

## **1st VP of PROGRAMS - Amie Shorter**

### Book Fair – Fall and Spring

Assist with decorations, set-up/display books, work during fair hours assisting parents and students with purchases, take down fair. Time commitment varies.

### Junior Achievement

Present pre-assembled Junior Achievement curriculum to classes, all grades, once a week for 6 weeks.

### Library

Assist with routine library operations and special events (accelerated reader program, student library orientation, library presentations, year-end inventory).

### Reflections Art Contest

Assist with National PTA Reflections Art Contest. Duties include promotion, organizing entries, district, state and national level, as well as awards and ceremony.

### Open House Dinner

Coordinate this evening event held in conjunction with a school wide event. Committee needed.

## **2nd VP of MEMBERSHIP - Suzanne Foster**

### Bulletin Boards

Assist in updating boards as needed throughout the school year.

### Celebrate Science 1<sup>st</sup> thru 5<sup>th</sup>

A science enrichment program designed to provide students with “hands on” experience. No science experience required and volunteers will be trained as needed. This is a once a month obligation that takes place in the JHE science lab.

### Fifth Grade Celebration

Assist with end of year 5th grade party: planning, t-shirt design and sales, decorations, food and activities. Time commitment varies. This event takes place on the last day of school.

### Hayes Dads in Action (HDIA)

Act as service arm of the PTA to assist in activities and programs, outdoor projects, Teacher Appreciation breakfast, Spring Fling/Auction set up/take down, etc. Time commitment varies.

#### Membership Assistance /Clerical

Assist Membership VP with organizing and maintaining PTA membership data, as well as helping the 4th VP of Volunteers with the database. Time commitment varies. Great for stay at home parent!

#### Hospitality

Help prepare and provide treats for faculty and staff throughout the year, assist with set-up, serving and clean-up of events. Volunteers are also needed to make phone calls. Time commitment varies.

#### Teacher Appreciation Week

Plan and prepare the Teacher Appreciation Week activities. Form a committee to choose a theme and prepare a treat each day during the week in May 2010. Time commitment varies.

### **3rd VP of FINANCE – Kelly Davis-Mansfield**

#### Donation Coordinators NEW POSITION!

Seek donations throughout the late summer and all school year for all of Hayes events like Spring Fling, Auction, Teacher Appreciation Week, etc. This will be done in person, through mailings, online and by telephone. Time commitment varies.

#### Spring Fling Family Carnival

Coordinate this annual event to be held in Spring 2010. Oversee and form the necessary committees for food sales, class booths, ticket sales, flyers promotions and advertising, theme baskets, set-up and take down, etc. Time commitment varies.

#### School Store

Coordinate, purchase and operate the sale of school store items during lunch hours two times a month held on Wednesdays. Helpers needed to set-up, assist with actual sale, etc.

#### School Supplies

Assist with collecting and processing Spring 2010 pre-sale orders and delivery of supplies to classrooms over the summer. Time commitment varies. Helpers needed for distribution of packets August 2010.

#### Spirit Wear

Assist in the design, selling and distribution of school spirit t-shirts. Shirts are designed in April 2010 for upcoming school year.

## **4th VP of Volunteers in Public Schools (V.I.P.S.) – Heather James**

### Art Room

Assist art teachers with classroom projects, keep art supplies organized, display art projects in hallway, etc. Time commitment varies.

### Environmental

Assist in the Environmental Awareness Art Contest as well as the Adopt A Hawk Program. Time commitment varies.

### Field Day

Assist with activities, tents, water, recruiting volunteers, etc. Time commitment varies.

### Indoor Beautification

Assist with thematic and seasonal decorating with pictures, paintings, plants, seasonal decorations, etc. Time commitment varies.

### Lunchroom

Assist in monitoring students during lunch. Help find volunteers to work in the cafeteria as needed on a weekly basis.

### Music Room

Assist Music teachers with concerts, musicals, performances and choir events. Time commitment varies.

### Nurse's Special Projects

Assist school Nurse with vision/hearing and height/weight screening during the year, assist with special projects as they occur. Time commitment varies.

### Outdoor Beautification

Assist with the purchasing of items as needed. This includes overseeing any outdoor projects provided by the PTA such as flowers, pulling weeds, new outdoor equipment, etc.

### Workroom

Use workroom equipment (training provided) to assist faculty and staff with copying, laminating, cutting and die cutting, binding, assembling, etc. in regular shifts.

Youth Protection & D.A.R.E. (5<sup>th</sup> grade)

Assist with drug awareness programs such as D.A.R.E. and Red Ribbon Week. Time commitment varies.

**HISTORIAN - Jennifer LaFleur**

Yearbook

Create and oversee the publication of the school yearbook. Assist with taking pictures of groups and activities, collection of pictures from other sources, page layouts, sales, distribution of the completed yearbooks. Time commitment varies. Must have knowledge of Photoshop as well as be computer savvy to publish the yearbook.

**SECRETARY – Mary Blakey**

Sunshine Committee

Assist in helping Hayes families and staff in times of need: organize meals and transportation, collect clothing and household goods, send correspondence, etc. Time commitment varies.

Marquee

Work with school secretary & PTA President to post important dates and events on the school marquee. 1-2 hours weekly as needed.