

Committee	Committee Description	Committee Responsibility	Timeline	Useful skills	Time Commitment
Administrative Professional Day	Honor the hard work and dedication of our Administrative Professionals at KBES. This is typically done by purchasing breakfast/lunch and snacks.	<ul style="list-style-type: none"> ● Plan a way to honor our dedicated Administrative Professionals ● Work with the Treasurer as needed ● Complete end of event paperwork 	April	Available to deliver breakfast/lunch	Low
Audit	A team will review and confirm that all of the KBES PTA books are in compliance with the PA State PTA requirements.	<ul style="list-style-type: none"> ● Review financial books for the PTA as needed ● Work with Executive Board as needed ● Complete end of audit paperwork 	September	Attention to detail	Medium
Back To School Family Fun Night	Provide a family friendly evening for our KBES students and families to meet both new and old friends.	<ul style="list-style-type: none"> ● Coordinate games, activities and entertainment ● Coordinate food options ● Secure any vendors needed for the above items and acquire needed documentation if not on the approved district list ● Advertise event to KBES families ● Coordinate with VP of Communications the need for volunteers ● Work with Treasurer as needed ● Complete end of event paperwork 	July/August for planning Event the first week of school	Organized and able to juggle multiple moving parts Ability to work on a team and share responsibility	High

Barnes & Noble Night	Provide a fun-filled evening within our KBES family. Bringing together both students, families and teachers for the betterment of our school. Event is held at Barnes & Noble.	<ul style="list-style-type: none"> • Coordinate with Barnes & Noble Staff • Coordinate with VP of Communications the need for volunteers • Work with Treasurer as needed • Complete end of event paperwork 	<p>Planning in the fall</p> <p>Event in January</p>	<p>Ability to organize a large event</p> <p>Ability to coordinate with multiple parties</p>	High
Bylaws & Nominations	Review and amend the KBES PTA ByLaws as needed (done every 5 years). To secure nominations for the PTA Board positions as needed.	<ul style="list-style-type: none"> • Review and edit Bylaws every 5 year for approval by the KBES PTA voting members and PA State PTA • Clarify any questions that may arise • Coordinate and run all nominations for the KBES PTA Executive Board Members 	<p>Bylaws years - winter</p> <p>Nominations - March/April</p>	<p>Attention to detail</p> <p>Ability to maintain confidentiality</p>	Medium
Chalking	Plan and coordinate the chalking of the school sidewalks for events (first day of school, 100th day, PSSAs)	<ul style="list-style-type: none"> • Plan a design • Coordinate dates with the president • Coordinate with VP of Communication the needs for volunteers 	Year long - events throughout the school year starting in Aug	Creativity	Low
Chocolates On Broadway (COB)	Provide an opportunity for our families to support a local business as well as fundraise for our KBES students.	<ul style="list-style-type: none"> • Coordinate with Chocolates On Broadway sales date and receiving sales materials as needed • Collect student orders and place final order with COB • Oversee distribution of sales to families • Work with the Treasurer as needed • Complete end of event paperwork 	April/May	<p>Ability to coordinate a fundraiser</p> <p>Must be able to track orders and count money.</p>	Medium

Class Picnics	Provide a fun filled lunch for our students in conjunction with Field Day. Lunches will be served outside under the pavilion.	<ul style="list-style-type: none"> • Coordinate with food services the ordering and serving of lunch during field day • Coordinate with VP of Communication the needs for volunteers • Work with the Treasurer as needed • Complete end of event paperwork 	<p>Planning in early spring</p> <p>Event in May</p>	<p>Must be organized</p> <p>Must be able to coordinate with all necessary parties</p>	Low
Coin Wars	Enjoyable fundraiser where the students compete by grade level to get the most points.	<ul style="list-style-type: none"> • Set up and count money daily • Provide total to school for announcement • Advertise KBES families • Work with Treasurer as needed • Complete end of event paperwork 	Twice a year for a week, usually October and Feb/March	Must be available daily to count coins and update teacher making announcements	Medium
Community Coordinator	A liaison to the community who is able to solicit donations from local businesses for events and fundraisers.	<ul style="list-style-type: none"> • Contact local businesses in person or via phone/email to request donations • Track who has been contacted and what has been donated so as not to duplicate efforts 	Year long	<p>Outgoing, comfortable asking for donations</p> <p>Well spoken</p>	Medium
Evening of the Arts	An evening event that showcases the artwork of our students by classroom. In addition, family learning stations are included throughout the venue.	<ul style="list-style-type: none"> • Support Mrs. Donaldson with any planning as needed • Assist in set-up days, during the event and clean-up • Complete end of event paperwork 	<p>Year long planning</p> <p>Event in May</p>	<p>Artistic background</p> <p>Able to take ideas and run with them</p> <p>Available to assist during the daytime</p>	High
Field Day	An end-of-year event intended to provide additional	<ul style="list-style-type: none"> • Support Mr. Lock with any planning as needed 	May	Must be available for the	Medium

