



WILLIAM SPYROPOULOS GREEK AMERICAN DAY SCHOOL
PARENT TEACHER ASSOCIATION
Saint Nicholas Greek Orthodox Church of Flushing

*Guide to
Standing Committees*



*Welcome to the William Spyropoulos School
Parent Teacher Association!*

The purpose of this manual is to introduce a general overview of the P.T.A. committees. As you will note we are a dynamic group parents coordinating a vast array of events, programs and services. Everything we do is for the benefit of our students, faculty and community.

We hope this guide will help you in choosing a committee where your talents and expertise can further add to our school and your child's academic career.

All committee chairs are eager to assist you. To join a committee, you can add your name to the sign-up sheets that are distributed at every General PTA meeting.

Please volunteer your time. We are only as strong as you help us become!

BOX TOPS COMMITTEE

The Box Tops for Education program allows us to earn cash for our school every time we buy groceries.

The Box Top clipping program has three easy steps:

- Clip Box Top coupons from participating products.
- Send your Box Top Coupons to school.
- Your school gets a check.

The committee members are responsible for collecting the clipped coupons and forwarding them to Box Top Program.

BOOK FAIR COMMITTEE

This committee assists school administration in organizing the school fair. Committee members assist by setting up the book displays helping the children find the books they interested in and total their purchases.

CARNIVAL COMMITTEE

This committee was formed as a "Thank You" to our students for all the hard work they do throughout the year.

It is a two-day carnival, full of fun activities, which takes place in June. The chairpersons, with the principal's approval, hire an outside company to bring in different types of rides and activities.

The carnival takes place in the back lot of the school. The committee members run it for two days.

Responsibilities include:

- Making and serving Cotton candy.
- Making and serving Italian ices.
- Filling water balloons (for the JHS).
- Making sure that things are running smoothly.
- Manning all the rides.
- Face painting.

Sometimes, as an extra perk, the PTA hires a circus show or animal show, which takes place in the gym. Everyone has a good time and looks forward to this event every year

COOK BOOK COMMITTEE

This committee gathers recipes from parents, student's teachers and members of our community, to be published biannually.

The committee is responsible for typing and categorizing the recipes. As well as the sale of the cookbooks.

The recipes are then printed in book form. Within the book there is a picture collage of all the children in the school, separated by class. These pictures are used as dividers in the cookbook. This aspect of the cookbook proved to be a big selling point of the cookbook.

DINING TO DONATE COMMITTEE

Neighborhood restaurants host a day of giving. Vouchers are distributed to our students and in turn presented to the participating restaurant. A percentage of the purchase is donated to our PTA.

FASHION SHOW AND DINNER COMMITTEE

Every other year the PTA hosts an annual Fashion Show and Dinner event.

Raffle: This component is responsible for soliciting donations for the Grand and Mystery raffles. In addition, committee members are needed to sell raffles before the actual Fashion Show and During the Fashion Show.

Committee members will also need to be available the day of the Fashion Show; in order to set up the event room at the catering hall and deliver the raffle prizes.

MEMBERSHIP AND ELECTION COMMITTEE

The Membership part of this committee welcomes and encourages all parents and teachers to become members of our PTA. They maintain a current record of all paid PTA members.

The Election part of this committee examines membership status during election time and at PTA meetings. Must be an Executive Board member.

PARADE COMMITTEE

This committee is responsible for organizing certain aspects of our school's involvement in the Greek Independence Day Parade. Responsibilities include ID tags for every child in the school, obtaining Greek and American Flags, refreshments.

PTA ANNUAL DINNER DANCE COMMITTEE

Every year the PTA hosts an annual Dinner Dance event. There are two major components of this committee:

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| Journal: | This component is responsible for soliciting journal ads. |
| Raffle: | This component is responsible for soliciting donations for the raffle. In addition, committee members are needed to sell raffles before the actual Dinner dance and during the Dinner dance. |

Committee members will also need to be available the day of the Dinner dance; in order to set up the event room at the catering hall and deliver the raffle prizes.

SCHOOL PICTURES COMMITTEE

The PTA helps school administration coordinate class pictures as well as the individual pictures. Committee members need to be available for two days.

