

## COMMITTEES

These are brief descriptions of the committees. More information will be sent out to individual committee members .

\_\_\_ **BIRTHDAY BOOKS** - Sending out email on constant contact each month and forwarding names to librarian at 609. Creating a certificate for librarian to present to the child.

\_\_\_ **BOOK FAIR** -scholastic book fair held at HANC 609

\_\_\_ **BOX TOPS**- Collecting box tops from the PTA mailboxes in 609 and ECC and submitting them.Usually around 4 times a year

\_\_\_ **CALENDAR**- Organizing the setup of calendar gathering dates from campuses

\_\_\_ **CALENDAR ADS** -April May going around to vendors and soliciting ads for next year's HANC Calendar

\_\_\_ **CHANUKAH BOUTIQUE WH**- ordering supplies from vendor, volunteering during school hours to help sell at boutique set up and clean up. Multiple participants needed.

\_\_\_ **CHOCOLATE Pre-Pesach SALE**

\_\_\_ **CHANUKAH GIFTS** - Getting checks from Treasurer Delivering Chanukah money to teachers at all campuses along with list of participating students  
Need a few people on this committee.

\_\_\_ **CHUMASH PLAY** Great job if you have a 2nd grader. Usually held in December  
organize collation for the entire grade.

\_\_\_ **CLUBS 609** organizing clubs for after school at 609. Finding new and fun activities for kids for each grade. Finding 1 mom usually has to stay at clubs and their child gets to go free

Volunteer

Name \_\_\_\_\_ Phone# \_\_\_\_\_

E-mail \_\_\_\_\_

Child(ren) Name and Grade \_\_\_\_\_

\_\_\_ **CLUBS ECC** Organize new and exciting after school clubs for each campus, making sure there is a mom there as a chaperone.

\_\_\_ **COLLATION** - Buy drinks and snacks for school events as they arise. Setup and cleanup . ECC, 609, MF

\_\_\_ **COSTCO** - Buys needed larger items at costco for PTA events

\_\_\_ **CORRESPONDENCE/SOCIAL MEDIA** Sending out emails and flyers through Constant contact. All flyers and emails should be double checked by PTA presidents. Posing on instagram and Facebook

\_\_\_ **GRADE REP ECC**- Appoints and Instructs Class mothers

\_\_\_ **GRADE REP K-3** Appoints and Instructs Class mothers

\_\_\_ **Graduation K** coordinate food, setup at graduations

\_\_\_ **Graduation/Yom Shalom ECC** coordinate with Trudy food, setup at graduations

\_\_\_ **Graduation 8th grade** work with R Hecht on graduation

\_\_\_ **HANC WEAR** purchasing and ordering HANC WEAR and paraphernalia, Distributing to students, **attending** functions to sell

\_\_\_ **HOLIDAY ENRICHMENT** Organizing the chanukah candles and bedikat chametz. sending out flyers for sponsorships, purchasing the items organizing the handouts in school

\_\_\_ **HOLIDAY TREATS**

\_\_\_ **LICE CHECK** Organizing lice checks before 1st day of school, after succot, winter break and pesach in 609 and ECC

\_\_\_ **LUNCH PROGRAM VOLUNTEERS** Organizing lunch volunteers in 609 to assist serving lunch. Lunch hours are between 11- 12:20

Volunteer

Name \_\_\_\_\_ Phone# \_\_\_\_\_

E-mail \_\_\_\_\_

Child(ren) Name and Grade \_\_\_\_\_

\_\_\_ **MISHLOACH MANOT STAFF GIFTS** - Purchasing Stop and Shop gift cards along with hamentaschen delivering to teachers.

\_\_\_ **MISHMAR SNACKS & DINNER**- Working with Rabbi Merrill making sure there are snacks for kids at mishmar. We usually order large amounts to be stored at 609.

\_\_\_ **NEW PARENT** Coordinating an evening usually in November focusing on new parents at HANC.

\_\_\_ **PICTURES**- Working with principals, arranging dates and coordinating school picture days for ECC and 609.

\_\_\_ **ISRAEL PARADE T- SHIRTS** Preparing the order form for parents who want to purchase additional T-shirts. Delivering and handing out T shirts in both campuses

\_\_\_ **SEVENTH GRADE WELCOME**- Held at MF right before school.

\_\_\_ **SIDDUR PLAY** - Held in February, organizing collation and ordering gift for teachers. Rabbi Sadigh likes to give out Pekelehs.

\_\_\_ **SIMCHA /MEMORIAL CARDS**- sending out memorial cards/simcha cards to families.

\_\_\_ **SIXTH GRADE RETREAT**- ordering snacks, sweatshirts, for trip in October/November. Interfacing with Plainview PTA.

\_\_\_ **SPONSORSHIP**

\_\_\_ **STAFF APPRECIATION LUNCHEON 609** held in May/June ordering food for midday lunch working with Jeannie

Volunteer

Name \_\_\_\_\_ Phone# \_\_\_\_\_

E-mail \_\_\_\_\_

Child(ren) Name and Grade \_\_\_\_\_

\_\_\_ **STAFF APPRECIATION LUNCHEON ECC** held in May/June ordering food for midday lunch working with Trudy

\_\_\_ **STAFF APPRECIATION LUNCHEON MF** held in May/June ordering food for midday lunch working with Principals

\_\_\_ **STOP & SHOP PROGRAM** getting parents to sign their cards up to sponsor the school

\_\_\_ **SUNSHINE CHAIRPERSON** ordering present for student who is ill and/or out of school for periods of time

\_\_\_ **SUPPERETTE**- Held in May plan, and getting volunteers for superette set-up and clean-up

\_\_\_ **TU B'SHVAT** (sixth grade girls parent) working with Rabbi Merrill ordering food, work with COSTCO volunteer

\_\_\_ **WELCOME** sending out welcome packages to new parents

Volunteer  
Name \_\_\_\_\_ Phone# \_\_\_\_\_  
E-mail \_\_\_\_\_  
Child(ren) Name and Grade \_\_\_\_\_