

# PTA Committees- Overview

President—Laura Fisher

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Treasurer—Donetta Curry

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Secretary—Tricia Sullivan

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## **ACCELERATED READER (AR) LAB\***

**Priscilla Gates**

**[priscillagates73@gmail.com](mailto:priscillagates73@gmail.com)**

## **AR INCENTIVES (AR PARTIES) \***

**Stephanie Harris**

**[stephandkerry@hotmail.com](mailto:stephandkerry@hotmail.com)**

Accelerated Reader is a supplemental reading program which encourages students to read books and take online comprehension tests on these books. There are two parts of AR; the Lab and the Rewards. The chairperson will work with the program coordinator to manage this program. Volunteers for this committee: (1) help to manage the AR library, (2) staff the computer lab as students take AR tests in the morning, (3) create and maintain displays to track students' progress (AR Incentives), (4) help with activities (AR Parties) and awards for the students who earn them.

## **A.M. ANNOUNCEMENTS**

**Mallory Whitlinger**

**[mewhitlinger@gmail.com](mailto:mewhitlinger@gmail.com)**

This committee is responsible for getting blank forms from the secretary and filling out the info needed/required (student birthdays, etc.) which will be announced by the 3rd grade student announcers. Only a chair is needed for this committee.

## **ART COMMITTEE\***

**Melissa Zimmerman**

**hootb72@hotmail.com**

The Art Committee assists in the preparation of hanging up and taking down art work for the annual art show/BAM Night. They work under the direction of the art teacher. The committee chair coordinates with the art teacher and recruits volunteers as well as coordinates the hanging of and take down of art pieces. Volunteers must have their clearances for hanging and take down day.

## **ASSEMBLIES \***

**Tricia Sullivan**

**tlz327@hotmail.com**

PTA arranges at least two fun, educational and enjoyable in-school programs/assemblies for the students each year. The chairperson will be the contact person for the companies and organize any needs prior to coming to our school; filling out contracts and processing payment. All dates and programs must be approved by the school and should be age appropriate. This is a one person committee.

## **BOOK FAIR \***

**Melissa Zimmerman**

**hootb72@hotmail.com**

There are three book fairs each year; Fall, Winter, and Spring. The goal for having book fairs is to encourage students to read and to put books into the hands of the students. During the first fair, there is a 25% discount. During the second fair, each student receives a free book. The third fair is a BOGO fair. Volunteers will help students to shop during the fair, and help to set-up and tear down the fair. There are also fun Family Nights with extra events to make a more fun atmosphere to get excited about books!

## **BULLETIN BOARDS:**

**Laura Fisher—Behavior Board**

[laurafisher22@yahoo.com](mailto:laurafisher22@yahoo.com)

**Stephanie Harris-A.R. Board**

[stephandkerry@hotmail.com](mailto:stephandkerry@hotmail.com)

**Amy Mitchell- Membership Board**

[amymitchell1982@gmail.com](mailto:amymitchell1982@gmail.com)

**Tricia Sullivan-Birthday Board**

[tlz@hotmail.com](mailto:tlz@hotmail.com)

There are four (possibly more) bulletin boards in the school that are maintained by the PTA; a Membership board, a birthday board, an Accelerated Reader rewards board, and a positive behavior board. Volunteers use their creativity to help to decorate these boards at school.

## **EARTH WEEK:**

### **OPEN**

Earth week is held during the week of Earth Day, which is in April. Students do activities in celebration of Earth Day such as planting seeds, making items out of natural materials, decorating brown paper grocery bags, etc. Volunteers would help to pick up materials, assist children, create activities, and other tasks.

### **FIELD DAY \***

**Amber Vogel**

[alv2121@hotmail.com](mailto:alv2121@hotmail.com)

**Priscilla Gates**

[priscillagates73@gmail.com](mailto:priscillagates73@gmail.com)

This is a half-day event for students at the end of the school year. Students play games and have activities outside. The chairperson will work with the school staff to organize the volunteers needed for the event as well as communicate with the volunteers. There is also a large, donated basket raffle that the chairperson would coordinate as a morning activity on Field Day, by requesting donations from students' families. They would also assist in the set-up and clean-up of the day.

## **FUNDRAISING \***

**Christina Bowman**  
**Marie Healey**

[bowman634@comcast.net](mailto:bowman634@comcast.net)  
[marlyn111@hotmail.com](mailto:marlyn111@hotmail.com)

Fundraising provides the funds that PTA needs for its programs. PTA pays for students to go on field trips, funds many activities, and purchases needed supplies. Cooperation is needed from all school families so that PTA is able to continue to provide services and programs. The chairperson will research fundraising opportunities, bring the information to the PTA and school for approval, and plan the fundraiser. Volunteers will assist as needed, mostly with fundraising pick up nights/distribution.

