

# **Chair positions available!**

## **No experience necessary!**

Please read through the descriptions of the available chair positions. If you feel you could help with one or more of these wonderful programs, please fill out the form on the back of this page.

**Membership:** Responsible for organizing membership drives throughout the school year. Maintaining an up to date membership roster. Processing all paperwork and payments, up to European PTA. As well as distributing membership information and cards to all members.

**Candy/Vale Grams:** Responsible for creating, selling, and distributing the candy/vale-grams. As well as advertising to all the students and faculty. Twice yearly, once in December and then again before Valentine's Day.

**Holiday Wonderland Shop:** Responsible for ordering inventory for the wonderland. Inventorying all items. Setting and displaying. Advertising to faculty and families. Arranging times with classes. Making sure all payments and inventory are sent back in a timely manner.

**Make a Difference Day:** You must plan an activity to help make a difference in the community. Something that the students and faculty can do together.

**Reflections:** Pass information to teachers and students. Collect all work at deadline. Form a judging committee, award participants. Then pass winners along to state level.

**Spelling Bee:** Working with the Teacher representative to hold a school wide spelling bee. Arranging prizes, and sending information about winner to European PTA.

**St Nicholas Day:** Responsible for purchasing and stuffing traditional goodie bags for all students. Then passing them out on St. Nicholas Day or the Friday closest.

**Teacher/Faculty Appreciation:** Responsible for planning and organizing events to show the faculty how much we appreciate them and all they do. All throughout the year, as well as during the full week of Teacher appreciation in May.

**Ways and Means:** Responsible for all aspects of sales regarding school specific items, such as but not limited to t-shirts and year books. Including ordering, inventorying, and maintaining supplies, as well as advertising. Then reporting to monthly meetings.

**Read Across America:** This is a full week of activities to plan and run, with Teacher's help. This includes Dr. Seuss Birthday activities as well.

**May Fest:** Responsible for planning and organizing the carnival (with a committee). To include all games, food, prizes, raffles, and advertising.

# Chair Position Volunteer Form

No experience necessary!

Your Name: \_\_\_\_\_

Email \_\_\_\_\_

CMR \_\_\_\_\_ Box \_\_\_\_\_ APO AE \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Your child/ren names, \_\_\_\_\_

Grades and teacher's \_\_\_\_\_

Names \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check the position(s) you are interested in:

\_\_\_\_\_ Membership Chairperson

\_\_\_\_\_ Candy/Vale Grams Chairperson

\_\_\_\_\_ Holiday Wonderland Shop Chairperson

\_\_\_\_\_ Make a Difference Day Chairperson

\_\_\_\_\_ Reflections Chairperson

\_\_\_\_\_ Spelling Bee Chairperson

\_\_\_\_\_ St Nicholas Day Chairperson

\_\_\_\_\_ Teacher/Faculty Appreciation Chairperson

\_\_\_\_\_ Ways and Means Chairperson

\_\_\_\_\_ Read Across America Chairperson

\_\_\_\_\_ May Fest Chairperson