

Henking/Hoffman PTA

COMMITTEE CHAIR OPENINGS 2009-2010

Please fill out and return to the PTA mailbox or email to: wellsink@sbcglobal.net

NAME: _____ PHONE/EMAIL: _____

- Art Enrichment** – Co-ordinate with art teachers and contact volunteers who will share Art Prints and history with their child's class once a month. All prints and information are provided for you.
- Fundraising Coordinator** – The annual silent auction has been our major and only fundraiser of the year for Henking and Hoffman Schools. *Looking for someone with energy and new ideas for alternative fundraising efforts. Does not need to include a large scale benefit event, but can if you're inclined. Creative, energetic types welcome!*
- Hoffman Book Fair:** Springtime Book Fair. Looking for 2 to 3 people to head this committee. **May, 2010.**
- Environmental Team @ Hoffman** – Coordinate school-wide focus and communication on environmental issues. Attend Environmental meetings with other school teams. Share ideas with PTA and school.
- Fall Carnival** – Annual Fall Carnival is held at Hoffman. Looking for an additional person(s) to work with existing coordinators. Various positions include: assignment coordinator, set-up, entertainment, cafeteria help, managing booths, cashier and clean up. A very FUN family event for ages K and up! **October, 2009**
- 5th Grade Play** – As directed by the Fine Arts Team at Hoffman School, co-ordinate parent volunteers as needed. **Spring 2010**
- International Night** – Held at Hoffman. Need a group of 2 or 3 coordinators to pull together various committees such as entertainment, Heritage Rooms, International Dining, community planning and more to bring this celebration of cultures to life. You will work with an experienced leader who can get you up and running. Don't miss the excitement of this wonderful family event. **January, 2010**
- Kindergarten Coffees**– Coordinate AM & PM Kindergarten Welcome meetings with a member of Henking's staff. Responsible for refreshment table, assisting PTA president in welcoming parents to coffee. **August, 2009**
- Memory Book, Hoffman** – Head the Memory Book Club at Hoffman School. Work with 5th grade students to plan, develop & produce the annual memory book. Meet regularly with the students, attend school events to take photos for the book. A good project for a group of parents to head together. Divide and conquer!
- Parents in Partnership** - Parents in partnership is a community/parent educational event scheduled for a Saturday morning usually in early to mid November from approximately 8-1 PM. Two or three parents help Mark Walther put together the Continental Breakfast for that morning. They also help to arrange Wesley Child Care, get food donations and deliver fliers throughout the Glenview Community. The commitment is 2-3 meetings and the morning of the event.
- Room Parent Coordinator** – Work with room parent volunteers to assign 2 or more parents as Room Parent for each class. The Hoffman Coordinator will also work on collecting volunteers for Field Day. **August, 2009**
- School Photos** – 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, 2009 and Fall, 2009 for retakes**
- Secretary** – Attend monthly PTA meetings the third Tuesday of each month and take attendance & minutes. Provide minutes to electronic communications coordinator for publication in the newsletter and e-mail blasts.
- Teacher Appreciation Lunch @ Henking** – Show our teachers, we care! Plan a fun, delicious luncheon with your committee. **Spring, 2010**
- TV Turn Off Week, Henking** – Co-head with the current coordinator. It's a big job for one person so looking for someone willing to share this role. **April, 2010**