

2009-2010 Fairview PTA

The PTA Executive Committee for the upcoming 2009/2010 School Year.

President	RoseAnne Caboor
1st Vice President	Janet Goding
2nd Vice President	Laurie Zawadzki
Treasurer	Shelly Cohen
Recording Secretary	Kelly Day
Corresponding Secretary	Kelly Pariso

What makes Fairview special? You.

Involved parents make many wonderful things happen at Fairview. Without you we would not be able to offer the programs and assemblies our children have come to enjoy.

Whether you have a lot of time or just a couple of hours to help. There is a committee that needs your assistance.

Here is a brief overview of each committee at Fairview.

Book Fair & Birthday Book Club

- Coordinates 2 – 3 book fairs which are typically held during parent-teacher conferences (**Oct. 1 & 2 and Feb. 4 & 5 and in May**).
- Distributes information to students about the book sale.
- Solicits volunteers to set up, work at and take down the book fairs.
- Purchases and distributes books to Fairview students on their birthday.

Volunteers are needed during school hours & evening to assist at the book sale

*** (A co-chair is needed)

Celebrate Reading & Writing

- Promotes District 54 program which encourages students to publish a book.
- **Takes place in February**; teachers may need assistance between October and January.

**This committee work is primarily during school hours **

Cultural Arts

- Research options and arrange assemblies and classroom presentations that reinforce character development and support learning objectives for students.
- Coordinate activities with Mrs. Erbach to ensure alignment with school goals.
- Identify ways to educate our children about culture and the arts.
- Programs are offered throughout the year.

This committee's work is done during school hours

Directory

- The directory is our local Fairview phone book.
- Only those students participating in the directory will receive a copy.
- Work on this committee is completed within the first month of school.
- Some knowledge of excel desired

This is a committee that works outside of school.

A CO-CHAIR is needed

Donuts with Dad

- A special morning event with Fairview students inviting their Dad or someone special to school for a delicious breakfast of donuts, juice and coffee. A very popular event.

volunteers needed in the AM....event is over by start of school

Environmental Education

- Promotes an environmentally friendly atmosphere at Fairview.
- Communicates District 54 events and initiatives designed to foster respect for our environment.
- Encourages participation in events typically held at the district 54 Nature Center
- Provide information to the community on the new District 54 Recycling program.

Everybody Counts

- Delivers program to educate students about physical and mental disabilities.
- Promotes awareness of and sensitivity to differences in our community.

Family Night - Pasta Dinner (NEW)

- Plans fun family event for Fairview Community.
- Makes necessary arrangements for food and entertainment (if applicable).
- Solicits volunteers to set up, take down and work the evening of the event.
- Pasta Dinner is being held in conjunction with Celebrate Reading & Writing Night.

Gift Cards

- Coordinates sale of gift cards during November and spring.
- Promotes sale.
- Verifies and places orders with vendor.
- Distributes card orders to Fairview families.

Health and Safety

- Coordinates volunteers for the in-school health screenings
- Promotes the annual District 54 blood drive.

Holiday Shop

- A popular and fun event held in early December.
- The committee researches options to offer inexpensive gifts for students to purchase during the holiday season.
- Coordinates special evening for Fairview families on **Friday December 5th.**
- Manages orders and money received.
- Recruits volunteers for set up, take down and work the night of event.

**Volunteers are need for this evening event **

** (A co-chair is needed) **

Hospitality

- Provides refreshments for Kindergarten Registration, Kindergarten Round Up, Screening and First day of school morning coffee for parents.

Hot Lunch

- PTA committee coordinates and distributes Hot Lunches to students.
- Hot Lunches are available on predetermined Wednesdays throughout the school year.
- Lunches must be preordered. Orders and payment are taken 2 x per year (Sept and January).
- This committee chair is split into Vendor, Data Input and Distribution coordinator.

*****We need volunteers to help with distribution during lunch hour on Wednesdays – you don't have to do this every Wednesday, just let us know what works for you!*****

Ice Cream Social (NEW 2008)

- Back to School Ice-cream Social. **August TBD 6:30-8pm**
- Fun Family event that is being held the Monday before school starts.
- Coordinate ice cream supplies and volunteers

Membership

- Welcomes New Members to the PTA.
- Maintains current membership lists and works to increase new PTA membership.

Newsletter

- The Fairview Falcon Flyer is a monthly PTA publication.
- The newsletter editor is responsible for getting information from the PTA members as well as staff and gathering that information to make our newsletter.
- Editor adheres to all District 54 Communication (Print & electronic) Guidelines.

Newsletter Distribution

- Distribution of the newsletter is done monthly.
- This committee makes copies of the newsletter for those families that have not yet provided their e-mail address.
- Appropriate number of copies are forwarded to the applicable student's.
- The majority of the school does receive copies via e-mail. This is the preferred method of distribution. Faster & more cost effective.