	recreation for the students of KBES.	<ul style="list-style-type: none"> • Assist in set-up, day of the event and clean-up • Complete end of event paperwork 		May event	
Fitness Walk	This event focuses on getting the students involved in walking outdoors in support of a school fundraising effort. This event is one of the largest fundraisers for the PTA during the year.	<ul style="list-style-type: none"> • Coordinate advertisement to our KBES Families of the event • Secure DJ • Work with the High School to recruit Student Volunteers • Coordinate with VP of Communication the need for volunteers • Collect and count monies donated • Work with Treasurer as needed • Complete end of event paperwork 	September	Ability to organize a large event	Medium
Fourth Grade Moving Up	Celebration at the conclusion of the Moving Up ceremony at the end of the school year.	<ul style="list-style-type: none"> • Secure refreshments from vendor • Set-up and clean-up day of event • Work with Treasurer as needed • Complete end of event paperwork 	May/June	Must not have a 4th grader Must be available for the event at the end of the year	Medium
Giving Tree	A donation event where gift tags for children/families in need within our community are chosen by students just prior to the Winter holiday season.	<ul style="list-style-type: none"> • Coordinate with Mr. Gridley as needed • Coordinate with the VP of Communications the need for volunteers • Organize and set-up gift drop off dates • Work with Treasurer as needed • Complete end of event paperwork 	November & December	Must be available to decorate the tree and help students select tags	Medium

<p>Grade Level Coordinator **</p>	<p>Organize and facilitate classroom celebration activities.</p> <p>This committee has one chair and two co-chairs. Each grade level will also have one representative (these are chosen by a lottery). You will all work together to coordinate the classroom celebrations. You will secure food, organize crafts and supplies, and work with the VP of Communications to staff events. You will also communicate with KBES staff about the events.</p>	<ul style="list-style-type: none"> • Coordinate with the VP of Communications volunteer needs • Works with grade level representatives to select age and class appropriate craft or activities for the Spring Celebration • Purchases materials needed and separates supplies by class/child • Work with the School nurse to ensure allergy guidelines per classroom are being followed • Assists in separation and delivery of food items to classrooms • Assists in the dismissal procedures for the Celebrations • Work with Treasurer as needed • Completed end of event paperwork 	<p>Year long commitment</p> <p>Book Character Parade in October</p> <p>Winter Celebration in December</p> <p>Spring Celebration in April</p>	<p>Must be organized</p> <p>Must be able to attend all classroom celebrations (October, December, April)</p> <p>Must be able to delegate items to be completed</p> <p>Must work well with others</p>	<p>High</p>
<p>Holiday Shop</p>	<p>Provide our students with an economical holiday shopping experience at KBES.</p>	<ul style="list-style-type: none"> • Oversee the purchasing of items • Oversee inventory of items • Coordinate with VP of communications volunteers needs • Coordinate with school class shopping schedule • Oversee set-up, shopping days and clean-up • Work with Treasurer as needed • Complete end of event paperwork 	<p>Planning in the fall</p> <p>Event in early December</p> <p>Shopping for next year and inventory in late December/early January</p>	<p>Must be able to manage the inventory of the items</p> <p>Must be able to work on a team and share responsibility</p>	<p>High</p>

