

**Neil Armstrong
Elementary School**



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Needs YOU!!

The PTA is dependent on volunteers. Without them, we cannot provide the children in our school with the experiences we have had in the past. You don't have to do it alone! You can co-chair a committee with a friend or family member!

If you have any questions on any of the committees and/or responsibilities, please contact:

Jennifer Myszka, PTA President 2016-18 Cell# 847-361-4481 or e-mail jennymouse@comcast.net

Committee	Brief Description
<i>Auction</i>	Coordinate Armstrong PTA's donation for the Annual STC Scholarship Auction. Solicit donations from area businesses and/or make up your own themed baskets. Work within approved budget. Secure volunteers to work the night of the auction and coordinate RSVP for attendees.
<i>Dance</i>	Pick a fun theme. Plan the decorations, food & activities at dance. Work with school to coordinate the date, time & set-up. Get volunteers to work the dance. Work within approved budget.
<i>Field Day</i>	Work with school to organize games & activities. Help get volunteers for the event.
<i>Garden Club</i>	Work with school/community to water and help care for outdoor garden during the summer.
<i>Health</i>	Work with school to coordinate events to keep our students & families healthy. One of the ways we did last year was "Family Fitness" nights. We accomplished four events this school year!
<i>Hero Day (Veteran's Day)</i>	Work with school to help schedule an assembly. Help secure speakers i.e. military, police, fire...anyone with a "hero" job/story.
<i>Make A Difference</i>	Schedule an event to make a difference in our community; food drive, clothing donation drive, etc.
<i>Membership Co-Chair</i>	Collect membership applications and dues. Keep track of membership information. Report member numbers to STC.
<i>Paperback Book Exchange</i>	Coordinate with school to schedule monthly or bi-monthly during school hours. Make sure books are appropriate for elementary-aged kids. May need to work with Half Price Books for a donation.
<i>Picture Day</i>	Coordinate Fall & Spring Picture Day. Attend Lifetouch District Meeting at beginning of school year to pick up materials. Distribute order forms, organize picture cards, secure volunteers and be the liaison between the school and the photography company for both Fall/Fall Retakes and Spring Photos.
<i>Sixth Grade Celebration</i>	Work with 6th grade teachers on planning end of year celebration for 6th grade students. Past celebrations have included a breakfast, cake & ice cream, autograph dogs, t-shirts signed by all 6 th graders, and a visit from the Eisenhower Eagle!
<i>Snack Day</i>	Select multiple vendors/restaurants to offer a snack for students. Negotiate a price. Distribute order form & collect orders and money. Arrange for pick up of snacks. Distribute snacks on set snack days (usually 1 day a month) Recruit volunteers as needed.
<i>Spirit Wear</i>	Coordinate with a vendor for design, apparel choices and fees. Define a price point to sell spirit wear. Create and distribute a flyer. Collect money from students and distribute the spirit wear. Work within approved budget.
<i>Teacher Appreciation</i>	Coordinate dinner for teachers/staff during the October and January Parent/Teacher Conferences at night. Coordinate lunch for teachers/staff in May during Teacher Appreciation Week. Work within approved budget.