

GRAFFLIN PTA COMMITTEE DESCRIPTIONS

Participating in our PTA is a rewarding experience and can have a big impact on the quality of our children's education. The following list was put together to inform parents of the many opportunities to volunteer at Grafflin. To ensure a smooth transition from year to year, committee volunteers are asked to serve a two year term. Generally one or two people on the committee are designated as Chairs, coordinating the business and keeping the records. It is helpful to have at least one member from each committee attend PTA meetings to keep everyone informed. If you are interested in joining a particular committee or learning more about a committee, please contact Karen Graham at 238-5722 or bandkgraham@netscape.com or Patti Hart at 244-4279 or pattiahart@gmail.com. We look forward to hearing from you!

After School Enrichment – At least 12 parents are ideally needed for this committee. Planning for this program begins in the summer and continues through the school year, meeting monthly or bimonthly during the day until the program starts in January. Committee members are responsible for researching class offerings for a winter program that lasts eight weeks. The committee selects the classes, puts together the handbook that lists the classes, and determines the registration times and procedures. All committee members are expected to take responsibility for the oversight of one class day (all Monday classes, Tuesday classes, etc). Responsibility for a particular day is shared by at least two committee members who must be present at school on each of their assigned days during the eight week class period to ensure that all students enrolled in a class arrive in the cafetorium and are safely transported to and from their after school classes and that the program is otherwise running smoothly.

Author's Day - This committee plans for special visits by (usually) 2 authors, one for grades K-2 and the other for grades 3-4. Meetings take place in the fall and dates are set. Potential authors are contacted for availability and booked.

Bell Liaison - This person keeps the Grafflin community informed about Bell School by attending all Bell PTA meetings and reporting at the Grafflin PTA meetings.

Book Fair - Two book fairs are held, one in fall and one in spring. Prior to each fair there is usually one meeting where tasks are delegated. Committee members arrange with the school for the use of the library for the fair, act as liaison between vendor and school, purchase merchandise, solicit volunteers to help set up, work during fair and clean up at the end. They also coordinate with the librarian, Assistant Principal and teachers for all classes to attend the book fair. Members meet with the teachers prior to the fairs on special book orders. Members are responsible for communication with school personnel, and advertising in Grafflin's weekly packet. This is a great opportunity to work with the students as they choose reading material to own at home!

Bookpack Program – This program provides weekly book bags for children to take home and have their parents read to them. The positions on these committees are for parents interested in coordinating the program and organizing other parent volunteers.

Kindergarten – at least 2 parents needed

1st Grade – at least 2 parents needed

Bus Safety - Usually has three or more parents. This committee coordinates the Kindergarten Bus Ride at the end of August, the Bus Safety Awareness Weeks in the fall and winter, with activities for students school-wide. Two to three meetings are held before each bus safety week. This committee coordinates the availability and distribution of the Bus Safety film for parents.

Cultural Enrichment - This committee researches cultural arts programs available, then, in conjunction with the input from teachers, chooses and arranges for their visits to Grafflin. Most of the work is done the previous spring. Committee members attend a "showcase" and productions at other schools, then meet to decide on artists based on the schools needs and faculty input. Artists are often booked over the summer for the upcoming school year.

Environmental Liaison - This committee can undertake projects great or small to keep children aware of issues impacting our environment. Previous projects have included a "Clean-Up Day" in the community and planting a new tree at Grafflin for Earth Day.

Family Game Night – A community building event, this committee organizes one evening at Grafflin where the children come with their families to have dinner and play board games.

Gender Equity Awareness - This committee is another opportunity to be creative in bringing gender equity issues such as self esteem, mutual respect, and the effects of advertising to Grafflin students.

Giving From Grafflin – Members of this committee offer programs and opportunities throughout the school year for Grafflin students to make a difference in the lives of others. This is another wonderful opportunity to expose our children to the world outside their doors. This committee now includes the Garden of Wishes project (“wishes” are collected from a number of humanitarian organizations in our community that Grafflin students can make come true).

Grafflin Griffin - The Grafflin Griffin is published twice yearly (winter and spring). Here is an opportunity to work with children, teachers and school administrators to write and/or edit more in-depth articles. Meetings occur as needed to decide on story topics, select writers, take or solicit photographs, type and edit the manuscript, and work on layout and design.

Greenhouse Project - This program teaches botany to every child in the school through lessons that take place in and around Grafflin's greenhouse during the fall and spring. The program has been prepared so that parents can participate and deliver the lessons and activities easily. There are three overall coordinators of the program, and each grade level has two coordinators. Many parents are needed for the lessons. Grade level coordinators notify their volunteers of the dates and times of each lesson, and meet once before a lesson to go over the material.

Halloween Craft Fair - An event that the entire Chappaqua community attends, the fair is held on a Saturday in October. The children make a variety of crafts and participate in games. Ideally 10 people should be on this committee. Members meet in the summer and again when school starts in the fall. Some of the preparation for projects is delegated and can be worked on at home. The busiest time is the week before the fair. This committee works closely in conjunction with the Haunted House committee. Members must be available to attend the fair.

Haunted House - This committee is an integral part of the Halloween Craft Fair. The members plan and construct a Haunted House from the bare walls of Grafflin's gymnasium. Keeping a budget in mind, the members meet to discuss the theme of the event and coordinate its creation. At least two leaders are needed, 1)an artistic director and 2) an individual to oversee the fine details of their vision such as working within the budget and coordinating the other volunteers. The committee needs four to six members, in addition to the many volunteers needed to construct and raze the project. Planning begins in September, meeting bi-weekly. The two leaders also attend the general Craft Fair meetings. Finally, committee members are expected to help with the construction, work during the fair and finally disassemble at the end.

