Falk PTA Committee Descriptions

**Carnival:** Manage and oversee all aspects of the annual Falk Spring Carnival. This is optimally a 2 to 3 year commitment. Subcommittee volunteers are always needed as well to set up and manage the games, organize the raffle, oversee the bake sale, provide/prepare refreshments, etc.

**Falk Fund Trustees (3):** Manage the Falk Fund and determine its utilization (trustees should optimally have banking, investment or legal backgrounds).

**FalkTalk Newsletter:** Editors collect submitted articles, provide editing expertise and produce and coordinate distribution of the bi-monthly newsletter that serves as one of the PTA’s main communication tools.

**Fundraising:** Oversee/assist established PTA fundraising activities (other than Sally Foster/Carnival) including Giant Eagle, Box Tops, ink cartridge recycling, Target, etc.; identify and coordinate new efforts in consultation with Executive Committee.

**Gift Wrap:** Manage and coordinate annual Sally Foster Giftwrap fundraiser.

**Handbook/Directory:** In partnership with Falk administrative staff, assure timely completion and distribution of the annual Falk Directory.

**Holiday Gift Shop:** Manage and oversee the annual Falk Gift Shop. Purchase inventory, recruit volunteers to staff the shop, setup, and clean up; account for all financial transactions.

**Interpretations:** Serves as another resource to parents who have questions/concerns, after they have contacted homeroom teachers (if a classroom issue) and before contacting the School Director.

**Library Co-Chairs (2):** Assist Falk School Librarian as needed, including recruitment of library volunteers for primary classroom book circulation days; sending quarterly gift book mailings and acknowledgements, etc.

**Multicultural Picnic:** Plan and manage annual multiethnic picnic, including location arrangements, publicity, activities/entertainment, etc.

**New Parent Representative:** Plan and organize New Parent Coffee; serve as contact person for new families with questions or suggestions, send Spring Carnival invitation/tickets to next year’s prospective families, etc.

**Room Parent Co-Chairs (2):** Ensure that there are two room parents for each homeroom by mid-September; serve as first branch of telephone tree for school closures; serve as contact point for Spring Carnival parent assignments and other duties as individual teachers may request

*This is not meant to be an exhaustive list of all PTA activities – there are always opportunities for volunteerism, and the PTA will inform you of them throughout the year. If you have any ideas for new activities and events, please bring them to the attention of one of the PTA Officers!*