WRAPPING PAPER COMMITTEE

This committee is responsible for the distribution of the order forms and brochure packets as well as the accompanying letter, which briefly states the dates and specific information pertaining to the wrapping paper fund raiser.

Orders usually come in a few at a time and are processed by the chair and/or co-chair of the committee. The committee will have at least one meeting for the sorting of the order forms prior to shipping them out. It is important for committee members to be available on the day the orders arrive. We will be responsible for sorting out each student's order and delivering the boxes to the appropriate classrooms.

YOUNG LADIES FASHION SHOW AND LUNCHEON COMMITTEE

This event is a Luncheon as well as Fashion Show for the girls of our school. There are two major components of this committee.

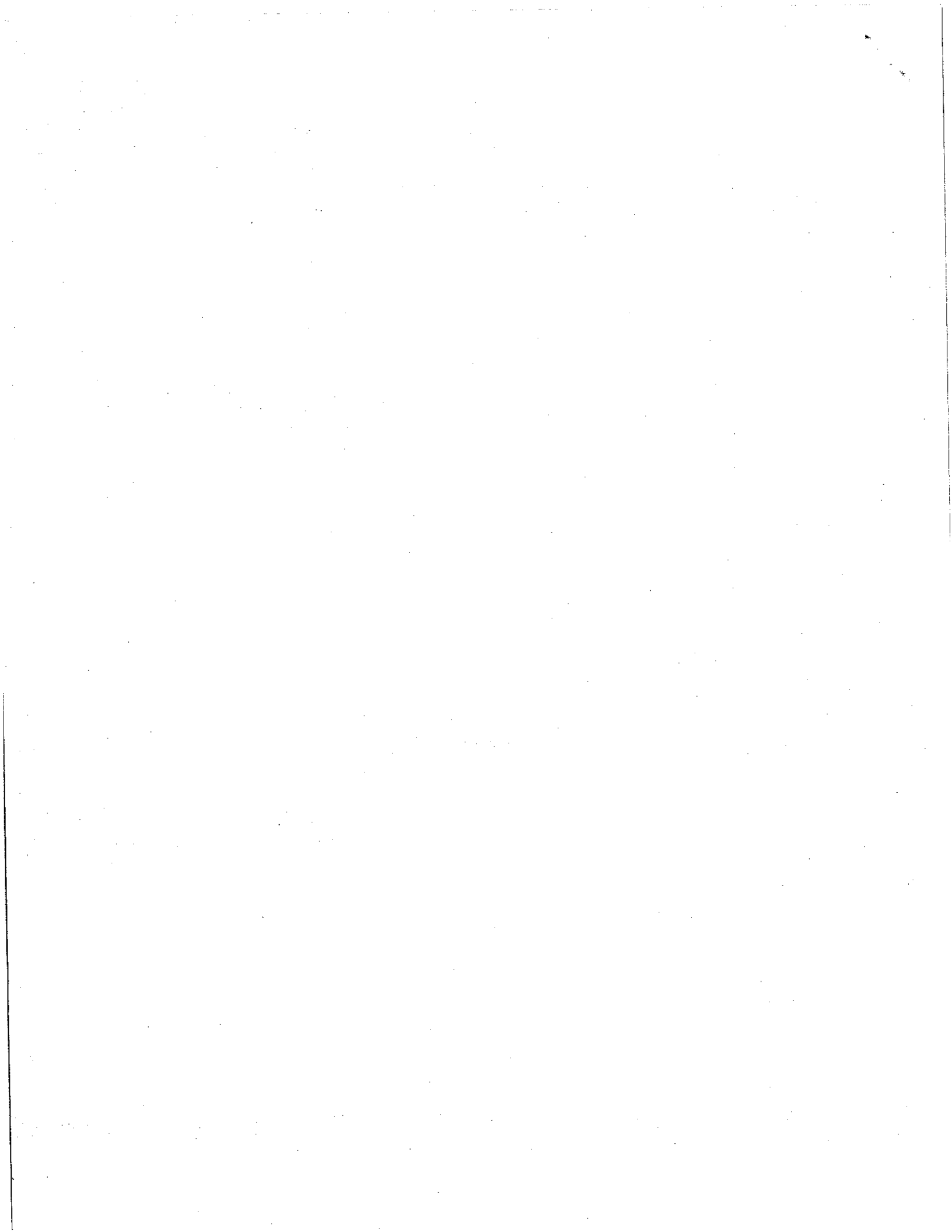
Fashion Show:

Responsibilities include:

- Coordinating the girls participating in the fashion Show.
- Decorating the event room.