Mascot	Promote school spirit by dressing up in the Butz Blue Eagle Costume	<ul style="list-style-type: none"> ● Raise school spirit and have fun at school events ● Able to attend the Fitness Walk, Barnes & Noble Night and Field Day 	Year long Events in September, January and May	Must be able to have fun and get the kids excited	Low
Membership	Promote the PTA Membership Drive in support of our school.	<ul style="list-style-type: none"> ● Advertise Membership Drive ● Track membership dues ● Work with Treasurer as needed ● Complete end of event paperwork 	August/September is heaviest amount of work	Must be able to attend Open Houses at the start of the year	Medium
KBES Pride Shirts	Provide and promote school pride within our KBES family. Each student will receive a grade-level colored shirt to be worn on school spirit days and other school-wide events.	<ul style="list-style-type: none"> ● Communicate with the school for sizing of students ● Compile order of shirts per grade and place order ● Distribute Pride Shirts to Classrooms ● Work with Treasurer as needed ● Complete end of event paperwork 	Size students the first few weeks of school Distribute by the end of September	Must be able to size kids during the day at the start of the year	Low
Reading Night	Assist in planning the fun filled night event offered to our families.	<ul style="list-style-type: none"> ● Assist Mrs. Fehr with the planning of event ● Assist with prep, set-up, during the event and clean-up ● Work with Treasurer as needed ● Complete all end of event paperwork 	Planning January/February Event in March	Ability to work on a team and share responsibility	High
Reading is Fundamental (RIF)	Share and promote the love of reading to our KBES students. While providing our students free books at least twice a year.	<ul style="list-style-type: none"> ● Purchase books for KBES Students ● Coordinate with school for dates of distribution ● Coordinate with VP of Communication the need for volunteers ● Set-up and clean-up event 	Fall & Spring	Must be able to stay within a budget Must be able to purchase a variety of books Must be	Medium

		<ul style="list-style-type: none"> • Work with Treasurer as needed • Complete end of event paperwork 		available to organize and set up distribution times	
Rita's Fundraiser	Provide an opportunity for our families to support a local business as well as fundraise for our KBES students.	<ul style="list-style-type: none"> • Coordinate with Rita's for sales of dates • Advertise the sale to our KBES Families • Collect orders and place order with Rita's • Distribute cards as needed • Work with Treasurer as needed • Complete end of event paperwork 	March	<p>Ability to coordinate a fundraiser</p> <p>Must be able to track orders and count money</p>	Medium
Spring Movie Night	Family fun night to watch a movie outdoors	<ul style="list-style-type: none"> • Work with the principal to pick an appropriate movie • Organize where the movie will play • Plan for snack sales 	April	Ability to work on a team and share responsibility	Low
Spirit Wear Sales	Semi-annual sales of KBES and Nazareth spirit wear to our school community.	<ul style="list-style-type: none"> • Coordinate sales and order with vendor • Collect all order and payments • Distribute orders as needed • Work with Treasurer as needed • Complete end of event paperwork 	October	<p>Ability to coordinate the parts of the fundraiser</p> <p>Must be able to track orders and count money</p>	Medium

Square One Art	Annual in-class art project that is utilized to make keepsakes/trinkets out of student artwork.	<ul style="list-style-type: none"> • Assist with Mrs. Donaldson as needed • Collect any orders and payments • Work with Treasurer as needed • Complete end of event paperwork 	October	Ability to coordinate the parts of the fundraiser	Low
Staff Luncheons	Twice yearly staff luncheon planning and delivery during teacher conferences. This occurs in November and March.	<ul style="list-style-type: none"> • Plan and organize the Staff Luncheons throughout the year. • Work with the VP of Communications for volunteers • Work with the Treasurer as needed • Complete end of event paperwork 	November & March	<p>Must be organized</p> <p>Must be able to attend the staff luncheons in Nov and March</p>	High
STEAM Night	A family education evening to promote Science, Technology, Engineering, and Math education within our school community.	<ul style="list-style-type: none"> • Plan and organize different activity stations throughout the building. • Work with volunteer staff members that will be working at each station. • Coordinate with the VP of Communications for volunteers • Work with the Treasurer as needed • Complete end of event paperwork 	<p>Planning August/ September</p> <p>Event in October</p>	<p>Organized and able to juggle multiple moving parts</p> <p>Ability to work on a team and share responsibility</p>	High
Teacher Appreciation Week	Annual Teacher Appreciation Week event(s) in May.	<ul style="list-style-type: none"> • Plan and organize the week long treats for our teachers • Work with the Treasurer as needed • Complete end of event paperwork 	<p>Planning April</p> <p>Distribute in May</p>	Able to be creative and stay within budget to recognize the staff	High

