

JEFFERSON PRESCHOOL PTA

CHAIRPERSON OPPORTUNITY DESCRIPTIONS AND TIME COMMITMENTS (APPROX.)

***SPIRIT WEAR:** Fall & Spring

One person needed to handle 2 drives; Approx 5 hours each. Prepare fliers, collect orders, purchase from vendor, and distribute.

***HAYRIDE:** September

Prepare fliers, confirm reservations, receive RSVP's, purchase snacks and juice, coordinate other volunteers; 12 hours prep time + evening of event.

***AMERICAN EDUCATION WEEK:** November

Collect student art work from teachers and display it in the window @ Alpha Graphics. Also take it down. Approx 2 hours.

***MAKE A DIFFERENCE DAY:** Specified date in October each year.

Decide on theme/contribution and coordinate. Approx. 10 hours total

***ICE CREAM SOCIAL:** October

Plan and organize Ice Cream Social. Book entertainment, order ice cream and gather supplies for evening. Recruit volunteers and run event; 12 hours prep + evening of event.

***BEAUTIFICATION:** Throughout the year

Plan and coordinate planting seasonal planters and outside gardening. Approx. 8-10 hours @ your convenience.

***EVENT PHOTOGRAPHER:** Throughout the year

1-3 people to take and develop pictures of PTA events throughout the year.

***GRANDPARENT'S DAY:** April (usually)

Coordinate day, send out flyers with attendance times, coordinate refreshments

***BULLETIN BOARD DECORATOR:** Throughout the year

Plan & Change the PTA bulletin board in the school hallway and cabinet by library. 1 hr. each time

***FAMILY FUN NIGHT:** February

Plan games and activities, order prizes, food, and beverages, coordinate volunteers.

***RAFFLE: (part of Family Fun Night)** Event in Feb, solicit 2 to 3 months before

Coordinate class baskets

Solicit donations from local businesses (regular group already set) and any additional you may wish, collect, send flier out week of fun fair, and display. Approx. 2-4 hours.

***BOOK FAIR:** April

Coordinate with merchant, coordinate volunteers, Approx 2 hours

***STAFF APPRECIATION:** November and May

Plan fall brunch and spring luncheon. Coordinate Staff Appreciation Week Activities