

# Armstrong PTA – 21/22 Committees

(Some Committees may not be active due to potential COVID restrictions/limitations)

<b><u>Committee</u></b>			<b><u>Description</u></b>
<b>Auction</b>	Chair: Rita Lazar	Committee members: Bridget Jensen	Coordinate Armstrong PTAs donation for the Annual STC Scholarship Auction. Solicit for donation from area businesses and/or purchase basket items. Create baskets on behalf of Armstrong school within budget. Secure volunteers to work the night of the auction and coordinate RSVP for attendees.
<b>Book Fair</b>	Chair: Sharon Lyczak	Committee members: Amy Rauch- Bamberger, Robyn Black	Schedule Book Fair with Scholastics. Run book fair on scheduled date. Suggest to ask a friend or two to help. You can also put out a form for volunteers.
<b>Box Tops</b>	Chair: Joanne Moorehouse	Committee members:	Collect and submit Box Tops for Armstrong School.
<b>Coupon Books</b>	Chair:	Committee members:	Coordinate with Coupon Book Vendor to obtain and distribute books early in the school year. Collect funds and report progress in meetings.
<b>Dance</b>	Chair:	Committee members: Sharon Lyczak	Work with school to coordinate events and help solicit volunteers. Pick themes.
<b>Dinner Night Out</b>	Chair: Jennifer Klincik	Committee members:	Set up and help promote fundraisers at local restaurants throughout the school year.
<b>Everyone Welcome At Armstrong</b>	Chair: Renee Urian	Committee members: Sharon Lyczak, Tory Collier	Plan and execute events that welcome all Armstrong families such as Donuts with Dad and Muffins with Moms.
<b>Field Day</b>	Chair: Robyn Black	Committee members: Sharon Lyczak	Work with school to coordinate events and help solicit volunteers.

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<b>Hot Lunch</b>	Chair: Jennifer Klincik and Rachel Marshall	Committee members:	Communicate and negotiate with local food vendors for hot lunch deliveries once a month (except December/January). Create and distribute menu, place orders, oversee distribution of lunches, procure volunteers, report progress at monthly PTA meetings.
<b>Make a Difference</b>	Chair: Tory Collier	Committee members:	Schedule an event to make a difference in people's lives that need help in our community. Example, schedule and coordinate a food drive for a month.
<b>Membership</b>	Chair:	Committee members: Rita Lazar, Robyn Black	Works with the Treasurer to recruit and collect dues from members. Maintains membership list.
<b>Movie Night</b>	Chair:	Committee members:	Plan and execute this free event by registering for the movie license and seeking donated snacks.
<b>Picture Day</b>	Chair: Rita Lazar	Committee members: Bridget Jensen	Coordinate Fall and Spring Picture Day for Armstrong Students. Attend Lifetouch District Meeting to pick up materials at the beginning of the year. 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.
<b>Recognition</b>	Chair: Peggy Frank	Committee members: Robyn Black	Plan and execute end of year recognition event for the PTA board, PTA volunteers, and retiring or exiting teachers and staff
<b>Reflections</b>	Chair:	Committee members:	This is a National PTA arts program. You need to assure that the rules are available to the six arts categories: dance choreography, film production, literature, music composition, photography and visual arts. Make sure you have the deadlines and theme. That the projects with paperwork is filled correctly and passed on to the STC Reflections Chair in a timely manner.
<b>Retail Partners - Fundraising</b>	Chair:	Committee members:	Plan and execute fundraising events as needed to meet the PTA's goals for the year.

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<b>School Supplies</b>	Chair: 	Committee members:	Coordinate school supply packs for Armstrong students through a vendor or bulk personal shopping.
<b>Sixth Grade Celebration</b>	Chair: Amy Rauch-Bamberger, Robyn Black	Committee members:	Work with 6th grade teachers for end of year celebration for 6th grade students.
<b>Snack Day</b>	Chair: Jennifer Klincik and Rachel Marshall	Committee members:	Communicate and negotiate with local food vendors for snack deliveries once a month. Create and distribute menu, place orders, oversee distribution of snacks, procure volunteers, report progress at monthly meetings.
<b>Social Media</b>	Chair: Rachel Marshall	Committee members:	Create a free Google Site to post flyers & promote using Facebook or Host the file in Google Drive & post links to the files on Facebook.
<b>Spirit Wear</b>	Chair: Renee Urian	Committee members:	Coordinate with a vendor for design and apparel choices and fees. Define a price point to sell spirit wear. Collect money from students, and distribute.
<b>STC Scholarship</b>	Chair: Joanne Moorehouse	Committee members: N/A	Distribute and collect scholarship forms to Armstrong students. Submit completed applications to the district office. Review and score scholarship applications as assigned by the district.
<b>Teacher Appreciation</b>	Chair: Renee Urian, Tory Collier	Committee members:	Coordinate dinner for teachers during the parent/teacher conferences twice during school year and coordinate one lunch for teachers in May during Teacher Appreciation Week.
<b>Yearbook</b>	Chair: Amy Rauch-Bamberger	Committee members: Rita Lazar, Renee Urian	Identify and collaborate with a vendor to produce yearbook. Take or collect pictures from others throughout the school year from various event.