



Grass Valley Elementary PTA

PTA COMMITTEE DESCRIPTIONS 2022-2023

Art Discovery

Chairperson is Jennifer Ewing

Watch your email for more details. No art background needed! The Art Discovery committee will provide students in grades 1 thru 5 with an opportunity to explore great art in the classroom. The goal of the program is to expose students to different types of art and techniques, and to teach them basic elements and principles of art. All lessons and project materials are provided. The lessons consist of a 20-25-minute presentation and a 30-minute project (approximates). Volunteers are needed to teach the art projects to students and to help set up and clean up. We hold an Art Showcase in the Spring of an evening event where Grass Valley students can display their artwork for families to enjoy. Volunteers are needed to set up and break down the event.

Book Fairs (Fall & Spring)

***Chairperson and committee members needed**

Volunteers needed

Book fairs promote reading and earn credits to purchase new books for the library, birthday celebrations, and the PTA Book Cart. This committee will arrange these two events with Scholastic Books and the school librarian. Duties include hosting a teacher preview morning, promoting the event and scheduling volunteers to work the event. Several volunteers are needed throughout the week, at various times, to help students locate and purchase items.

Dine Around Fundraisers

***Chairperson in place, volunteers needed**

This committee will coordinate fundraisers on the third Wednesday of the month at a local restaurant. A current list of restaurant contacts will be provided by the PTA Board. The chairperson schedules the date with the restaurant and promotes the event.

Fun Run Fundraiser

***Chairperson is in place**

Volunteers needed

This is one of our biggest fundraisers, with monies going to support the Art Discovery Program and the PTA general fund. A big project that needs a strong leader and utilizes numerous committee members and volunteers, this is a one-day event held in early October, on the school track. Volunteers are needed to set up, clean up, check off lap badges as students run by, man water stations and collect lap badges as students finish.

Lost & Found

***Chairperson is needed**

Volunteers needed

This committee is responsible for maintaining the Lost & Found area. Once a month, volunteers will make every effort to return labeled items to their rightful owners. At the end of each quarter, volunteers will collect all of the items from the Lost & Found area that have not been labeled or claimed, pack them up, and donate them to a local charity.

Monthly Birthday Celebrations

***Chairperson is needed**

Volunteers needed

Each month at lunchtime, students celebrating a birthday eat lunch on the stage and receive a special Birthday treat. This committee prints and delivers birthday invitations, decorates, rolls out the PTA Book Cart, and helps each birthday student pick a book.

Nominating Committee

***Chairperson and two committee members needed**

This committee of three will be responsible for recognizing and seeking qualified nominees for the elected leadership (Executive Board) of the PTA. The Executive Board is made up of the President, Vice-President, Secretary and Treasurer. Elections are held in late April or early May for the following year (unless an Executive Board position is vacated earlier and a special election is needed). The committee members should have a broad acquaintance with the PTA and an understanding of the organization's functions and purposes. The committee must include at least two but functions best with three people.

Payback Book Fundraiser

Chairperson is Nicole Bullis

This committee will work with the Payback Book representative (an outside organization) to secure the books and promote the fundraiser. Volunteers are needed to help label and stuff envelopes with books and order forms. This work is done in late August, just before Back to School Night and will require summer availability.

Financial Audit

***Chairperson and two additional committee members needed**

This committee of three will perform the PTA end of year financial audit. It includes a review of the financial statements and other important PTA records to make sure we're on the up and up. Audit form and directions provided to the group by the current PTA Treasurer.

Mini Grants

***Chairperson is needed**

Committee members needed

During the school year, the PTA will accept mini grants submitted by the staff members of Grass Valley Elementary School for projects that will enhance education. This committee of five will be responsible for setting up a schedule for an application process, reviewing each application, scoring each application, and presenting the highest-scored grants with funds and a certificate.

Bulletin Board

Chairperson is Jordee Carlson

On a weekly basis, the outside reader board needs to be changed to reflect upcoming PTA and school events. This job entails getting a list of upcoming events from the school secretary and the PTA President each Friday, then updating the sign that same day or over the weekend. New information should be up and available for viewing by 8:00 AM each Monday morning. This is a rain or shine job. Reader board letters can be taken home by the committee and communications with the secretary and PTA president can happen over email.

Spirit Wear

Chairperson is in place

Volunteers needed

Several times a year, this committee completes and distributes orders for spirit wear items. This committee will be responsible for coordinating with the vendor, advertising sales, collecting order forms, placing orders to vendor, and distributing spirit wear to promote school spirit and earn money for the PTA. Volunteers are needed to help with sales of spirit wear.

Spring Silent Auction and/or Raffle

***Chairperson is needed**

Volunteers needed

The Spring Silent Auction and/or raffle, in conjunction with the Spring Carnival, has become THE PTA EVENT of the year! The silent auction requires many volunteers and great leaders. Committee members procure donations from the community and Grass Valley parents and teachers, create the auction program and set up the event. A contact list and spreadsheet of past donors and procurement letter templates will be provided.. On the evening of the event, committee members and volunteers pitch in as needed and assists with end-of-night payment processing and clean up duties.

Spring Carnival

***Chairperson is needed**

Committee Members and Volunteers needed

The action-packed carnival requires many volunteers and strong leaders. Committee members manage various pieces of the event planning process such as transporting games from storage, purchasing and arranging prizes, researching, securing and managing all food vendors, managing the dunk tank and inflatables vendors etc. Committee members are expected to work scheduled shifts before, during and after the carnival. Lots of volunteers are needed to man the games, manage volunteers, set up and clean up and help keep things flowing smoothly for the duration of the event.

Staff Appreciation Week

***Chairperson is in place**

Volunteers needed

One day each month and for one special week every year, PTA volunteers shower the 75+ people who work at Grass Valley with extra appreciation. Past activities have included a waffle breakfast, small gifts left in their mailboxes, raffle prizes, and a decorated Staff Room. The chairperson and committee pick what to do and make it happen!

Stuff the Bus

***Chairperson is needed**

Volunteers needed

“Stuff the Bus” is a competition between Camas High School and Washougal High School to see who can fit the most food donations in a school bus. All food is donated to a local food bank to be given to families in need. This committee works with the Grass Valley principal and secretary to schedule and collect food donations from the students and families of Grass Valley. The committee publicizes the drive, gathers the donations from each classroom and oversees the pick up by CHS students. The grade who donates the most items, wins the Stuff the Bus trophy and bragging rights.

Winter Blast

***Committee is on hold**

The Winter Blast is a fun family dance event held in the school gym and auditorium. The DJ spins tunes while students and families enjoy pizza and ice cream. The committee is free to get as creative with the theme as they want. This event is intended as a way to blow off steam with friends and classmates after being cooped up indoors over winter break. It takes place in late January or early February. Volunteers are needed to man food stations, monitor exit doors, set up and clean up.

Yearbook & Photography

***Chairperson is needed**

Volunteers needed

This committee of three will be responsible for taking quality pictures at both PTA and school sponsored events using the PTA digital camera or any other high quality digital camera. Photos are used in various communications such as the monthly school newsletter, bi-weekly PTA email announcements, the PTA website and the PTA designed school yearbook. The chair will be responsible for assigning committee member photographers to take good quality pictures at major school and PTA events. Committee members will be trained on how to label and upload the best photos to the PTA photo storage site. Committee members must have a valid volunteer form on file and must adhere to school rules around when they can be in the school/classroom photographing students and teachers.