

**LIBERTY ELEMENTARY PTA  
STANDING COMMITTEES  
2009-2010**

Note: Some of the Standing Committee Chairs are Board Members (as noted), and should plan on attending the PTA Board meetings. All Standing Committee Chairs will need to report periodically to the Board on their committees' activities.

<b>COMMITTEE</b>	<b>RESPONSIBILITIES</b>	<b>CHAIR</b>	<b>MEMBERS</b>
Art Parents	Coordinate volunteer parents to teach art in the classrooms (Fall). Teach art in classrooms throughout school year. Coordinate annual Art Fair/Silent Auction (May).	Karelyn Kruger	
Babysitting	Coordinate Red Cross training for 6 <sup>th</sup> grade students. Coordinate student babysitters for meetings and events, including collection of money.		
Decorating	Decorate inside the school (lobby, display cabinets, hallways) throughout school year.		
Fundraising/"Free Money"	Collect box tops, soup labels, and printer cartridges, and organize and send them in for reimbursement throughout school year. Distribute information to parents regarding designating Liberty as the recipient for purchases with Albertsons Cards (Fall).		
Fundraising/Donations	Solicit donations from community (for school, for Silent Auction) throughout school year. Coordinate with other fundraising committees. Discuss and implement other fundraising ideas.	(Board member)	

<b>COMMITTEE</b>	<b>RESPONSIBILITIES</b>	<b>CHAIR</b>	<b>MEMBERS</b>
Fundraising/Easter bunnies	Coordinate sale of Easter bunnies (Spring)  Compile and distribute sales packets, confirm orders and funds received, distribute product.		
Fundraising/Friday Sales	Coordinate popcorn, baked goods, and ice cream sales throughout school year.  Coordinate popcorn sales at PTA general meetings.		
Fundraising/Holiday Bazaar	Solicit and coordinate vendors.  Coordinate activities (cake walk, etc.)		
Fundraising/Sally Foster	Coordinate sale of Sally Foster, Entertainment Books, cookie dough (July through December)  Compile and distribute sales packets, confirm orders and funds received, distribute product.		Lisa Herrera
Homework Club	Supervise Homework Club (after-school program for students to work on homework assignments) throughout school year.		
Liberty Garden	Coordinate and supervise students' construction of raised beds (Fall).  Coordinate students' planting, weeding, etc. of garden throughout school year and summer.		

COMMITTEE	RESPONSIBILITIES	CHAIR	MEMBERS
Liberty Pride	<p>Coordinate monthly lunches for select kindergarteners, first graders, and second graders throughout school year.</p> <p>Coordinate monthly school spirit days throughout school year.</p> <p>Coordinate selection and sales of Liberty sportswear (tee-shirts, sweatshirts, baseball caps) throughout school year.</p>	(Board member)	
Membership, Marketing, and Volunteer Coordinator	<p>Coordinate annual membership drive (Fall) and solicitation of additional members throughout school year.</p> <p>Coordinate committee assignments (chairs and members).</p> <p>Solicit volunteers to assist with Special Events (picture days, testing) throughout school year.</p> <p>Coordinate “incentive” events at General meetings.</p>	(Board member) Danette Kuecks	
Music Program	Decorate and create costumes for musical events (Winter and Spring).		
Reflections	Coordinate Reflections program (national PTA-sponsored art program for student works).		
School Directory	Compile and distribute student/family directory (Fall).		
Social Committee/ family events	Coordinate monthly family events (ice cream socials, movie nights, spaghetti nights, etc.) throughout school year.	(Board member)	
Social Committee/ student events	<p>Coordinate student-only events (bike rodeo, field day, etc.) throughout school year.</p> <p>Coordinate events for individual grades (4<sup>th</sup> grade – Wagons Ho; 5<sup>th</sup> grade – Birds of Prey; 6<sup>th</sup> grade – MOSS) throughout school year.</p>		

<b>COMMITTEE</b>	<b>RESPONSIBILITIES</b>	<b>CHAIR</b>	<b>MEMBERS</b>
Staff Appreciation	Coordinate events for appreciation of teachers and staff throughout the year.		
Website	Update Liberty PTA website throughout school year.	Neha Chauhan	
Yearbook	Compile yearbook, including working with students to compile pages (December through April).  Coordinate taking of candid photos for inclusion in yearbook throughout school year.		