

# Granger PTSA Committee Descriptions

## Membership & Communications

**Membership:** Coordinate/staff a membership table as needed throughout school year, prepare and distribute membership cards, provide membership list to Secretary, work with Treasurer on membership fee payments to IL PTA.

**Directory:** Format provided data and advertisements for the school directory for fall distribution, generally in November.

**Newsletter:** Collect articles from committee chairs, PTSA VPs, PTSA President and Granger staff; edit and format; work with school principal's administrative assistant to prepare and mail summer newsletter to all Granger families in July.

**Social Media:** Post provided content to Granger PTSA Facebook page, tweet provided messages on Twitter.

**School Sign (outdoor):** Maintain the messages as directed on the outdoor marquee sign in front of the school.

**IPSN PTA Liaison:** Attend bi-monthly Indian Prairie Special Needs PTA meetings and report at PTSA meetings.

**IPPA PTA Liaison:** Attend monthly Indian Prairie Project Arrow PTA meetings and report at PTSA meetings.

**Parent Diversity Team:** Attend meetings/events to share ideas on making Granger more welcoming to families of different ethnicity, socio-economic status, religion, family type, etc.

## Events

**Back to School Staff Luncheon:** Plan and coordinate a lunch for Granger staff one day during the week before school starts.

**Fall/Spring Teachers Luncheon:** Plan a luncheon or dinner for Granger staff during one or both Parent-Teacher Conferences.

**8th Grade Picnic:** Coordinate the end of the year picnic, including planning food, beverages, and activities.

**Frosty's Friends:** Coordinate collection and distribution of donations for charity during the holidays (November/December).

**Secretaries Day:** Coordinate and plan activities for the secretaries at Granger (usually a meal and/or a gift).

**Staff Appreciation Week:** Plan and coordinate activities for staff during Appreciation Week in April or May.

**Getaway Chaperones:** Coordinate and/or volunteer to chaperone Granger students at Granger Getaway Dances (1-2 per year).

**Health & Wellness Committee:** Plan health and wellness events and programs for Granger students/staff/families, such as a blood drive, health fair, exercise opportunities, or the like.

## Service

**Granger Greeters: Chairperson:** Coordinate volunteers and send out schedules to appropriate people.

**Volunteers:** Yearlong commitment as a volunteer working 2 ½ hour shifts at the Greeter Desk (1-4 times a month). Short training provided.

**Display Cases:** Design and decorate Granger bulletin boards and display cases as directed by school staff and PTSA.

**Food Preparation & Bakers List:** Donate prepared or store bought food for various school events.

**One Day Volunteers:** Called upon as needed for special events such as Picture Day, Vision Screening, Concessions, etc.

**Welcome Committee:** Welcome new Granger families during the year. Coordinate refreshments at meetings/events as needed.

**Beautification:** Purchase and plant seasonal flowers in two planters in front of school and coordinate Granger Memorial garden maintenance.

### Ways & Means

**Market Day:** Promote the program, process few paper order forms, coordinate monthly deliveries at Granger, collect payments at pickup if necessary, communicate with those who order as needed.

**Apparel:** Sell Granger apparel at various functions throughout the year, work with apparel vendor(s) on product design/distribution

**General Mills Box Tops:** Hold collection days during the school year to collect General Mills Box Top coupons. Prepare and ship Box Tops for redemption in Oct and Feb. Coordinate additional volunteers as needed for collections and trimming.

**Manna:** Coordinate Manna gift card program. Collect, process, and deliver orders. Coordinate with Frosty's Friends program.

**Concessions: Chairperson:** Order and restock food for concession stand, work with coaches and coordinate parent volunteer schedule, manage cash boxes, and sell concessions. **Volunteers:** Parents of all Granger team athletes are expected to sell concessions at home sporting events. Also need additional volunteers on other dates throughout year to help.

**School Supply Kits:** Coordinate selling school supply kits during School Registration Days (in May) including getting quotes from and working with vendor(s), providing information to parents, and answering questions.

**Restaurant Nights/Business Partnerships:** Coordinate fundraiser days/nights at local restaurants and foster relationships with local business partners.

### Educational Enrichment

**8th Grade Career Day:** Work with the Guidance Office to host this event. Line up and schedule speakers, plan a small buffet of breakfast items for guests, and be a greeter at the event.

**Reflections:** Coordinate Granger student participation in the National PTA Fine Arts program held in the fall.

**Red Ribbon Week:** Work with staff to plan activities for the week (Fall).

**Granger Student Representative:** For 7<sup>th</sup> & 8<sup>th</sup> grade students - apply to be selected as a student representative of the PTSA. Attend meetings and share ideas from a student perspective. Help plan and assist at selected PTSA events.