

**Public School 32**  
**Parent Teacher Association**  
**32 Elverton Avenue, SI NY 10308**  
**(718) 605-1241**  
[PS32PTA@GMAIL.COM](mailto:PS32PTA@GMAIL.COM)

Dear PTA Member,

The following form is to be completed only if you are interested in a position on the Parent/Teacher Association Executive Board Committee for the school year 2013-2014. Please return this form to the PTA by June 14, 2013.

**Name:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Cell Number** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Child(s) Name** \_\_\_\_\_ **Grade (s) in September** \_\_\_\_\_  
 (Please make sure you write ALL grades of your children to insure you are placed in the appropriate grade committee.)  
**Do you have a child coming into Pre K or Kindergarten?** Yes \_\_\_\_\_ No \_\_\_\_\_

I would like to be active on the following committee (s). Please indicate your first, second and third choice. We will try to accommodate your request. Please read the back of this sheet for a description of each committee.

	<b>Auction/Nighttime</b>		<b>Fundraising</b>
	Assist the night of auction(sell tickets, run baskets)		<b>Holiday Fair</b>
	Decorations (decorate hall/centerpieces)		<b>Hospitality</b>
	Pickup of donations		<b>Newsletter</b>
	Set up of baskets & hall the day of auction		<b>Parliamentarian *****</b>
	Soliciting for donations (via in person/email/mail)		<b>Pictures</b>
	Wrapping baskets		<b>Plant Sale</b>
	<b>Book Fair</b>		<b>Refreshments</b>
	<b>Candy Sale/Cookie Dough</b>		<b>School Liason</b>
	<b>Carnival</b>		<b>Social Secretary</b>
	<b>Copy / Collate</b>		<b>Special Eduction *****</b>
	<b>Decorating</b>		<b>Telebinocular</b>
	<b>Federation *****</b>		<b>Yearbook</b>

**Please check if would like to be considered to serve as chairperson/co-chairperson  
 on any of the committees listed above: Yes \_\_\_\_\_ Committee \_\_\_\_\_**

Every Committee member becomes a member of the Executive Board. Being a member of the Executive Board will involve a commitment of your time, as well as attendance at all functions during the school year.

It is also appreciated if **EVERY** Executive board member participates in some way with our annual Auction.

Please check off one of the **Auction sub-committees** that you would be willing to help out with.

**Grade Committees**

In order to serve on a grade committee you **MUST** participate in one of the above Executive Committees. If you have a child going into Kindergarten, 4<sup>th</sup> grade or 5<sup>th</sup> grade, you automatically are part of that grade committee.

**I would you like to be considered for a Committee Chairperson or Co-Chairperson position for the following grade:**

<b>Kindergarten</b>	<b>4<sup>th</sup> grade</b>	<b>5<sup>th</sup> grade</b>
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# Committee Description

<b>Auction/Nighttime</b>	This entails working on the Auction and any other Nighttime Fundraisers. Duties include the following for Auction: Soliciting for donations- email, fax & visit businesses to solicit donations (starts in September) Pickups of donations- pick up donations that are not being mailed or delivered to our office Wrapping baskets- put together & wrap the baskets. (Including getting baskets & supplies needed) Decorations - arrange & put up decorations for night of auction Set up of baskets & hall – help set up tables & baskets either the day of or day before auction Assist the night of auction- help out during the evening of the auction including selling tickets, running baskets. Help organize and work other Nighttime fundraisers we may have.
<b>Book Fair</b>	Collect, organize and stamp incoming used books throughout the school year . Set up/clean up tables at fairs to sell books.
<b>Candy Sale</b>	Tally and check all incoming orders and assist in distributing orders.
<b>Carnival</b>	Responsible for assisting in organizing the school carnival and working the day of carnival.
<b>Copy/ Collate</b>	Responsible for copying and distribution of the PTA newsletter throughout the school year. (monthly)
<b>Decorating</b>	Arrange & decorate the PTA bulletin board and the school sign.
<b>Federation*****</b>	Attend the Federation Delegate Assembly with other delegates scheduled on or about the 2nd Monday of each month. (Appx. 9 am - noon)
<b>Fund Raising</b>	Responsible for Box Tops/Campbell Labels (collection/tally/mailing), setting up dine outs, Perkins pies, Valentine lollipops (tally incoming orders/making lollipops/distribute) & smaller fund raisers that may occur throughout the year
<b>School Liaison(s)</b>	Responsible for keeping the PTA aware of the dates and special events in the feeder schools.
<b>Holiday Fair</b>	Assist in making crafts and coordinating our Annual Holiday Fair. Setting up the day before and working the day(s) of the fair. This is not a one day committee - Starts in September
<b>Hospitality</b>	Assist in setting up the Staff Recognition Luncheon and the Installation Dinner, and any other special functions deemed necessary by the President.
<b>Newsletter</b>	Assist in gathering information and formatting the monthly Newsletter on the computer.
<b>Parliamentarian *****</b>	Act as an advisor to the President on policy, rules and regulations
<b>Pictures</b>	Assisting photographers (2-3 full days) in organizing and setting up individual & class photos. Checking in and distributing photos when delivered to the school
<b>Plant Sale</b>	Assist in ordering plants, preparing crafts, setting up the day before and working the day(s) of the sale.
<b>Refreshments</b>	Set up/clean up for all PTA Meetings - and special events at the school. Maintain accurate inventory of supplies. Help organize CAFÉ 32 for the Plant Sale and Holiday Fair.
<b>Social Secretary</b>	Responsible for sending cards, Mass cards and gifts from the organization. These include Christmas gifts for the Administration at the Holidays and at the end of the school year.
<b>Special Education</b>	Act as a liaison between the Special Education classes and the Executive Board
<b>Telebinocular</b>	Administer the testing program and be responsible for proper record keeping (Appx. 1 week)
<b>Yearbook</b>	Assist in photographing children at events, arranging full graphic pages on the computer, create digital ads for the school Yearbook.

\*\*\*\*\* Involves the attendance of meetings outside PS 32 during the school year.