

River Plaza Elementary School 2008-2009 Committee Descriptions

ACME RECEIPTS/FOODTOWN EPC: Coordinate the collection of receipts and process for redemption.

APPAREL SALE: Coordinate and organize an Apparel Sale, providing students the chance to purchase River Plaza clothing and accessories.

ARTS IN THE CLASSROOM: Many in-classroom volunteers needed for this special program. Parent volunteers go into the classroom 3-6 times a year (ideally working in teams) and present a small art lesson/project designed to introduce students to different artists and art forms.

AUDIT: Work with the PFA Treasurer to review the PFA budget.

BAC (Budget Awareness Committee): Committee works to educate parents on the district/school budget.

BILAWS: Review and update the PFA bilaws.

BOARD OF EDUCATION REPRESENTATIVE: Attend Board of Education meetings and report back at the next PFA meeting with any important information/updates.

BOOK FAIR: Schedule and organize the book fair. Volunteers needed to assist children during the book fair with the selecting and purchasing of their books.

BOTTLECAPPERS: Liason between H.S. South Coordinator and River Plaza school to arrange for anti-smoking program that is presented by High School students to the 3rd and 4th grade students in the classroom.

CAMPBELL'S SOUP LABELS/GENERAL MILLS BOXTOPS: Coordinate the collection of and process the redemption of labels/boxtop coupons.

CARING COMMITTEE: When PFA becomes aware of a family in need, caring committee will step in to help. In the past, committee has raffled off Visa Check cards or electronic game devices to the River Plaza community to assist in raising money to help those in need.

CULTURAL ENRICHMENT: Coordinate cultural enrichment assemblies presented by outside educational sources.

DIRECTORY: Organize and publish contact information for PFA families in the form of our PFA Directory.

FIELD DAY: A day of fun for students at the end of the school year filled with games and races. Many volunteers needed to make this event a success!

FIFTH GRADE AWARDS: Fifth Grade Awards Event at the end of the school year. Committee comprised of many fifth grade parents working on decorations, entertainment, food, etc.

FINGERPRINTING: Work with the Middletown Police Department to set up student fingerprinting event.

FUN COMMITTEE: Organize different “fun” events for the students of River Plaza during non-school hours. Current “fun committee” events listed below. Other ideas welcome.

HALLOWEEN: Organize and run the October “Halloween Hullabaloo” party.

BOWLING: Organize River Plaza student bowling league (held at Memory Lanes).

ICE SKATING: Organize family ice skating day at Red Bank Armory.

GREAT RACE: Organize registrations for the Great Race (held in October, run by the Middletown Education Foundation) and distribute forms/t-shirts to the students of River Plaza. Provide a table with light refreshments the day of the race for River Plaza students who are participating.

HEALTH AND SAFETY: Oversee the health and safety of the students/school building, and address any concerns that may arise.

HOLIDAY SHOP: Coordinate and organize the Holiday Shop—a holiday shopping event held in the school during the month of December so that students may shop for holiday gifts for their loved ones.

HOSPITALITY: Volunteers provide light refreshments for various events (PFA meetings, Kindergarten Orientation) as well as prepare a “Back to School” welcome basket for the teacher’s room on the first day of school.

JUMP ROPE/HOOPS FOR HEARTS: Organize fitness geared fundraiser held at the school to benefit the American Heart Association.

LANDSCAPING: Volunteers spend time working to beautify the exterior of the school premises through planting flowers and gardening.

MATH OLYMPICS: Organize and coordinate this day of math fun and games. Many day of event volunteers needed.

MEMBERSHIP: Collect and keep record of the PFA membership registrations. This position is reserved for a PFA Board Member, typically the Treasurer.

MOTHER’S DAY PLANT SALE: Coordinate the sale and distribution of plants at this springtime plant sale.

NEWSLETTER: Create monthly edition of the PFA newsletter, *The Rivers Mouth*. Monthly articles submitted by the principal, PFA president, and various committee chairpeople.

PIC REP: Parent Information Committee Representative attends the District PIC meetings and then informs members of any important information at the next PFA meeting.

PRE-K ORIENTATION: This program is designed to ease the transition from pre-school to Kindergarten. Children attend a series of “Pre-K Orientation” meetings where they are given a chance to become familiar with the school before they enroll in Kindergarten. While the children do craft

projects, and check out the library and Kindergarten room, parents meet with staff and learn more about the school. Volunteers on this committee run and coordinate all aspects of this program.

PUBLIC RELATIONS COMMITTEE: Inform local newspaper of special events that may be taking place at the school. Take pictures at school events.

READ ACROSS AMERICA/DR. SEUSS DAY: Organize this special day for students grade K-2, comprised of reading Dr. Seuss books, doing fun activities, and coming to school dressed as your favorite Dr. Seuss character! Many day of event volunteers needed.

READ TO SUCCEED: Organize the Read to Succeed program for all grade levels. Distribute Six Flags theme park tickets to students who complete the required number of reading hours.

ROOM REPRESENTATIVES: Assist the teachers with assigning/coordinating room representatives (sometimes referred to as "class mom"...or "dad!"). Plan a small Room Representative overview meeting/orientation at the beginning of the school year to share ideas, answer any questions.

SCHOOL SIGN: Responsible for updating the messages and information on the River Plaza sign outside the front of the school.

SCHOOL STORE: Coordinate and run the "School Store" on Fridays, where students can purchase items like pencils, erasers, etc.

SCIENCE ENRICHMENT DAY: Science Enrichment Day is held in the Spring and is a day for students to hear presentations from different professionals on topics ranging from everything to biology to electronics! Many volunteers needed.

SCIENCE FAIR: Organize all aspects of the student science fair, which is held in the All Purpose Room.

SPRING FUNDRAISER: Our largest fundraiser...many volunteers needed!!! Held in the Spring on a Friday night, our fundraiser consists of a fun evening filled with dinner, dancing, a fabulous ticket auction and a large 50/50. Volunteers needed in many areas, including: soliciting area businesses for auction items, soliciting advertising for the event program book, assembling auction baskets, working on event decorations, etc.

TEACHER'S LUNCH: Volunteers organize a special lunch for our teachers during Teacher Appreciation week in May.

THEATER WEEK: Assist with River Plaza's annual theater production. Volunteers needed to assist with rehearsals and during the performance.

UNDERSTANDING DISABILITIES: This program teaches 3rd grade students about the realities of being disabled.

VARIETY SHOW: Coordinate the annual River Plaza Variety Show, including talent sign-ups, rehearsals, and the night of the big show (typically held at High School South).

VETERAN'S DAY: Assist with the coordination of the Veteran's Day program held in the All Purpose Room.

WEBSITE: Update the school website with current messages and information.

WINTERFEST: Coordinate our wintertime evening celebration, which includes a visit from Santa, songs from our Kindergarten class, and ice cream treats.

WRPS: Various fifth grade parents assist with the production of WRPS.

YEARBOOK: Work with grade level room representatives to coordinate picture collection for the school yearbook. Work on assembling the yearbook, which is produced on-line (computer skills recommended!).