

# Carl Sandburg PTSA

## Committee Positions & Descriptions

**Book Fair:** Coordinates the annual Book Fair to benefit the Library, held during fall.

**Box Tops:** Coordinates collection of Box Tops for Education usually held during fall and spring.

**Communication:** Responsible for weekly snapshots emails and calendar, throughout the school year.

**Concession:** Coordinate the selling of refreshment at sporting/intramural events held at school, varies depending on the sports event.

**Environmental Ed/Health & Safety:** Responsible for enhancing environmental awareness in our school along with Earth Week activities and for the collection of clothing donations and coordinating volunteers for one shift at the Community closet.

**Hospitality:** Responsible for any events such as Teacher Appreciation, welcome back luncheon, or coffee with Principals.

**Market Day:** Coordinate our monthly Market Day sale.

**Membership/Directory:** Promotes our membership drive, maintains membership records, and sending the electronic copy of the directory to members.

**Recognition:** Facilitates the recognition of secretary day, nurse's day, and retirement also including facilitates recognition of recipients for PTA scholarship awards (life membership, Educator of the year, Distinguish Service).

**Reflections:** Promote the National PTA themed contest and submit CS entries.

**SPARK:** Liaison between district and TJ concerning Special Needs students

**Spirit Wear:** Collect and distribute spirit wear orders.

**VP of Programs:** Provides enrichment opportunities in the form of school assemblies and coordinate WOW day.

**Ways and Means:** Coordinate direct donation, restaurant night and other fundraising events to raise funds for PTSA.

**Website:** Continuous updates to PTSA website.

**8<sup>th</sup> Grade Celebration:** Coordinate the 8<sup>th</sup> grade events for the graduating class.