

## **A.B. Combs PTA Committee Descriptions**

### **Book Fair**

The book fair runs for one week each year. The committee chair is responsible for organizing volunteers for this week and working with the library staff during the fair. There should be at least one volunteer at the book fair at all times. Volunteers also assist with set up and breakdown, advertising the weeks before it starts and securing funds during the week. Volunteers are needed at different times during the week so anytime you can come to help at the book fair is greatly appreciated.

### **Science Fair**

The science fair is an annual event at AB Combs and occurs in mid to late January. Our goal is to plan an event that results in students experiencing a hands-on application of the Scientific Method and/or Engineering Design Process. We plan a science week, coordinate class projects, hold a logo competition and host an award ceremony in an effort to entice as many students as possible to participate in the science fair each year. All volunteers are welcome and no scientific background is required to help out. We have several ways to participate as a volunteer from planning, setting up tables, registering projects, judging, organizing ribbons and certificates, taking pictures, picking up breakfast and lunch, etc. Your help with the science fair is contributing to the learning of over 400 students who enter our science fair every year. Specifically we are looking for someone to help increase participation from our K-2 students. All ideas are welcome!!! Please help us create an event that will build on our previous years efforts.

### **Basket Raffle/Auction**

Our major spring fundraiser is fun for the whole family. Classes collect donations for raffle baskets, teachers donate time and talent for special student experiences, and the silent auction (held entirely online) brings together our community business donations. There is truly something for everyone!

We are in need of many volunteers, including donation solicitation or pick up, ticket sales, communication with room parents and teachers, and help the night of the event. Volunteers needed beginning in January. Many positions can be done entirely from home or on evenings/weekends. If you would like to be a part of a fun event at Combs that has a big impact on our school -- and you'd like to work with a group of fun, creative, committed people -- this is a great place to volunteer.

### **Hospitality**

The hospitality committee is in charge of making our teachers and staff feel appreciated throughout the year! This committee organizes the teacher lunches on early release days through parent donations and PTA budget funds. They also plan Teacher Appreciation Week in the spring.

### **Membership**

The Membership committee is an effective and successful year-long membership campaign. Our goal is to grow a membership that is representative of the entire school community. Each member of the membership committee has a vital role to play in the ongoing membership promotion and must always be included and involved in all aspects of the committee's goals, duties, and responsibilities.

### **Spiritwear**

The spiritwear committee is in charge of selling AB Combs merchandise and spiritwear during school-wide events throughout the year. Volunteers are needed to help set up the merchandise table, sell spiritwear during the event and put inventory back in the PTA room after the event. Some events where the spiritwear committee has a table set up include Meet The Teacher Night, Grand Gator Days, Kindergarten Orientation, and Gator Gallop. The chair of the committee is in charge of ordering the merchandise for events and special orders. The special orders are usually done before the holiday season to use as great stocking stuffers. Volunteers to help with selling and delivery are highly appreciated. Come volunteer and show your AB Combs spirit!

### **Gator Gallop**

The Gator Gallop is an exercise and health based fundraiser for our school. Students gather donations from family and friends and then run a grade level “gallop” at the track at the end of October. The winning grade level wins a special reward as do the top school fundraisers. Two volunteers per classroom are needed to pass out sticks to students as they complete each lap. Volunteers are also needed to help set up and take down the event. We invite you to come cheer for your Combs gator and their class as they run in the Gator Gallop!

### **Spelling Bee**

The Spelling Bee committee organizes the annual Spelling Bee at Combs. The school wide winner of the Bee goes on to compete in the Regional Scripps Bee. The Spelling Bee happens each fall in three rounds (one each in October, November, and December). We need volunteers to help with data entry in September as participation slips pour in, and again for each of the three rounds to help set up the media center, check in students, and clean up after the bees are done. We also need volunteers to create a bulletin board in December highlighting the participants and winners.

### **Go Play Save**

Go Play Save is the first fundraiser of the year, where Combs families have the opportunity to sell the popular Go Play Save coupon books to our community and beyond. The Go Play Save committee works to facilitate this fundraiser by organizing the books and order envelopes, processing the orders as they come in, and assuring delivery of orders to students. The sale starts in early September and runs through the end of the month. Committee members usually meet at the school, oftentimes in the afternoon before carpool during September and early October.

### **Grant Writing**

Just like it sounds - researching and writing grants with various deadlines. This is a great way to get involved if you have grant writing experience and want to do work from home.

### **Volunteer Recruitment**

The Volunteer Recruitment chair helps the PTA in any way he/she can with securing volunteers for PTA sponsored events and fundraisers. This includes collecting the data from the online volunteer interest

form and getting it to the correct committee chair, creating a Signup Genius for events when needed, and funneling interested volunteers to the appropriate contact.

### **Cultural Arts**

AB Combs assures that our children benefit from the world of cultural arts to help foster their social and personal development. To do so, the students get to see at least 6 amazing performances during the school year by various local artists. In addition to those performances, it is common that they have the opportunity to work with an artist in residence to create a lasting piece of art for our school to enjoy for many years. Our Cultural Arts chair and/or committee attends the booking fair late in the summer, helps administration choose artists, and then facilitates the contracts for this inspiring program.

### **Yearbook**

The yearbook committee helps with collecting images throughout the year for the school yearbook, as well as judging the yearbook cover contest. The yearbook chair is responsible for designing the yearbook. We need volunteers who are available during the school day on an occasional basis throughout the school year. We need volunteers to help photograph events like: Walk to School Day, the Gator Gallop, Spelling Bee, Grand Gator day, Read Across America week, the Inaugural Ball, and so on. All photographers are welcome, but if you are a professional photographer who can donate some time for some key events, we would be especially interested in having you join our team!

### **Grounds**

The grounds committee is tasked with helping our school grounds stay beautiful. This group helps maintain landscaping and flower beds. They also provide assistance with other outside projects that benefit the school and have been looking into the possibility of designing and building a new playground for the students.

### **Financial Review**

This chair or committee is responsible for completing an annual review of the PTA financial records and reporting this step to the NCPTA and IRS. Financial review provides the checks and balances to assure that PTA financials are appropriate.