

Health – Linda/Michael Talk:

- Work with the PTA Co-President to confirm the event logistics (date/time/cost per student). The contract with the Robert Crown Center is coordinated the previous year by the Health Information Chair and signed by the PTA Co-President.
- Complete the “Common Set-Up” form in the school office about 2 weeks prior to the event to reserve the Commons and request set-up and any equipment needed.
- Update the permission form with the event details for the current year. Provide hard copies of the permission forms to the 5th grade classroom teachers and ask that they distribute them to their students via backpack mail.
- Send information to the Twig.
- Collect the signed forms and payment that will be turned in to the school office. Create a spreadsheet to track attendance and payment.
- Contact the speaker in advance of the event to confirm.
- Attend the Talk to collect any additional forms or payment turned in that evening. Meet speaker and introduce them or find another parent to do the introductions if necessary.
- Post-event, turn the forms, payment and spreadsheet in to the PTA Treasurer for deposit.

Activity Nights:

- Organize and plan age appropriate evenings for Olive School children as approved by the board, ex. (Kindergarten-1st grade Activity Night, 2nd-3rd grades Activity Night and 4-5th grade Activity Night).
- Attend workshops (i.e., Showcase) in September to preview programs. Choose entertainment based on budget available and upon approval from the PTA board and principals.
- Get contracts with performers signed and approved by the President.
- Submit committee’s information to the Twig and Olive Parents Facebook page.
- Setup floor plan for each activity night with custodians.

- Attend each activity night, including getting there early to help the performer with any set up, staying through the performance to make sure it gets started on time, people know where to sit and where to hang their coats and staying until performer has cleaned up and left the building.
- Send detailed email to Room reps. Room reps to forward to parents in applicable grades.
- Shop for favors and or take home prized for the children when applicable (budget permitting).

School Supplies:

- Submit school supply lists to teachers to make changes for the following year. Allow 2 weeks for changes. Copy the Principal. Make the updates to the school supply lists.
- Get bids from vendors.
- Review final contract to PTA President to sign.
- Submit electronic copy of school supply list to school secretary to add to school website and to be attached to electronic registration.
- Finalize kit prices with sales tax included.
- Set up website with vendor for online ordering.
- Contact PTA volunteer coordinator for the list of school supply volunteers.
- Contact volunteers to set up schedule for sorting and distribution day.
- Confirm delivery day with vendor and school secretary/custodian. Monitor delivery with vendor.
- Get class list from school secretary. Confirm a day to deliver kits to classrooms.
- Sort kits by classroom and deliver kits to individual classroom.
- Keep track of missing supplies. Contact vendor with missing supplies.
- Email volunteers thank you and copy principal.

Annual Book Fair:

- Spring of previous school year, settle on date (typically the Wednesday during “Earth Week”)
- In the fall, contact Anderson’s Book Shop for contract. PTA president needs to review and sign contract.
- January, attend workshop offered by Anderson’s. Bring back “sample” books and give to librarians closer to the book fair date. Ask if they can display books and, if time permits, preview and discuss with the students. Also bring back fliers that will be distributed the week before the fair.
- March, plan and put bulletin board advertising book fair on PTA board in Commons.
- April, begin putting weekly blurbs in Twig.
- Contact Sue Craig (847- 398-4237) in the district office to make sure the book fair is on master calendar and that they’re aware that there is a function during the evening at OMS.
- Contact the secretary, janitor, principal, CAP supervisor, and band teacher since book fair will affect many things going on at school. Request tables from janitor and provide picture of layout (see copies of emails in binder).
- Using form given at Anderson’s workshop, let them know what you want/don’t want at fair. Fax to them 3 weeks before fair.
- Post form in copy room and teacher’s lounge so teachers can sign up for times to “preview” the book fair.
- Using the PTA volunteer list, begin getting volunteers to sign up for shifts (setup, day of fair and take down.)
- Make copies of invitations for teacher breakfast and distribute week before the fair. Also, give teachers blank raffle tickets and ask them to fill out one per student.
- Reserve 2 laptops from LMC for use during the fair. They are needed for credit cards.
- Copy cover sheet for flier and staple on top of flier. Distribute the week before the fair.
- Week before the fair, contact PTA treasurer to arrange 2 cash boxes.

- Night before the fair, the books will have been delivered during the day. Set up fair with volunteers.
- Morning of the fair, around 8:15am, host a teacher breakfast so the teacher's can preview the fair and fill out their "book wish" sheets. Please provide coffee and some goodies.
- During the day of the fair, classes will come to the commons with their teacher to preview fair and fill out wish lists.
- Fair is open during the day but the evening hours are 6:30 pm to 8:30pm.
- Morning after the fair, open from 8:00-10:00 am. At 10:00 am begin packing up books. Return to hallway by music/art rooms. Anderson's will pick up on Friday.
- Begin counting book fair money with PTA treasurer. Send checks and cashier's check for the cash back to Anderson's making sure to take out the \$\$ from the cash boxes.
- Deliver back ordered books to students (usually arriving on Friday when unsold books are picked up).
- Week after fair, put blub in Twig thanking volunteers.

NEW 2018/2019 PROPOSED POSITIONS:

Social Media Chair

- Use social media to creatively and effectively communication PTA news, promote events and fundraisers within our community.

Social Chair

- Plan all social events that are not considered fundraisers. (Example: movie day, yoga class, wine night)