Parent Enrichment

- Identifies topics of interest for better parenting.
- Educates parents about methods or provides general information about ways to strengthen their skills.
- Uses methods such as the Falcon Flyer, handouts, meetings or other creative vehicles.
- We need people to help identify issues and execute plans.

This is a committee that would be completed at night

Pizza Friday

- PTA committee coordinates and distributes Pizza on Fridays throughout the school year.
- Pizza must be preordered. Orders and payment are taken 2 x per year (Sept and January).

*****We need volunteers to help distribute pizzas during lunch hours on Fridays – you don't have to do this every Friday, just let us know what works for you! *****

Reading Recognition

- Encourages students to read by providing different incentives and activities throughout the year (including the summer).

Reflections

- Coordinates district program in literature, musical composition, photography and visual arts for Fairview during fall.
- Gathers and submits student entries to be considered for competition.
- Plans recognition breakfast for participants in program.

Rite of Passage

- Coordinates 6th grade event that celebrates moving on to junior high.
- Oversees all activities and preparation for day of event. **This event is scheduled for May 29, 2009.**
- We need parents with children in the 5th grade to help on the day of the event.

Room Representatives

- Room representatives volunteer to plan and deliver two parties (Halloween & December Holidays) a year in their child's classroom.
- Room representatives may be called upon to provide teacher assistance throughout the year.
- There is a committee chair who organizes the room reps and hosts a tea in September at school to go over duties of reps. Low time commitment.

School Pictures – Fall & Spring

- Distribute information regarding school picture day.
 - Assist children as they prepare on the day of pictures – including gathering students from classes, helping with grooming to ensure the best possible photographs of our children.
 - Checking and distributing the finished photos
- ***volunteers are needed on picture day ***

Science Fair

- Plans and implements the annual Fairview Science Fair.
- Manages key participants in the event: students, teachers and external judges.
- Coordinates student help sessions and provides guidance throughout process.
- We need people to help with all aspects of the fair. **Science Fair April.**

Sixth Grade Memory Books

- Oversees publication of a memory book for graduating Fairview 6th graders.
- We need volunteers to help coordinate related student activities and behind the scenes logistics for this special keepsake.

Spirit Wear

- Selects vendor and items to be sold for Fall & Spring Sale.
- Promotes sale of spirit wear thru flyers, online & at PTA meetings & events.
- Tabulates clothing orders & collects money on prepaid orders.
- places order with vendor, sorts & verifies order and delivers items to students at school.
- Orders of Fairview Spiritwear are completed several times a year.
- New Order form is available on line.

This is a committee that can be mostly done from home

Student Enrichment

- Identifies and implements fun and exciting evening programs for kids to supplement curriculum in the areas of math, reading and science.

Staff Appreciation

- Plans activities to show our teachers and staff just how much we value them during Teacher Appreciation Week.
- Coordinates events throughout the year to support our teachers – including during conferences, records day and other days.
- Recruits volunteers to execute plans.
- We need volunteers to help make all these special events happen. **Staff Appreciation Week is May 4th-8th.**

Teacher Assistance Program (TAP)

- Coordinates training of adult volunteers who provide ongoing assistance to teachers.
- Oversees execution of teacher related requests which can include duplication of materials, in classroom assistance or other needs.
- We need volunteers willing to be trained in this very important role.

Work is done at school during the school day

Turn Off the TV Week

- Design and implement a program that inspires Fairview families to turn off the TV and turn on other healthy activities

Website

- Maintain newly re-engineered PTA website using FrontPage software.

Yearbook

- Produces annual yearbook which captures memories for children.
- Solicits photographs from members of the Fairview community.

We need photographers and people who are interested in helping with yearbook content.

Non – PTA Committees

Dear Fairview Community,

There are several grade driven initiatives or school / student club based. To assist in clarifying the sponsor of a fundraising activity, we have requested that the various sponsoring groups identify correspondence with a logo where possible.

Fairview School / Student Clubs – School bus 

The 4th grade Springfield Class Field Trip – Lincoln Logo 

The 6th grade Week Long Outdoor Classroom – Outdoor scene 

Market Day (Sponsored by 4th Grade Parents)

- Responsible for organizing Market Day food sales each month throughout the school year.
- Work in conjunction with the Market Day coordinator, hand out order forms to students and staff and organize the volunteers that help on pick-up days. You may also order from Market Day on-line at www.marketday.com.

NOTE:

Proceeds from Market Day go towards the 4th Grade Field Trip to Springfield, IL

Box Tops/Soup Labels (Sponsored by Fairview School)

- Collect & Clip Box Tops for Education, soup labels etc., sent in by the Fairview Families.
- There are a variety of products that have these labels on them.



Note: Proceeds from the collection of Box Tops and Labels go towards the Fairview Student Peer Mediation and Patrol.