

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. If you are interested in joining a particular committee or learning more about a committee, please contact Ethylene Ziegler at 238-2845 or ethziegler@gmail.com or Jillian Pohly at 238-1460 or mjpholy@gmail.com. We look forward to hearing from you!

After School Enrichment – An after-school program offered for eight weeks during the winter, ideally, at least 12 parents serve on this committee. Planning for this program begins in the summer and continues throughout the school year until the program starts in January. The committee researches class offerings, selects the classes, puts together the handbook that lists the classes, and determines the registration times and procedures. Once the program begins, 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.

Authors' Days – This committee plans for special visits by (usually) 2 authors, one for grades K-2 and the other for grades 3-4. Planning takes place in the fall and dates are set. Potential authors are contacted for availability and booked.

Bingo – This committee organizes one afternoon where students in grades 3-4 stay after school to play bingo and have refreshments.

Book Fair – Two book fairs are held during the school year, one in fall and one in spring. Committee members arrange with the school for the use of the library; act as liaisons between vendor and school; and solicit volunteers to help set up, work during the fair and clean up at the end. They meet with the teachers prior to the fairs regarding special book orders. Members also are responsible for communication with school personnel and advertising in Grafflin's Weekly Packet.

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 and the Bus Safety Awareness Weeks in the fall and winter, with activities for students school-wide.

Cultural Enrichment – This committee brings cultural arts and science & nature programs to Grafflin. Members research available programs and, in conjunction with the input from teachers, choose and arrange for their visits to the school. Most of the work is done the previous spring. Committee members attend a "showcase" and productions at other schools, then meet to decide on programs based on the school's needs. Programs are often booked over the summer for the upcoming school year.

Environmental Awareness – This committee undertakes projects large and small to keep children aware of issues impacting our environment. The Grafflin Green Station located in the school lobby is the collection site for various recycling drives throughout the school year. Previous projects have included a "Clean-Up Day" in the community and planting a new tree at the school for Earth Day.

Family Game Night/Family Movie Night – Both community building events, these committees organize one evening at Grafflin where the children come with their families to have dinner and play board games and a separate evening when Grafflin families come together to have dinner and to watch a movie in the cafetorium.

Giving From Grafflin – Members of this committee offer programs and opportunities throughout the school year for Grafflin students to help others in need within our community. This is another wonderful opportunity to expose our children to the world outside their doors. Projects such as packaging Halloween candy for soldiers give our children the opportunity to be involved in giving. This committee also includes the Garden of Wishes project, through which “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). This is an opportunity to work with children, teachers and school administrators to write and/or edit more in-depth articles. Committee members decide on story topics, select writers, take or solicit photographs, type and edit the manuscript, and work on layout and design.

Greenhouse – 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 structured such that parents can participate and deliver the lessons and activities easily. Many parents are needed for the lessons. Committee chairs notify their volunteers of the dates and times of each lesson and meet briefly before a lesson to go over the material.

Halloween Spooktacular – 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.

Halloween Haunted House – This committee is an integral part of the Halloween Spooktacular. 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. The committee needs four to six members, in addition to the many volunteers needed to construct and raze the project. Planning begins in September and is done in conjunction with the general Spooktacular committee. Finally, committee members are expected to help with the construction, work during the fair and disassemble the Haunted House at the end.

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.

Hospitality - Staff Appreciation — The purpose of the Staff Appreciation Luncheon is to thank the entire Grafflin staff (teachers, aides, custodial and kitchen) for all they do. The 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 (e.g., first day of school, holidays).

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

Library Art – This committee collaborates with the librarian to create artwork 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, sweatshirts, bus passes, absentee notes, and other merchandise at school events. At least two members should be available to sell at the Kindergarten Bus Ride, Open House and Halloween Spooktacular in the fall and the Bagel Breakfast in the Spring.

NCCTV – This is the committee that videotapes school programs or produces school-centered pieces for New Castle Community Television. Even if you know nothing about television, you will very quickly learn how to tape and edit something for broadcast. If you've ever seen your child's play on NCCTV, that was produced by parents like you.

New Family Outreach – Just before the start of the school year, Grafflin hosts a New Family Orientation for Grafflin parents and children that are new to the community. Faculty members and incoming 4th grade students are available to give tours of the school. Refreshments also are served.

Nutrition – 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 Harvest Week and Heart Healthy Week.

Photos - Class – This committee works best with at least 5 members. Responsibilities include the preparation of an announcement flyer, the 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 October when the photographs are taken, distribution of the photos, and retake day in November.

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 each of the 2 days of photo-taking, which take place in the fall.

Publishing Center – Committee members help students create memorable, bound books that contain stories written by each student. Responsibilities include editing, typing and binding. This is a great committee with which all parents can be involved 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. Members work closely with the Tools for Life’s Challenges (“TLC”) Program at Grafflin.

Simon Says — This committee organizes one afternoon where students in grades K-2 come to play Simon Says and have a snack.

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.

Volunteer Coordinator — 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. Because this position has at-home responsibilities, the hours are flexible.

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