**Committee Descriptions**

**George Washington Elementary**

(**\*clearances required**)

* **Art and Science Fair/Ice Cream Social** Work with the Art Teacher to plan this spring event. Make flyers detailing Science Fair information, secure guest judges, and work with Mr. Pearson to order tables for Science Fair Exhibits. Secure ice cream vendor, order Science Fair awards and certificates, and set up the day of the event.
* **Assemblies** This chairperson will work with Mr. Pearson to arrange assemblies for the students throughout the school year.
* **Bake Sale** Set up a booth at Open House, Sing Along and Talent Show as needed. Organize donations of baked goods from committee members and coordinate volunteers to work the bake sale booth at events.
* **\*Reading Enrichment (Library/Book Fair)** Work with school librarian during both weeks of Book Fairs to help set up book fair, coordinate parent helpers during book fair, work and clean up. Book Fairs require 2 parents per classroom.
* **Bingo/Movie Night** Purchase bingo supplies, food, Chinese Auction items and door prizes for the bingo. Staff each bingo using committee members (there are 3 bingos throughout the school year). Prepare bingo flyers for the Washington Weekly email and for the sales table the night of the bingo. Coordinate with school office regarding items needed for set up. Get change box from treasurer, count proceeds, and give treasurer money and report the profit.
* **BP Gear Sale** Plan and coordinate sale of Bethel Park apparel – usually has a table at Open House in the fall.
* **\*Fourth Grade Activities** Plan and coordinate special events for the 4th grade class, including t-shirts and Graduation Dinner.
* **\*Holiday Gift Shop** Coordinate the holiday gift shop during the first week of December, including purchasing gifts and coordinating volunteers to help out during classroom shopping trips.
* **Family Fun Night** Organize the Event. Select games and work with the Home Room Parents to make sure each classroom game is staffed. Coordinate the workers for the event. Order food for the event and organize ticket sales. Prepare flyers and signs for the event. Select Basket Themes for each homeroom. Prepare flyers about the themed baskets to be sent home to the parents. Prepare a space in the classroom with a donation box. Contact Businesses in the area asking for donations for the event. Secure a DJ and inflatables for night of the Picnic.
* **Garden/Landscaping** Work with district to beautify the school grounds. All improvement ideas need to be approved by Mr. Pearson.
* **Health Fair** Secure health-related vendors from around this area to provide “giveaways” to families. Arrange a guest speaker (maybe a doctor or someone else) to speak with families about their health. Set up sports activities for the students to enjoy in the gymnasium. Jump Rope for Heart Chair will coordinate with the American Heart Association Rep to provide students with heart related information the month of February. The coordinator will distribute fundraising pledge forms to students, collect forms, and distribute earned prizes to students after the event. The coordinator is responsible for sending all donations to the American Heart Association. Both the Health Fair and the Jump-a-thon occur on the same day in February.
* **\*Holiday Sing-a-Long** Work with the Music Teacher to plan this event in December. Prepare Sing-a-Long flyers for the Washington Weekly email, arrange for Santa to visit, and either order cookies for refreshments or coordinate with the Bake Sale committee to provide cookies for this event.
* **Labels, Box Tops, and Giant Eagle Apples for Students** Prepare flyers for the Washington Weekly newsletter to advertise and remind parents to turn in their labels and register their advantage card each year at Giant Eagle. Put up given coordinator posters at school (check with Mrs. Scanlon first). Collect the box tops and labels, sort them, and send them in for redemption a few times a year.
* **Pirate Game** Work with Pirate organization to coordinate pick up of tickets for Washington Day at PNC Park. Collect checks from students and coordinate payment to Pirates with our treasurer.
* **\*Popcorn** Each teacher is allowed 1 popcorn party per month, plus additional school activities. As requested, make popcorn, order supplies, and ensure that the machine is cleaned and maintained properly.
* **\*Red Ribbon Week** This event usually takes place the last week in October and lasts the entire week. Coordinate assemblies with Mr. Pearson (usually a Bethel Park Police Officer will come and talk to the students on a age appropriate level about saying no to drugs, Halloween Safety, etc.. and PRIDE Assembly). Coordinate with Mr. Pearson on fun dress days that week and order giveaways for the students to remind them to stay Drug Free. Prepare a flyer for the Washington Weekly detailing the week’s events.
* **Cookies with Santa** Buy decorations, crafts, arrange entertainment, prepare treat bags and order breakfast food. Set up tables and picture area with Santa. Coordinate volunteers and clean up after the event. Prepare a flyer for the Washington Weekly.
* **School Sign** Update school sign (on Clifton Road) as needed for upcoming school/community events.
* **\*Sports Day** Select games for the day’s events. Organize the event day with parent volunteers. Have enough volunteers for both the scheduled day as well as the rain date. Work with the Gym teacher to coordinate games and the equipment needed for the games. Prepare a flyer for the Washington Weekly to announce the event.
* **\*Staff and Student Appreciation** Coordinate dinner for teachers on Conference Day in November and Teacher Appreciation week in the spring. Coordinate fun activities for the students for a week in the spring.
* **\*Talent Show** Schedule try-outs, coordinate acts, and plan the show for April. Must coordinate with Independence Middle School for auditorium availability.
* **Washington Day** Coordinate with the teachers to plan this day in February. Provide a special treat for the students, and an activity relating to the presidents.
* **Ways and Means (Fundraising)** assisting the Fundraising chairs in distribution of orders
* **\*Yearbook** Work with the selected company to create the yearbook design and layout. Make sure pictures are appropriate for inclusion in the yearbook. Work with the school picture company for classroom photos. Have yearbook proofed by teachers and secure final approval by Mr. Pearson. Coordinate committee members to take pictures at school events and have them send the pictures to the Layout Chairperson.

(**\*clearances required**)