WEAR (2)			PARP (3)		
COMMUNITY SERVICE (1)*			PLANT SALE (3)		
CORPORATE CONTRIBUTIONS (1)			FALL PLANT SALE	██████	
CULTURAL ARTS (1)**			SPRING PLANT SALE	██████	
CHILDREN'S AUTHORED BOOKS(2)*			PRETZEL WEDNESDAY SALES (3)		
DISPLAY CASES/BOARDS (2)			REFLECTIONS (2) - DISTRICT WIDE		
ELWOOD MOVIE DAY* (2)			SCHOLARSHIP COMMITTEE (2)		
FAMILY FUN EVENTS *(2-3)			SCHOOL PICTURES (4)		
<b>5TH GRADE COMMITTEE (2-3)</b>		██████	SCHOOL STORE (3)		
5TH MOVING-UP CEREMONY (2)			SCHOOL SUPPLY KITS (2)		
5TH CARNIVAL (3)					██████
5TH T-SHIRTS (2)			STAFF APPRECIATION DAYS (3)		
			SCRIP(2)		
5TH VIDEO YEARBOOK (2)			SPECIAL EVENTS TICKETS* (1)		
5 <sup>TH</sup> GRADE PASTA FUNDRAISER (1)			VISITING AUTHOR (2)		
4TH GRADE PICNIC (3)			VOLLEYBALL EVENT (2)*		
3RD GRADE PICNIC (3)			WINTER DANCE (2) SNOWFLAKE		
3RD GRADE ORIENTATION (2)			WINTER FUNDRAISER- (2)		
GAME SHOW NIGHT (3)			WELCOMING COMMITTEE (2)		
GRANT WRITERS (2)			YEARBOOK (2)		

\*\*\*\*\***Important Please Read below**\*\*\*\*\*

- All Chairpersons must create a School Dude Account to request use of a building. This is an online system; we no longer use paper for Building use. We will have a presentation on the system. Chairpersons are responsible for requesting use at least 3 weeks before the event and must follow up at least 1 week before the event.
- \*Boyd and Harley Joint Committee Chairs are responsible to contact each other and work together on the events.
- All Committee Chairpersons are responsible for creating a flyer for their events, getting it approved by the PTA Presidents, making and distributing photocopies and collecting/tracking RSVP's.
- Committee Chairpersons are responsible for working with the BOYD PTA treasurer for all cash handling procedures.
- The Boyd PTA Executive board members are available for guidance and assistance to the committee chairpersons as needed. However, Chairpersons are expected to lead their committees and committee members throughout the event or events.

Please send the completed forms back to school (we will pick up from Harley too) no later than June 6<sup>th</sup> 2018.

To make sure your information is correct and **please write clearly**. We will contact you before the start of the school year. You will be contacted a few days before school starts for Class Parent Assignments. We will have a combined Committee and Class Parent meeting the first week of school at 9:30am.

If you have any questions contact:

Irene Calanese – [icalanese@gmail.com](mailto:icalanese@gmail.com)

Shannon McCormack – [macks12309@gmail.com](mailto:macks12309@gmail.com)

Thank you

**After School Activities** - Coordinate Mad Science and Chess Nuts for after school. Assist with pick up and coordinate parent volunteers. One Parent must stay.

**Barnes& Noble** - Plan activities and entertainment for this one day fundraising event at Barnes and Noble.

**Blood Drive** - Assist with Fall and Spring Blood Drives with PTA Council Committee Chair. Sign up blood donors.

**Book Fair** - Runs in Oct/Nov and April/May for 2-3 days. Chairpersons coordinate volunteers and set up/clean up of the fair.

**Back to School Picnic**- Volunteers needed to help set up and clean up after

**Children's Authored Books** – Create a lovely keepsake for families in which children write and illustrate a book. Members distribute books, create the cover page and laminate books.

**Community Service** - Committee is responsible for running the seasonal food, clothing, UNICEF and toy drives. Also coordinate food baskets for Thanksgiving.

**Corporate Contributions** - Responsible for notifying parents of programs such as Box Tops, iSearch iGive, Target and submitting contributions to companies. Also coordinates inkjet printer & cell phone recycle programs.