Teacher Representative	To be the liaison for information between the PTA and the staff at KBES.	<ul style="list-style-type: none"> ● Attend and report on school activities at the PTA Meetings 	Year long		High
Tricky Tray/Bingo	A combined bingo and tricky tray event to be held for the purposes of being a major PTA fundraiser by attracting guests both within and beyond our school community.	<ul style="list-style-type: none"> ● Solicit tricky tray prizes ● Purchase bingo supplies ● Organize and advertise event to school community and public ● Secure a location for the event ● Procure any necessary licenses (Bingo/Small Games of Chance w/Northampton County) ● Work with VP of Communications for volunteer needs ● Work with Treasurer as needed ● Complete end of event paperwork 	Planning fall Event in February	Organized and able to juggle multiple moving parts Ability to work on a team and share responsibility	High
Variety Show	An event that showcases the talents of the KBES students both on stage and through creations.	<ul style="list-style-type: none"> ● Organize signups for talents and/or creation submission ● Plan event choreography and interface with parents of performers for music/media ● Work with VP of Communications for volunteer needs ● Work with Treasurer as needed ● Complete end of event paperwork 	March/April	Must be organized Ability to coordinate practice and the show line-up	High

Yearbook	Interface to facilitate the yearbook preparation, completion, and ordering.	<ul style="list-style-type: none"> • Coordinate with Mrs Donaldson and Ms McCarron as needed • Collect orders and payments • Assist in distributing orders • Complete end of event paperwork 	April	Ability to organize orders	Medium
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Board Position		Responsibilities
President		<ul style="list-style-type: none"> • Oversees the PTA Meetings • Corresponds with PA State PTA as needed • Oversees the KBES PTA Executive Board • Works with the KBES and NASD Administration as needed • Fills out all needed building use forms for events hosted at KBES
General Vice President		<ul style="list-style-type: none"> • Works with the KBES and NASD Administration as needed • Duties as assigned by the President
VP of Communications		<ul style="list-style-type: none"> • Is the contact for any volunteers requests made by any committee, the school or district run activities • Creates and distributes Sign Up Genius (SUG) Signups via email and social media as needed • Manages all grades SUG Volunteer List • Confirms with school that volunteers have clearances up to date on file for every event • Duties as assigned by the President
Director of		<ul style="list-style-type: none"> • Manage all fundraising activities

Fundraising		<p>throughout the school year</p> <ul style="list-style-type: none"> ● Develops and coordinates new fundraising efforts ● Interface with each event committee to organize any fundraising-related component of the event ● Manages vendor solicitations and community outreach for donations ● Works with Treasurer for proper processing of funds required and/or received from fundraising efforts ● Duties as assigned by the President
Secretary		<ul style="list-style-type: none"> ● Keeps records of all PTA Meeting Minutes ● Makes copies available via the KBES PTA Website, emailed, hard copies at in-person meetings as needed ● Updates PTA Website, Facebook Page and Remind App ● Duties as assigned by the President
Treasurer		<ul style="list-style-type: none"> ● Keeps detailed and accurate records of the PTA income and expenditures ● Prepares all checks and reimbursements as needed ● Liaison with the bank provider to ensure all proper documents are on file ● Prepares and files all necessary paperwork with the KBES and BeSafe accountant ● Works with all fundraising and events committees as needed ● Duties as assigned by the

		President
Board Run Committees		Responsibilities
Assemblies	Provide fun-filled and educational experiences for our KBES students.	<ul style="list-style-type: none"> ● Research and secure Educational based assemblies for the school ● Work with the Treasurer as needed ● Work with the school Principal to schedule assemblies ● Complete end of event paperwork
Hospitality		<ul style="list-style-type: none"> ● Provide refreshments at events such as Kindergarten and New Family Orientation, Open Houses and Back to School Nights
KBES PTA Facebook Page	To provide Information to our families in a timely manner	<ul style="list-style-type: none"> ● Post all important PTA based information to the page ● Share needed links for our families to access important information