| | PTA Communications Committees | | | | |
|---|--|------------------|-------------------------------------|--|--|
| Committee | Description | Time of Year | Time Commitment | | |
| Facebook Administrator | Post reminders of Hillside events and happenings by keeping tabs on the district news, Hillside newsletter, and Hillside PTA website | School Year | 1/2 hour per week | | |
| Monthly Newsletter | Collect information on all PTA and school events from chair people, Hillside PTA website, district website and publish in a newsletter format for distribution via eblast. Obtain approval from Presidents and Principal. Computer skills a plus. | School Year | 1.5 hours per month | | |
| Buzz Book | Assist VP of Membership in obtaining, verifying information and proof reading. Gather bids for printing and work Back to School Night Buzz Book table. | August-October | 2 hours per week | | |
| Fact Pack | Copy, assemble and deliver back to school PTA information packets. | August | 3 hours, 1-2 days | | |
| School Event Photographer/ Publicity | Publicize Hillside school events by taking photos of the children and activities and submitting them to the West Essex Tribune. Maintain a scrapbook of all mentions or photos of Hillside students or staff appearing in the local newspaper. Chairperson coordinates, does not need to be at school. Volunteers need to be able to attend assigned school events during the day. | School Year | Varies | | |
| Website Administrator | Maintain the PTA web pages and update content as needed. | School Year | Varies | | |
| | Children's Events/services Committees | | | | |
| Committee | Description | Time of Year | Time Commitment | | |
| 1/2 Day Activities | Plan and coordinate two afterschool events for the students during the 1/2 day parent-teacher conferences. Must be able to attend the event. | Twice a year | 8 hours each event spread over time | | |
| Carnival | Design, coordinate the end of the year Carnival. Volunteers are also needed to set up, distribute wrist bands, work at booths and clean up. | November-June | Varies | | |
| TREP\$ Program | Coordinate with Workshop instructors to run 6 workshops. Design, organize and plan Marketplace. Publicize Marketplace through flyers, social media, emails and word of mouth. Volunteers needed to help with workshops, set up of Marketplace, registration of TREP\$ and aid the Publicity coordinator. | TBD | Varies | | |
| Cultural Arts Assemblies | Work with principal to select school assemblies to compliment school curriculum. Schedule, coordinate performances and must be able to attend the events. | School Year | 10 hours | | |
| After School Activities | Develop and implement an after school program for 1 hour after school. Interview and hire vendors to run the classes. The time frame is up to you. Must be present at the after school program, to supervise the safe arrival and dismissal of the students. Some past ideas are cheerleading, pottery, chess, Lego robotics. | School Year | Varies | | |
| Art Appreciation | Facilitate a pre-planned art project in class to increase students awareness of the fine arts. | TBD | 1 hour | | |
| Family Events Committees | | | | | |
| Committee | Description | Time of Year | Time Commitment | | |
| Back to School Outdoor Family Movie Night | Coordinate an outdoor movie night for Hillside students. Work to choose movie with district and children. Responsible for renting equipment, managing the event and overseeing set up and clean up. Responsible for advertising in the PTA newsletter and creating a flyer for the event. | August-September | 14 hours | | |
| Family Fun Night | Design a fun family night. Make it what you want! Maybe a craft night , bingo night or another great idea you have. | TBD | 8 hours | | |
| Multi Cultural Night | Organize and coordinate our annual cultural event including activities, talent show, crafts, country booths. | February-April | 15 hours | | |
| Family Fitness Night | Coordinate a fitness night with the Hillside staff and faculty. | March-June | 10 hours | | |

| | Holiday Events Committees | | |
|-------------------------------------|--|------------------|--------------------------|
| Committee | Description | Time of Year | Time Commitment |
| Valentine's Day Dance | Procure entertainment and decorate gym with a valentine's theme. Responsible for advertising in the PTA newsletter and creating a flyer for the event. | January-February | 10 hours |
| Mother's Day Plant Sale | Order plants/ secure volunteers to run the event in May. Volunteers help the children make selections during school hours. Must be able to be at the event during the day. Create a order form/flyer and advertise the event in the PTA newsletter. | April | 8 hours |
