



Young PTA Standing Chair Descriptions

Standing Chairs direct additional volunteers who have expressed interest in supporting or coordinating the events and activities listed under the Standing Chair Job Descriptions. Standing Chairs will receive help in identifying volunteers to support each specific committee.

EDUCATIONAL ENRICHMENT COMMITTEES

- **4th Grade State Fair** – Assist staff members with the 4th Grade State Fair projects, room party, and evening program.
- **Art Awareness** - Introduce major works of art and artists in your child’s classroom and oversee an art project which is representative of the artist and his work (information packets and supplies are made available for use). Present one or more times per year, October through April.
- **Book Exchange** - Oversee and/or volunteer at a used book exchange at Young.
- **Chorus Liaison** – Assist music department staff with organizing volunteers for performances.
- **One Book/One School** - Assist with planning and implementing activities for the multi-week One Book/One School program which promotes reading of a single book by the entire school. (January/February)
- **Reflections** – Assist in coordinating our school’s participation in a National PTA creative arts program, including promoting the program, verifying/logging entries, organizing judging, recognizing participants. (starts in September)
- **Young Authors** - Assist staff in coordinating the Young Authors literature program at our school.

HEALTH & WELLNESS COMMITTEES

- **Annual Blood Drive** – Coordinate with blood drive agency, arrange for refreshments, and assist in registering and serving donors at our annual blood drive. (Fall/Winter)
- **Environmental Committee** - Promote environmental awareness by helping to organize creative student participatory events, assist with lunchroom recycling, and coordinate Earth Week activities.
- **PE Liaisons/Field Day** - Assist PE staff with organizing volunteers for events including Field Day.
- **Red Ribbon Week** - Assist in organizing a week of activities with a Young Staff Member. (Fall)
- **Testing Snacks** – Plan, purchase, and distribute snacks to classrooms for Young students during PARCC testing. Tests are taken in Spring. Young students really look forward to this!
- **Walk to School Day** - Assist in organizing and promoting Walk to School Day. (Fall)

MEMBERSHIP AND COMMUNICATIONS

- **Directory** – Assist in compiling and producing our annual school directory.
- **Display Cases/Sign** – Coordinate and set up displays for PTA events and other in the indoor display case (as needed) and update the outdoor sign with provided messages (weekly).
- **IPPA PTA Representative** - Act as a liaison between the Indian Prairie Project Arrow PTA and NYE PTA.
- **IPSN PTA Representative** - Act as a liaison between the Indian Prairie Special Needs PTA and NYE PTA.
- **PDAC Representative** - Act as a liaison between the Parent Diversity Advisory Council and NYE PTA.
- **IPPC PTA Representative** – Act as a liaison between the Indian Prairie Parents Council and NYE PTA.
- **Newsletter** - Publish and/or distribute our monthly PTA newsletter.
- **PTA Membership** – Assist in collecting PTA Membership forms, distributing PTA Membership cards, staffing membership drives, and planning PTA sponsored parent education programs.

SERVICE COMMITTEES

- **5th Grade Memory Book** – Assist in compiling the annual memory book for our graduating class. (Spring)
- **Annual Service Project** – Assist in selecting the charity, organizing, and distributing donations by students.
- **Bakers & Cooks ‘R’ Us** – For those that like to bake and/or cook. You can prepare and send in homemade items for various functions such as staff luncheons. You will be called as needed.
- **Beautification** – Assist in installation of plants/bulbs and seasonal decorations on school grounds.
- **Kindergarten Lunchroom Helper** - Assist Kindergarteners as they adjust to the lunchroom the first few weeks of school (please no Kindergarten parents).
- **School Pictures** - Assist with fall and spring photos (helping to line children up for photographer, comb hair, adjust collars, etc.). (Fall & Spring)
- **Staff Appreciation** – Assist in organizing staff appreciation luncheons and/or dinners during the school year. Help with other special projects to say ‘thanks’ to our great school staff.
- **Yearbook** – Assist with collection photos and creating the school yearbook.

SOCIAL COMMITTEES

- **Back to School Social** - Organize a social event (food/entertainment) at school for families to reconnect. (August)
- **Bingo Night** - Plan and help staff the annual PTA Family Bingo Night.
- **Movie Night** - Plan and run the popular movie night in the NYE gym; select movie options and refreshments.
- **Wolves Night** – Plan and coordinate a night/day for NYE families to attend a game.
- **Skate Night** – Plan and coordinate a night for NYE families to enjoy a night at the roller rink.
- **Trunk or Treat** – Plan an event where families decorate their trunks and hand out candy to Young students (Fall)
- **Winter Party (All School)** - Assist in organizing the all-school winter party. (December)
- **Young Daughter’s Dance** – Assist in organizing a formal dance for our girls. (February)
- **Young Son’s Night** – Assist in organizing a game/activity night for our boys. (March or April)

WAYS AND MEANS COMMITTEES

- **Audit Committee** – Assist in completing the annual audit of Treasurer’s Records. Requires only a few hours of your time and an eye for details. Procedures are given. (Meets end of the fiscal year/July.)
- **Box Tops** - Collect, prepare, and send in Box Tops for redemption.
- **Dolphin Dash** - Assist in organizing the 5K Run/Walk event. (May)
- **Dolphin Depot** – Assist in selling school supplies once a week from 8:50-9:15am and assist in counting cash boxes, restocking items, and cleaning up.
- **Fall Fundraiser** - Assist in preparing student packets, compiling, verifying, and distributing orders for Young’s major fundraiser(s).
- **Restaurant Nights**– Set-up special nights at area restaurants when families can dine and a portion of the proceeds are donated back to our school.
- **Spirit Wear** – Assist in researching and selecting vendors and apparel choices, select school logo designs and color choices, and process and deliver orders once or twice a year.