**Coupon Book Fundraiser**- Coordinate the distribution of books, labeling of books, collecting payments and returned books. This fundraiser takes place the first month of school and is then complete.

**Cultural Arts** - Runs throughout the year and brings interesting, entertaining and educational programs to the school. Committee members help select programs and greet performers.

**Display Cases** - Committee designs and maintains the school bulletin boards and cases by the main office and cafeteria. Displays are changed monthly.

**Elwood Movie Day** – Responsible for organizing a movie showing at Elwood Theater on a day off from school. Committee creates flyer, sells tickets and helps out on day of event. Joint with Harley.

**Family Fun** - This committee will organize three events throughout the year that are fun for the entire family such as PJ movie night, family dance or yoga and ice cream social. Events will be held in conjunction with Harley.

**Fifth Grade Committee** - Committee coordinates fundraisers for fifth grade trip. Boat Trip and oversees all 5<sup>th</sup> grade sub committees.

**Game Show Night** - Organize raffle baskets with class parents. Set up and work game show night.

**Halloween Party** - Organize crafts, DJ and volunteers to work afterschool Halloween party/dance.

**Health and Safety** - Committee distributes safety tips to parents throughout the year. Runs the First Aid and CPR courses.

**Holiday Boutique** - Runs during and after school a few days before the holidays. This gives children the opportunity to purchase a gift for loved ones. Responsible for ordering, set up and clean up of sale.

**Membership** - Volunteers select an annual theme and recruit members for the PTA. Our membership drive is primarily held in the fall but runs all year long. Submit information online to NYSPTA.

**PARP (Parents as Reading Partners)** - This committee encourages families to read together, you are responsible to run the PARP Bingo night at Boyd.

**Plant Sale** - Held in October and early May, volunteers collect and distribute pre-orders to parents and help children select plants during school hours. Responsible for ordering, set up and clean up of sale.

**Pretzel Wednesday Sales** – Coordinate 25 weeks of pretzels at school. Orders are received at the beginning of the year. Usually arrive at 8:30am and pack fresh baked pretzels by class and distribute to the classrooms.

**Reflections** - This program, sponsored by the national PTA, encourages student expressions through art, literature and other mediums. The committee publicizes the contest, solicits entries and coordinates judging of Boyd participants. The chairperson is responsible for delivering and retrieving the entries selected to advance the county level to the judging site in late fall and early January.

**School Pictures** - Taken in late September or early October. The chairperson publicizes picture day and distributes packages. Volunteers help organize children for their individual and class pictures.

**School Store** - Opens periodically during lunch times to sell supplies to students.

**Special Event Tickets** - This committee helps organize seasonal events and outings for our families. Includes professional or semiprofessional sports tickets.

**Staff Appreciation Day** - Volunteers will plan two breakfasts/luncheons for faculty and staff to thank them for their dedication to our children. The first breakfast is to be offered the first week of school. The second breakfast is on the day we return from Holiday recess in early January. The Luncheon is offered in May to coincide with Teacher/staff appreciation week. Chairpersons coordinate all items and volunteers.

**3<sup>rd</sup> Grade Orientation** - Organizes volunteers to help with incoming 3<sup>rd</sup> graders during their visit with current 3<sup>rd</sup> graders at Boyd. Meet and greet in August for incoming 3<sup>rd</sup> graders.

**4<sup>th</sup> Grade Picnic** - Provide snacks/breakfast and a DJ for 4<sup>th</sup> grade picnic in June

**3<sup>rd</sup> Grade Picnic** - Organizes and runs 3<sup>rd</sup> grade picnic at end of school year.

**5<sup>th</sup> Grade Video Yearbook** – Creates photo slideshow to be used at 5<sup>th</sup> grade graduation.

**Visiting Author** - Chairperson coordinates with the school Principal to publicize the visiting author and process book orders.

**Volleyball Fundraiser Event**- This is a joint event with Harley PTA. Work with Boyd Principal to recruit staff. Manage flyer, rsvp's and the event itself in conjunction with Harley PTA chairperson.

**Winter Fundraiser**- Coordinate with local restaurants for fundraising matching donation nights.

**Yearbook** - Committee collects pictures from school events and produces a small yearbook for the school. Computer skills needed.