



**Basket Raffle:** The "Basket Raffle" is an annual fundraiser involving each classroom and the assembly of a themed basket. Baskets are raffled off to support our school's *Educational Enrichment Fund*. A basket coordinator is needed from each classroom to help select a theme and oversee the assembly of the basket. Two or three volunteers are also needed to serve on the planning committee. The committee will be involved in creative brainstorming, communications between the classrooms, and overseeing ticket sales.

**Book Publishing:** This committee is responsible for obtaining & organizing volunteers for each classroom. The committee purchases & distributes materials needed in order to complete the process.

**Box Tops:** This committee is responsible for collecting and submitting all box tops from students to the appropriate companies. They coordinate and promote two "Box Tops" contests during the school year.

**Community Outreach:** The Community Outreach committee promotes and runs the Fall Food Drive as well as the Giving Tree and a spring project.

**Directory:** The Directory committee is responsible for creating the directory, which contains the names, addresses and phone numbers of students at Hembree Springs. This committee works with the school Data Clerk to obtain the student information. The information is formatted and placed in the Directory along with any advertisements. Upon receiving the Directories from the printer, the committee is responsible for distribution to the students.

**Environmental Education:** This committee works to educate our students on different ways they can make a positive impact on the environment. They also implement helpful environmental programs within the school. Some of the programs are: Recycling, Hands on Hembree and School Clean-up days.

**Family Nights:** This committee works with restaurants to coordinate nights where the families of Hembree Springs can have dinner and a portion of the bill goes toward the Educational Enrichment fund.

**Fifth Grade Activities:** This committee coordinates the annual 5<sup>th</sup> grade finale events during the last week of school and sales of 5<sup>th</sup> grade Hembree Springs t-shirts. (For 5<sup>th</sup> grade parents and grandparents)

**Fall Carnival:** Coordinate the Fall Carnival event, to be held the last Sunday in October or 1<sup>st</sup> Sunday of November. The event consists of a food, games, activities, a DJ and a vendor alley.

**Fall Fundraiser:** The committee coordinates with the school and the gift company to promote, distribute sales catalogs and process orders during the first two months of school. At the end of October, the committee distributes processed orders to students and parents. *This year we are returning to Sally Foster!*

**Grants & Enrichment:** This committee seeks outside sources to enhance the educational environment at our school. The committee receives request from school officials for additional project funds. From there, we research, document, & write proposals for grants. If funds are received, we perform follow-up procedures to make sure all of the grant requirements are met.

**Healthy Lifestyles:** This committee works to improve the healthy habits of students, families and staff. Fun, healthy activities are planned during the month of November, as well as throughout the school year.

**Hembree Springs Helper:** This is a general school volunteer. Sign up to be a volunteer for any onetime event(s) as needed by the school or PTA. This is a great way to offer your volunteer services to the school in a *general* way. You will be contacted as needed throughout the school year.

**Legislative:** The Legislative committee is responsible for keeping up with relevant national and state legislation, which relates to education. Information is received from several sources, including the national and state PTAs.

**Media Center:** Volunteers assist the Media Center Specialist with checking in and shelving items as well as helping students find and check out books. At the end of the year, volunteers assist in the inventory process. You will also have an opportunity to help staff the annual book fair in December. Your time commitment here is very flexible. You can sign up for a time of your convenience - once or twice a month or weekly.

**Membership:** The Membership committee is responsible for managing the school's annual PTA membership drive. Most of this committee's responsibilities occur early in the year. This committee helps create the theme and advertising to encourage membership in the PTA. Upon completion of the membership drive, this committee prepares the membership database.

**New Parent Tea:** Volunteers are needed to assist with the New Parent Tea held during the second week of school in August. Help is needed to set up, serve and cleanup. In addition assistance may be needed at various other times of the year during other planned New Parent Activities.

**Newsletter:** The Newsletter committee is responsible for soliciting articles from other committees for the semi-monthly PTA newsletter. Upon receiving the articles, this committee formats the newsletter, manages the printing and prepares the newsletter for distribution to the students.

**Office Support:** Volunteers are needed to assist Melissa Rogers (secretary/bookkeeper for HSES) with copying and distributing weekly Hembree Highlights. In addition, assistance is needed with the changing the school's marquee information on a weekly basis.

**Reading Reward Programs:** The committee distributes information to the students for the Six Flags Reading Program in February and the Summer Reading Program in May. The members collect all entries and arrange for the delivery of the rewards to those students who participated.

**Red Ribbon Week:** Red Ribbon Week is an ideal way for people and communities to unite and take a visible stand against drugs. The committee decorates the school and provides student to promote a drug-free lifestyle. Our mission. . . to nurture the full potential of healthy, drug-free youth.

**Reflections:** Reflections is a creative, theme based art competition (ie. writing, illustration, photography, & dance). This committee is responsible for advertising the Reflections Competition to the students & staff, distributing the entry criteria & entry forms, obtaining judges for the different categories, conducting the awards ceremony, and forwarding the winning entries to the next level of competition.

**Room Parents:** The Room Parent Committee consists of the primary contact parent for each Homeroom class. The Primary parent coordinates any requests or needs from the classroom teacher and communicates these needs to the other classroom parents. This person will find, coordinate and delegate volunteers within the classroom. This is a PTA position and you will be responsible for coordinating any PTA needs within the class. (Class parties, basket raffle, etc.)

**Science Day:** This committee is responsible for organizing and running the science days for all of K-5th grades. The committee chair or grade organizer will review the experiments and ensure they are still relevant to the science curriculum, solicit volunteers to run the experiments, secure the necessary supplies and organize and run the actual science days. Approximate time commitment is approximately 40 to 60 hours per science day (example 40-60 hours for 1st/2nd grade day).

**Science Lab:** Help is needed to assist in the setting up of our school's new Science Lab. Once the Lab is up and running, help will be needed to maintain it. You will NOT be working with students and do not need any Science background. You can sign up to work at any times that are convenient for you.

**Spirit Wear:** The Spirit Wear committee coordinates sales of Hembree Springs t-shirts, sweatshirts, mugs, and other items to enhance school spirit and to raise funds for the PTA. Spirit Wear sales occur several times during the school year.

**Sponsorships:** The committee keeps track of all business donations (money, food, items, activities) given or solicited during the school year for the PTA.

**Staff Appreciation:** Volunteers are needed to assist in Staff Appreciation Events. Luncheons are held twice a year and help is needed to set up, serve and cleanup. In addition assistance may be needed at various other times of the year during other planned Staff Appreciation activities.

**Tag Parent Liaison:** The TAG Parent Liaison is individual position for our PTA. This volunteer representative provides a focal point for parents of TAG students who have questions or concerns. The liaison serves as the voice of parents and TAG teachers to school and administration, attends three to four TAG Advisory Committee Meetings throughout the year and brings suggestions from their local school to the TAG Advisory Committee.

**Teacher Appreciation Week:** During the first full week in May, we recognize Teacher Appreciation Week. During this week, various events are planned to honor our hard working staff. Assistance is needed to help plan, coordinate and work these daily events.

**Youth Day Parade:** The Youth Day Parade Committee is responsible for securing the parade vehicle and driver and submitting the float application to the City of Roswell. The committee also chooses the design of the parade float (approved by school principal) and purchases the supplies to build the float. Volunteers are needed to decorate the float and raise awareness about the parade. Pictures are taken during the entire process. The committee arranges for volunteers to be in the parade (students, staff, parents) and to assist with the take down and clean up of the float.

