

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 golf--use 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