## **GENERAL VOLUNTEER**

**Eliza Vagnozzi**

**evagnozzi@gmail.com**

This committee provides volunteers needed to help with any miscellaneous projects. Volunteering for this committee places you on a list to receive emails anytime there is a need for volunteers. The chairperson for this committee creates a master list of all volunteers signed up for each individual committee at the beginning of the school year and distributes a list to each committee chair.

## **HOLIDAY PARTIES \***

**Laura Fisher**

**laurafisher22@yahoo.com**

There are three holiday parties during the school year; Halloween, Christmas, and Valentine's Day. Volunteers are needed to plan the activities (games, crafts, etc.), and to help during the parties. The chairperson will gather sign-up forms, make lists of party helpers, and communicate with the Home Room Reps. The Home Room Rep for each classroom will be responsible for communicating with the class' volunteers as well as decorating the teacher door at the end of the school year.

## **HOLIDAY WORKSHOP \***

**Rebecca Stauffer**

**rebeccaruth2000@gmail.com**

A Holiday Workshop is held during December to give the students an opportunity to purchase gifts for their loved ones. The chairperson will select a company and/or purchase the items and handle the workshop, work with the school to choose a week to run the sale, set the schedule with the teachers, and obtain school approval. Volunteers are needed each day to work at the sale, assisting the children with shopping and wrapping their gifts.

## **MEMBERSHIP**

**Amy Mitchell**

**amymitchell1982@gmail.com**

There is a membership drive at the beginning of the school year. This committee is responsible for collecting all of the PTA membership dues for the school year. All parents/guardians and teachers are encouraged to join. The committee collects all of the dues and submits them to the PA PTA by mid-October. They are also responsible for distributing the membership cards. This is typically a one person job.

## **MORNING VOLUNTEERS**

**Donetta Curry**

**donettalk@yahoo.com**

Morning volunteers are requested by homeroom teachers to work one-on-one with students working on an identified skill to help the student gain greater success and confidence. The committee chairperson coordinates with teachers to identify a specific volunteer or volunteers to be assigned to their classroom to meet the needs of their students. Volunteers are asked to work one-on-one with an identified student in reading, on a particular math skill, or on a skill as identified by the homeroom teacher. Volunteers are asked to work with the student first thing in the morning, on a regular basis (weekly or multiple times a week), and for an extended period of time as to be determined by the homeroom teacher. All morning volunteers must have their clearances and must be willing to keep their work with their student(s) confidential. This is done around 9:00am-9:40am.

## **NEWSLETTER**

**Rebecca Stauffer**

**rebeccaruth2000@gmail.com**

A monthly newsletter is published online which gives important information about school and PTA events. Information includes important dates, information about upcoming events, PTA announcements, and school news. The chairperson for this committee will gather information from PTA committees, the school office, and staff on a monthly basis. They will need to use their own computer to organize the newsletter and submit it to the school for review and publishing on the Bon Air PTA page of the Burrell website.

## **POSITIVE BEHAVIOR INCENTIVE SYSTEM TEAM:**

**Laura Fisher**

**laurafisher22@yahoo.com**

This committee will work together to create and maintain the display case and bulletin board to advertise the theme and post the awardees of the positive behavior recognition program led by the principal and guidance counselor. The committee will also help to label and distribute the awardees' certificates as well as garner 9 monthly prizes for the winning student in each homeroom (26+ prizes/month).

## **RED RIBBON WEEK \***

**Maureen Weitzel**

**[weitzelmk@gmail.com](mailto:weitzelmk@gmail.com)**

## **Co-Chair--OPEN**

Red Ribbon Week promotes a healthy, drug-free lifestyle and is held at the end of October and is a fun and educational week for the students. The students do activities, the school is decorated, and there are classroom pledges to be "Drug-Free." The chairperson works with the school to set dates and plan activities. Volunteers will help as needed.

