

Lakeview PTA Needs You!

We are already starting to plan for the 2016-2017 year. Read the descriptions below to see what each committee chair does. Please fill out the below form to sign up to be a chair. If you have any questions, please contact us at TheLakeviewPTA@gmail.com

Lakeview PTA Standing Committees 2016-2017	
Committee Name	Committee Description
Auction	Organizes and collects items to be auctioned at the STC's annual benefit auction.
Birthday Books	Coordinates with the school's secretaries and obtain a list of students birthdays each month; organizes bins by grade levels; maintains inventory; organizes volunteers to pass out books
Box Tops and Labels for Education	Collects Box Tops and Labels for Education on a monthly basis; motivates families to participate with goals and contests; organizes and submit all box tops and labels collected by the school.
Campus Cookout	Plans and organizes the Campus Cookout in May.
Cultural Arts	Works with the PTA President and Principal in determining number of events per school year and what programs/events to have.
Directory	Collects permission from PTA families who want to be in the directory; creates and edits directory; distributes directory to PTA families
Friday Fun Food	Manages the Friday lunch program with external vendors; responsible for distributing handouts with lunch options; collects student choices; orders choices; recruits volunteers to assist in passing out lunches
Fundraising	Supervises and assists in the planning and executions of all fundraising activities; researches vendor options; coordinates spacing of fundraising activities with the President
Holiday Shoppe	Organizes and runs the Holiday Shoppe in December.
Hospitality	Provides refreshments and snacks for events as required; maintains and organizes paper good supplies; responsible for hosting several special events such as Muffins with Moms, Donuts with Dads, Boo Hoo Breakfast, Ice Cream Social, Movie Night, etc.

Membership	Promotes membership in the Lakeview Elementary PTA by planning and directing the membership drive; keeps an accurate list of members; distributes membership cards.
Newsletter	Compiles the PTA's monthly newsletter, the Lakeview Connection; have copies of the newsletter printed and distributed for families who request paper copies.
Reflections	Coordinates Lakeview PTA's effort for this competition; promotes the Reflections Program to students, school personnel and the community; collects and organizes artwork for judging; creates a celebration for student participation and achievement.
Room Representatives	Assists the teachers in recruiting a room representative for each grade level teacher; assists the room representatives in coordinating classroom parties; distributes classroom folder of party ideas to each classroom representative; distributes Student Room Party Payment Forms to all students.
School Pictures	Attends District 54's School Picture Chair Meeting in August, where you will receive program information and materials; coordinates volunteers for school picture day; distributes flyers.
School Supply Kits	Obtain updated grade level supply lists from classroom teachers; coordinates ordering and distribution of pre-packaged kits
Spring Fling	Organizes and fundraises for the Spring Fling held in May.
Teacher Appreciation Week	Organizes Teacher Appreciation Week in May.
Tuesday Treats	Organizes volunteers to sell snacks during the lunch periods every Tuesday; sends a letter home at the beginning of the year explaining Tuesday Treats; purchase snacks; collects money for Tuesday Treat cards.
Webmaster	Maintains Lakeview PTA's web presence by updating web information on our website and Facebook; merges school master calendar and PTA events calendar for posting on website; writes e-mail blasts to parents on weekly basis.
Yearbook	Keeps records and take photographs of programs and events at Lakeview; compiles and prepares the Lakeview Yearbook to be distributed at the end of the year.

Lakeview PTA Committee Chairs for 2016-2017

Please fill out the form below to sign up to be a committee chair for the 2016-2017 year. Thank you!

Name _____

Phone # _____

E-mail _____

Committee(s) I would like to chair:

- | | | |
|--|--|--|
| <input type="checkbox"/> Auction | <input type="checkbox"/> Birthday Books | <input type="checkbox"/> Box Tops |
| <input type="checkbox"/> Campus Cookout | <input type="checkbox"/> Cultural Arts | <input type="checkbox"/> Directory |
| <input type="checkbox"/> Friday Fun Food | <input type="checkbox"/> Fundraising | <input type="checkbox"/> Holiday Shoppe |
| <input type="checkbox"/> Hospitality | <input type="checkbox"/> Membership | <input type="checkbox"/> Newsletter |
| <input type="checkbox"/> Reflections | <input type="checkbox"/> Room Reps | <input type="checkbox"/> School Pictures |
| <input type="checkbox"/> School Supply Kits | <input type="checkbox"/> Spring Fling | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> Tuesday Treats | <input type="checkbox"/> Webmaster | <input type="checkbox"/> Yearbook |