| The Holiday Shoppe | Work with already selected vendor to organize a holiday shop in the first week of December. Organize volunteers to help children select within their budget. Arrange schedule for shopping with teachers. Place reorders, decorate the shop, and develop flyer to send home. Advertise in the PTA newsletter and be available for the entire week of the event. Volunteers will be assigned 1 hour shifts. | December | 20 hours |
| Nutrition Month Fruit Vote | Organize awareness activity that promotes nutritional values at school. Responsible for obtaining fruit, organizing the chopping and distribution of fruit. Organize volunteers and children's vote. 2 hours of prep and 4 hours the day of the event. | March | 6 hours |
| Memorial Day Parade | Organize Hillside students to march in the Livingston Memorial Day parade. Fill out the paperwork with the town committee and responsible for advertising the event in the PTA newsletter. | May | 3 hours |
| Red Ribbon Week | Coordinate with town-wide effort to distribute red ribbon week materials to the students at Hillside. | October | 3 hours |
| | Faculty Events/Services Committees | | |
| Committee | Description | Time of Year | Time Commitment |
| Holiday Faculty Luncheon | Organize and host a luncheon for the Hillside staff, teacher aides, office, etc. | December | 4 hours |
| Teacher Appreciation Week | Organize and host a luncheon for the Hillside staff, teacher aides, office, etc. Acknowledge special educators (gym, art, resource, child study, etc.) by hanging signs, decorating doors, etc. Coordinate door decorating to acknowledge teachers with class parents. Develop any other activities for the week. | April-May | 5 hours |
| Gifts and Grants Program | Act as a liaison between the faculty and PTA to compile a gift and grants list from the teachers. Review and submit the recommendations to the executive board and present to general membership for vote. | September | 3 hours |
| | Media Center Committee | | |
| Committee | Description | Time of Year | Time Commitment |
| Media Coordinator | Works with Media Specialist to assist in the smooth running of the Media Center. Organizes volunteer schedule for each class. | School Year | Heavy time commitment |
| Media Volunteers | Assists in the Media Center by checking books in and out, re-shelving books upon return. Volunteers will be trained by Media Specialist. | School Year | As your schedule permits |
| | Community Service Committees | | |
| Committee | Description | Time of Year | Time Commitment |
| Community Service Coordinator | Develop 1-2 projects a year where students can stay after school and work on community service. For example, making cards for troops, pictures for seniors at nursing homes, etc. Responsible for developing a flyer and advertising the event in the PTA newsletter. | Up to you | 3 hours a project |
| Clothing Drive | Arrange 2 clothing drives a year. Recruit 5th graders to run the event. Develop flyer and advertise in the PTA newsletter. | Fall/Spring | 10 hours |
| Earth Day Clean Up | Gather students to do a Hillside grounds clean up. Develop flyer and advertise in the PTA newsletter. | April | 3 hours |

| PTA Liaison Committees | | | | |
|---|---|--------------|------------------------------------|--|
| Committee | Description | Time of Year | Time Commitment | |
| Gifted & Talented | Attend evening PAGE (Parent Advocacy Group for Excellence) meetings during the year and report back to the PTA. PAGE is dedicated to enhancing the education of our students through the G/T Academic and school wide enrichment programs K-8. | Varies | Varies | |
| Board of Education Observer | Ensure that a Hillside representative attends monthly Board of Ed. meetings | School Year | Varies | |
| Livingston Education Fund Liaison | Livingston Education Foundation (LEF) Attend regular LEF meetings. Act as a liaison between LEF and the school community to share information regarding non-budgetary needs that will enhance educational excellence in all nine Livingston public schools. To learn more about LEF go to our website at: www.livingston.org/lef. | School Year | Varies | |
| Volunteer Coordinator | Work with committee chairs to ensure that all events have enough volunteers and recruit additional help if needed. | School Year | Varies | |
| | Fundraising Committees | | | |
| Committee | Description | Time of Year | Time Commitment | |
| Scholastic Book Fair | Organize and run a Scholastic book fair in the fall. Plan a family-friendly event in coordination with the book fair. Coordinate with teachers to schedule a student shopping event. Organize an All-for-Books event, if desired. Volunteers needed to set up book fair, help with family friendly event, organize a teacher wish list event, aid students during their student shop and pack up the book fair. Responsible for advertising in the PTA newsletter and creating a flyer for the event. | Fall | Varies | |