## **REFLECTIONS\***

**Elisa Vagnozzi**

[evagnozzi@gmail.com](mailto:evagnozzi@gmail.com)

The Reflections Arts Program is a national arts recognition and achievement program for students. The chairperson is responsible for correspondence with the Council, Regional, PA, and National Reflections Committees. Students will be provided instructions and applications to submit art entries in one of six categories: visual arts, photography, literature, dance choreography, video production, and musical composition. Once entries are submitted, they are categorized and forwarded to be judged on a local (or school) level. All students who enter the Reflections program will be acknowledged at the end of the year awards ceremony, with awards being granted to the judges' top five ranked entries in each category. Any entries that are forwarded to the next level are acknowledged in a council, regional, state-wide or national awards ceremony. Volunteers may be asked to help promote the program (through poster making and hanging (etc.)), collect art entries, prepare the entries for submission to the judges, and returning the artwork to the students.

## **RELAY FOR LIFE \***

**Maureen Weitzel**

[weitzelmk@gmail.com](mailto:weitzelmk@gmail.com)

**Co-Chair—OPEN**

The Committee Chair will pick a Charity/Cause to gather donations and provide awareness in honor of....it may be the The American Cancer Society Relay for Life which celebrates people who have battled cancer, remembers loved ones lost, and gives everyone the chance to fight back against the disease. A mini-relay could be held as a fun-filled, hands-on way for the students to learn. The chairperson is responsible for coordinating a schedule and planning events. Volunteers may be needed to run stations and to assist with set-up and clean-up.

## **SAFETY DAY:**

**Maureen Weitzel**  
**Co-Chair—OPEN**

[weitzelmk@gmail.com](mailto:weitzelmk@gmail.com)

A mini program is held to inform students of safety practices, as well as making them aware of the various safety departments within the community. Demonstrators from these departments may be scheduled for the students to view and obtain information, and to have questions answered. The chairperson will work with the school to plan events. Volunteers will help throughout the day.

## **SHOP AND CLIP**

**Mackenzie Paesano**

[\*\*mackfullerton@windstream.net\*\*](mailto:mackfullerton@windstream.net)

The PTA participates in programs that provide money and items to the school in exchange for family participation. Items such as Box Tops will be collected. Families can register their Giant Eagle Advantage cards with Giant Eagle Apples for Students, as well as record receipts with Shoparoo and register for rewards at Target. The chairperson is responsible for the coordination of these, with help from volunteers as needed.

## **SPIRIT WEEK/SPIRIT SALE \***

**Laura Fisher**  
**Dana Kessler**

[laurafisher22@yahoo.com](mailto:laurafisher22@yahoo.com)

Spirit Week is generally held in the fall during the week of Elementary School Night at the Burrell Buc's football game or in the winter during the high school basketball season. A theme is planned for each day for the students to show their school spirit. The chairperson is responsible for working with the school to develop a schedule and to plan events. In addition, the chairperson may coordinate a school clothes sale for families to purchase spirit clothes. Volunteers will help as needed.

## **STAFF APPRECIATION/RECOGNITION\***

**Marie Healey**

[marlyn111@hotmail.com](mailto:marlyn111@hotmail.com)

### **Co-Chair--OPEN**

A Teacher/Staff Appreciation Week is held each spring to show appreciation to school personnel. The chairperson will schedule and plan events, a luncheon, and surprises/gifts for the staff. Volunteers will help as needed. They will also coordinate decorating all teacher's/staff's doors as a means of appreciation as well. Volunteers are needed for the decorating of the doors and donating food for the luncheon. Clearances are not needed for decorating the doors as it happens after school hours.

### **SUMMER READING CHALLENGE:**

**\*\*\*OPEN\*\*\***

An end of year event takes place that's purpose is to excite and encourage the students to continue reading during the summer months. The teachers generate ideas for activities for a kick off and the students receive books to take home during the summer months with activities that coincide with the books. The chairperson would work along with the staff in gathering books and creating activities as well as to coordinate other volunteers as the teachers/staff request help in a variety of ways. In the fall, there is an evening celebration for all successful summer readers. This event is planned by the SRC Chair and the chair would be responsible for planning all of the activities for the evening. Teachers will be on hand to help. Volunteers are also needed for various duties.

### **SWEETHEART DANCE/VALENTINE EVENT:**

**Laura Fisher**

[laurafisher22@yahoo.com](mailto:laurafisher22@yahoo.com)

The Sweetheart Dance is held around Valentine's Day. It is a big dance the children love to attend and bring an adult guest to. The chairperson will get approval with the school on a date, coordinate with the volunteers on what their duties are, plan the events happening that night and decorations that will be used, and making sure the families are informed of all the details of the

event. Volunteers are needed for the selling of the tickets, making decorations, donating baked goods, decorating, working at the dance in various stations, and the break-down of the event. The only thing that you need clearances for is if you help to sell dance tickets to the students.