Health and Safety and Nutrition - There are so many safety issues that face children and parents every day, and this committee is a good opportunity to highlight those issues. Internet safety, bicycle safety, lice, and skin care in the sun are just a few of the possible topics. The nutrition aspect of this committee was developed to educate and enlighten children about the importance of good eating habits. Members participate in helping in the cafeteria with the students during Heart Healthy Month and National Nutrition Month. A healthy recipe needs to be contributed by this committee once a month for the Grafflin Grapevine.

Hospitality Meetings - Provide refreshments for PTA meetings (morning and evening), Class Parent Orientation and Open House. This committee also coordinates the Year End PTA Luncheon, which is hosted by a Grafflin parent at his/her home.

Staff Appreciation - The Staff Luncheon is to thank the entire Grafflin staff (teachers, aides, custodial and kitchen) for all they do. The 6 members meet in March to begin planning for a May lunch. Meetings become more frequent as the event approaches. This committee will also provide cookies/treats to express appreciation for the teachers at other times during the year (eg., first day of school, holidays).

Legislation - Usually one person who keeps track of legislation that affects education. If there is something important that people need to be made aware of, the individual will publicize the issue.

Library – This committee coordinates the scheduling of the many parent volunteers who donate their time in the library, re-shelving books or helping with checkout.

Library Art – This committee collaborates with the librarian to create art work to be displayed in the Grafflin library.

Membership - This committee coordinates collection of PTA District Membership dues from the faculty and parents at Grafflin. The commitment is from late August through the first month of school.

Memory Book - The Memory Book is a small yearbook that the children eagerly await. At least 6 parents should be on this committee. Class photos are used, as well as photos from events that have happened throughout the year. There are only a few meetings throughout the year but as the due date nears, the committee meets regularly.

Merchandise - Grafflin sells t-shirts, bumper stickers, bus passes, absentee notes, and other merchandise at school events. At least two members should be available to sell at the Kindergarten Bus Ride, Bagel Breakfast, Halloween Craft Fair and Open House.

NCCTV - This is a committee that videotapes school programs, or produces school-centered pieces for New Castle Community Television. You may know nothing about television but will very quickly learn how to tape and edit something for broadcast. If you've seen your child's play on NCCTV, or learned about a teacher through a "Teacher Feature", these were produced by parents like you.

New Family Outreach - One morning at the end of August, Grafflin hosts a New Family Orientation for Grafflin parents and children that are new to the community. Committee members collect information pamphlets and items of interest about Chappaqua and give them to each family. Refreshments are served.

Note cards – Each spring, Grafflin students have the opportunity to design their own personalized stationery! The committee distributes the forms and templates to all students, collects them, places the orders and then delivers the finished products in time for the holidays. The commitment begins in September and continues into December, with monthly meetings to prepare. Net proceeds from the card sales support Grafflin PTA programs.

Parent Education - This committee works closely with the District Parent Education Committee to coordinate evenings with speakers or panels that address issues of concern to parents. The presentations are usually twice a year and each one requires about four meetings for preparation.

Photographers - At each of the Grafflin events it is nice to have a photographer on hand to document the fun. Photographs can be used for the various Grafflin or district-wide publications.

Photos, Class – This committee works best with at least 5 members. Responsibilities include the preparation of announcement flyer and distribution of forms and the collection of monies. Each member is responsible for the coordination of one grade. Duties also include being present during the two days in early October when the photographs are taken, distribution of the photos, and retake day in December.

Photos, Family - Each fall Grafflin families are offered the opportunity to have a family photograph taken by a professional photographer. The committee sends out a flyer, collects money and schedules appointments. One committee member must be present for the 2 days of photos, which usually take place at the end of September, or the beginning of October.

Pizza – Bingo Night – This committee organizes one evening where Grades 3 and 4 come for a drop-off event to play bingo and have dinner.

Publishing Center – Committee members help students create memorable, bound books that are stories written by each student. Responsibilities include bookmaking, editing, typing and binding. Great way to be involved for non-working and working parents, since some of the work can be done from home.

Responsible Citizenship/TLC – This committee focuses on how we can teach our children kindness and respect for others. They work closely with the TLC Program at Grafflin.

Simon Says - This committee organizes one afternoon where the students come to play Simon Says and have a snack.

Skate Sale - Volunteers put notices out to the Grafflin community requesting ice skates, roller-skates, and other used sports equipment to sell the day of the Halloween Craft Fair. Items are collected, priced and set up for the sale.

Special Education – Committee members attend all district-wide Chappaqua Special Education Council Committee meetings once a month. A representative of the committee reports any pertinent Special Education information at all Grafflin PTA meetings. Members coordinate and facilitate two Parent Networking Meetings per year, and provide information to the Grafflin newsletters. Members also attend the Special Education breakfast and 3 other district-wide Chappaqua PTA Special Ed meetings.

Volunteers - This is usually one person who is responsible for collecting volunteer sign-up sheets in September, entering the data into the computer and distributing volunteer names to each committee. This is a great position for a volunteer looking for flexible, at-home responsibilities.

Webmaster – This individual oversees Grafflin PTA’s website, updating information and adding committee information as needed.

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