

HOWITT PTA



VOLUNTEER OPPORTUNITIES

There are so many ways to get involved in the Howitt PTA that you're sure to find the right activity to fit your schedule. Take a look at the descriptions below. To volunteer for a specific committee, or become one of our "helping hands" whom we call upon when needed, simply **contact us at hmspta@ymail.com**.

ActiveWear - Responsible for school-wide and 8th grade activities. School-wide activewear is sold online, all year long, and requires collecting the money, coordinating with the online vendor and distributing the activewear. The 8th grade t-shirt is sold early in the school years, and also requires putting a list of the 8th graders on a disc, which is then checked by you and students at lunch one day before the shirt goes to print.

Awards - Responsible for informing the unit of the PTA awards (Jenkins and Distinguished Service) available. In February and March, accepts nominations for these awards. Nominees are voted on at April meeting. At the June installation dinner, the awards are presented

Blood Drive - Responsible for running the January blood drive for our unit in conjunction with other Farmingdale schools, i.e., getting sign ups for the drive as well as scheduling appointments. If that year we are one of the hosts, committee is responsible for managing the blood drive site (either at Albany Avenue or Wood ward) and serving as liaison/coordinator with six district schools and Long Island Blood Services.

Book Fair - Manages book fairs for students. Tasks include setting the book fair dates, scheduling the book delivery, coordinating volunteers and being on site during the 3-day/1-night event. You will work closely with the librarian, administration and book vendor to coordinate the fair, which is currently through Scholastic. Sometimes, there is a second book fair in May.

Bylaws - Responsible for making sure that our bylaws are up-to-date and, if changes needed, that they are to be made at the right time.

Dance - Assists teacher liaisons on student council. Duties include buying snacks and drinks as well as refreshment set up, serving and clean up.

Fundraising - Responsible for annual school fundraiser. This includes: choosing the program; obtaining and distributing the brochures to the teachers to give out to the students; collecting the envelopes; tallying the money and submitting the orders. When the items come in, you're responsible for the delivery of the items. We usually have one large fundraiser the beginning of the year.

Historian - Photographs unit activities and send with articles to local media, as needed.

Hospitality - Provides the hospitality at each PTA meeting and coordinates the Staff Recognition activities.

Newsletter - Responsible for gathering information, producing, copying and distributing the "Howitt Howler" newsletter, which comes out four times a year

Reflections - Coordinates this PTA program. Tasks include: sending out flyer explaining the program; accepting entries at school on selected date; assembling judges. Once winners are selected, you bring their entries to Nassau district round-up for judging, and then pick them up. In March, we have an awards ceremony for the winners who receive certificates.

School Photos - Manages team of volunteers who help students on picture days, which are scheduled by Administration. There are also 2 days that you will need to be there for sport and club pictures. Administration might ask you to help distribute the pictures as well.

6th Grade Orientation - Serves as the "welcome wagon" for the incoming parents and students during August orientation day. Approximately 6 volunteers hand out paper work given to you by the school as well as answer parents' questions (so you should be familiar with the building). It is a one-day event. We also have a membership table and an Active Wear table there that day.

Staff Recognition - Responsible for getting the volunteers, the food, set up and clean up for this breakfast event, held on the first Tuesday in May in the Library media room.

Unit Liaisons - (Community Summit, COPE, Youth Council, Shared Decision Making School Board, SEPTA, and SNAC). Each liaison attends the monthly meeting of their assigned group and reports back on those activities during our monthly PTA meetings.