

## Henking Hoffman PTA

### Committee Chair Openings, 2010-2011

**Assistant Treasurer** – Handle all deposits on a timely basis, usually within 2 days of an event. Work closely with the Treasurer to understand our financial operations and then become the Treasurer the following year. **Year-round.**

**Fundraising Coordinator(s)** – We just held a terrific silent auction and dinner, so the plan for this year is to focus on the Market Day catalog sales in September and perhaps a few, smaller events during the year. Creative thinkers needed to help raise funds to support the PTA's many activities throughout the year. **Year-round.**

#### **BOOK FAIRS**

- **Henking:** co-chair needed who would become the lead person the following year. One person so coordinate the pizza night, which includes an entertainer. **November 2010.**
- **Hoffman:** Event chairpeople needed. **May, 2011.**

**ENVIRONMENTAL TEAMS – Henking & Hoffman:** Coordinate school-wide focus and communication on environmental issues. Attend Environmental meetings with other school teams. Share ideas with PTA and school.

**5th Grade Play** – As directed by the Fine Arts Team at Hoffman School, coordinate parent volunteers as needed. **Spring 2011**

**International Night** – Held at Hoffman. Need an event co-chair and several coordinators to pull together various committees such as entertainment, Heritage Rooms, International Dining, donors/sponsors in order to bring this celebration of cultures to life. You will work with experienced leaders who can get you up and running. Don't miss the excitement of this wonderful family event. **January, 2010**

**LSC Liason** – attend PTA and LSC meetings and share information with both. **Year-round**

**Kindergarten Coffee Host** – Hospitality for AM & PM Kindergarten Welcome meetings. Responsible for refreshment table, assisting PTA president in welcoming parents to coffee. **August, 2011**

**Memory Book, Hoffman** – Head the Memory Book Club at Hoffman School. Work with 5<sup>th</sup> grade students to plan, develop & produce the annual memory book. A good project for a group of parents to head together. **Year-round, assembly in May, 2011**

**School Photos, Hoffman** – We need a coordinator to head up volunteers at each school. Help the kids look their best for school photos. Facilitate movement of each class to the photo site, make sure the kids look picture perfect. Coordinate volunteers to help out. **August, 2010 and Fall, 2010 for retakes**

**\* NEW \***

**Working Parents Liason** – focal point for communications with working parents. Work with PTA president to improve communications and help working parents increase their participation in PTA events. **Year-round**