Raffle:

This component is responsible for soliciting raffle prizes, wrapping and selling raffles on the event date.



ST. NICHOLAS VESPERS

On the eve of St. Nicholas day, after vesper services the Wm. Spyropoulos Day School PTA and The Stephen and Areti Cherpelis Greek Afternoon School PTA host and sponsor a fellowship hour.

This committee along with the Greek afternoon school PTA share the responsibilities of putting together the menu, setting up the Sarantakos Hall and serving for this function.

STUDENT PLANNER COMMITTEE

This committee is responsible for distributing school planners to students who have purchased them.

STUDENT/TEACHER CHRISTMAS GIFT COMMITTEE

This committee is responsible for selecting and wrapping the Christmas gifts for the students of the school, as well as the teacher's gifts.

All gifts will be given out the day before Christmas vacation.

VIDEO COMMITTEE

The P.T.A. makes arrangements to have all of the children's assemblies, shows and graduation professionally videotaped. All videos must be ordered through this committee.

Members of this committee are responsible for processing orders, collecting order fees and distributing the videos once they have arrived.

FESTIVAL COMMITTEE

The PTA has a strong tradition of assisting the church in its largest and most successful fund-raiser of the year, the annual St. Nicholas Festival. The Festival is held on Columbus Day weekend. Members are strongly urged to volunteer their time and services.

Kafenio: Time slots are 3-hour shifts. Volunteers are responsible for serving food, beverages, desserts and handling cash transactions.

GREETING CARD COMMITTEE

This committee in cooperation with our art teacher helps the children of our school create handmade greeting cards. The students draw the outside of these cards with guidance from Mrs. Vlahoyiannis.

In turn they are sent home to the parents and the parents decide if they would like to purchase. If interested the card packet is sent back to school and processed for printing.

JUNIOR HIGH SCHOOL DANCE COMMITTEE

Committee members are responsible for:
Setting up and decorating the cafeteria.
Assist with purchasing party goods.
Serving and clean up.

LADIES BOUTIQUE NIGHT COMMITTEE

Every other year, the PTA hosts a Ladies Boutique Night. Various vendors are contracted to sell their wares. There is a nominal entrance fee. Mezedekia, wine, coffee and dessert are served. The committee's function is to solicit food and raffle donations, set up the event room, sell raffles and help with clean up.

CHILDREN'S CHRISTMAS PARTY

This committee hosts the annual Christmas party the PTA sponsors for the entire school. Committee members are needed to purchase and/or pick up all items need for the party. Volunteers are needed to set up the cafeteria the day of the party. For example, setting up the tables, linens and decorations.

The party itself is split in three time slots by grade. (K-2, 3-5 and 6-7) Volunteers are need for each time slot. Responsibilities include serving the food, making popcorn, serving refreshments and cleaning up in between parties.

This event is a wonderful way for the school to begin their Christmas vacation.

CHOCOLATE COMMITTEE

Like most schools, we have an annual chocolate drive. Committee members are responsible for distributing the initial chocolate boxes to the students, as well as any other additional boxes the students may ask for.

CHRISTMAS BOUTIQUE COMMITTEE

This is a three-day shopping event providing the students with an economical and comfortable environment to purchase Christmas gifts for their family. The students are given the opportunity to budget their resources and to select appropriate merchandise.

The committee is responsible for choosing the bulk of products, on a consignment basis. As well as labeling, pricing and displaying all the merchandise.

CHRISTMAS ORNAMENT COMMITTEE

This committee distributes paper ornaments to the entire school. The children then color and decorate the paper ornaments. The committee collects the ornaments and displays them in the school lobby. This is a wonderful way for our school lobby to reflect the joy of the Christmas season. In addition, this committee is also responsible for putting up and decorating the school Christmas tree.