| Hillside Yard Sale | Organize a school-wide garage sale in the spring. Collect donations, organize, advertise and set-up for the event. | Spring | Varies | |
| Spring Fundraiser | Work with 5th grade committee to plan a tricky tray auction in the spring. Develop the theme, choose the venue. Solicit local and national businesses for prizes, shop for prizes with class money. Develop invitations, advertise in the PTA newsletter. Organize the volunteers into different sub committees such as basket wrapping, ticket sales, seating, soliciting. Obtain proper licenses for event with help of treasurer. | All year | Chair people heavy time commitment | |
| Dads Event | Plan a fun event for Hillside Dads and their children. Can be anything a fundraiser at bowling alley or mini golfuse your imagination! | Any time | 4 hours | |
| Ladies Night Out | Find a location to host a Hillside Ladies Night fundraiser. Develop flyer/advertise in the PTA newsletter. | Any time | 4 hours | |
| Box Tops For Education | Create and organize fun ways to collect box tops throughout the year which raises money for our school. Arrange contest for students twice a year. | School Year | Varies | |
| School Store | Purchase inventory and maintain stock. Organize volunteers to sell items once a month during the school day. | School Year | Varies | |
| Kids Stuff Books | Oversee the distribution of books, collect and track returned books and return unpurchased books to Kids Stuff. | September | 8 hours | |

| | Parent Services Committees | | |
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| Committee | Description | Time of Year | Time Commitment |
| School Supply Sale | Plan sale of school supplies for the beginning of the school year. Work with teachers to develop supply list. Distribute supplies to the classrooms for the first day of school | August-September | 10 hours |
| Parent Education Night | Coordinate with Hillside teachers to create educational programs to support parents' understanding of the curriculum and instructional goals and /or parenting skills related to social/emotional awareness and learning. (For example, last year we had a math night for parents hosted by Mrs. Volk & Mrs. Meglio) | Fall | 2 hours |
| | PTA Business Committees | | |
| Committee | Description | Time of Year | Time Commitment |
| Auditing | Audit the PTA books at the end of the school year. Submit report to NJPTA. CPA or accounting background is a major plus. | June | 3 hours |
| Nominating Committee | Recruit, advertise and gather nominations for open positions on the executive board to be presented to membership for a vote. | Jan-June | Varies |
| Safety | Participate in safety walks with the Principal at the beginning and end of the year. Assist in detecting, reporting and resolving safety issues. | Twice a year | 2 hours |
| Sunshine Committee | Committee will purchase and send cards and/or gifts to member of Hillside schools families and staff as needed. | As needed | as needed |
| Sixth Grade Nominating Committee | One class parent from 5th grade: Sit on nominating committee for MPMS to identify 11 people who will make up MPMS executive board. Responsible for advertising positions and soliciting interested people from your school. | April-May | 2 hours |
| | Hillside School Spirit Committees | | 1 |
| Committee | Description | Time of Year | Time Commitment |
| Apparel | Select items to be sold for the Fall and possible Spring. Work with vendor on logos. Develop pricing, flyer/order form and advertise the sale in the PTA newsletter. Responsible for the distribution of the apparel to the students. Also run a Back to School Night sale. | August-September April-May | Varies |
| Yearbook | Create the yearbook start to finish. This includes: working with the yearbook vendor, gathering/uploading pictures/baby pictures, arranging for 5th grade group shots, gathering 5th grader information, and designing the layout for publication with the help of software. Responsible for creating blurbs in the PTA newsletter to gather all this information. Create a flyer to sell the yearbook. | School Year | Varies |
| Hillside Spirit Week | Design a Hillside Spirit week program. This is up to you- posters, school color days, be creative! | November | 3 hours |
| Birthday Board | Create a birthday bulletin board and update the children's names monthly. | School Year | 2 hours per month |
| Ple | ase feel free to write in any ideas you have. We would love to | hear your though | nts! |
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