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## West Hanover PTA Committees



Success of our school's PTA programs relies solely on parent volunteers. Any level of your time is greatly appreciated by the PTA and, even more so, the kids!

Below is a list of West Hanover Elementary's PTA committees. Each committee requires a chairperson/co-chairs and general members to run the committee. The committees vary regarding involvement. Please refer to the descriptions to better understand time commitment, seasonality and if the committee involves in-person commitment or can be done from home.

Committee	Description	Minimum Chairs	Minimum Members
<b>Assemblies</b>	Research, schedule and pay for student assemblies. Must work directly with Mr. C to schedule and approve. This requires some volunteers to be at school <b>during school hours</b> .	1	1
<b>Bake &amp; Sub Sale</b> (2 x per year on Election Days)	The responsibility of this committee is to organize two bake/sub sales per school year. One takes place in November during the general election, which usually coincides with conference day, while the other sale takes place in April or May during the primary election. Committee members run the pre-sale of subs, request baked good donations, and also help to distribute subs and sell baked goods the day of the event. <b>This committee requires volunteers to be at school on days when students are not in school.</b>	1	1
<b>Book Fair</b> (2x per year)	This committee works with Scholastic to plan the bi-annual book fair. The committee sets up and tears down the books and is responsible for running the sale <b>during school hours</b> , an evening Family Fun night.	1	2
<b>Consumer Rewards</b> (year-round)	This committee includes Box Tops, Amazon Smile, Coca-Cola Give and any other consumer rewards programs. The committee communicates existing programs and encourages participation. The committee also looks for additional retailer-led consumer programs that contribute money to our PTA. <b>This committee can be run from home.</b>	1	0
<b>Directory</b> (Sept/October)	This committee compiles a voluntary list of families for a Student Directory. This includes disseminating and collecting forms, then creating a database of parent supplied information and emailing it in PDF form. <b>This committee can be run from home.</b>	1	2
<b>Fall Fest</b>	This committee is responsible for hosting a fun school-wide event for Fall/Halloween. It typically involves a trick or treat or trunk or treat, costume contest, food truck, parade, games or anything else fun.	2	2
<b>Fifth Grade Committee</b> (Jan-May)	Responsible for planning the 5th Grade Celebration, usually including a ceremony at the Middle School and an off-site after-hours class trip. The chair of this committee should be an active participant in PTA who has chaired other committees and understands all our rules and obligations.	2	5
<b>Fundraising</b> (seasonal)	In an effort to raise money to support our activities, this group organizes events that raise money. This includes but is not limited to restaurant nights, visits to local businesses, etc. <b>This committee can be run from home outside of the actual fundraiser.</b>	1	0
<b>Holiday Shoppe</b> (December)	This event is typically held on a Friday evening and Saturday morning. Students may purchase small gifts for their family and friends, guided by 5th grade elves to keep the gifts secret!! Responsible for unpacking and organizing gifts, organizing 5th grade volunteers, and repacking and returning unsold merchandise. PTA President will organize related Vendor Fair for guardians during the same times.	1	2



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<b>Mayfair</b> (February-May)	Mayfair is our largest fundraiser. This Committee has run best with minimum 3 or 4 co-chairs and requires many participants and volunteers. We encourage every member of the PTA to be involved in some aspect of this community event with games, prizes, food trucks, raffle & more!	<b>3</b>	<b>5</b>
<b>Membership</b> (August/Sept)	Generally, a one-person committee, this committee creates and collects membership for the PTA and turns dues over to the State and National PTAs. <b>This committee can be run from home.</b>	<b>1</b>	<b>0</b>
<b>Sweets with Your Sweetheart</b> (February)	Previously Moms & Muffins and Dads & Donuts. This event in February will allow students to invite a loved one(s) in to share a breakfast treat. The committee is responsible to plan and host breakfast before school for students and their sweethearts.	<b>1</b>	<b>2</b>
<b>Room Parent Liaison</b> (Year-Round)	This committee creates and maintains a list of volunteers for each classroom and contacts these volunteers as needed.	<b>1</b>	<b>0</b>
<b>Reflections</b>	The State and National PTA sponsor Reflections, an art contest for PTAs. This committee is responsible for advertising the event to the school, collecting and mailing entries. <b>This committee can be run from home.</b>	<b>1</b>	<b>1</b>
<b>Scholarship</b> (Spring)	The PTA provides two, \$1,000 scholarships to former students graduating from a Central Dauphin or Dauphin County Technical School. This committee is responsible for disseminating applications, collecting them, and organizing judges. Winners are invited to the CDHS banquet. <b>This committee can be run from home.</b>	<b>1</b>	<b>0</b>
<b>School Spirit</b> (Year-Round)	This committee has been lacking and we would love to bring it back! Organizing free events to bring our community together, such as Bingo, movie nights, and in school events such as spirit weeks. This committee needs some new life! (May be integrated into Fundraising committee)	<b>1</b>	<b>0</b>
<b>Spirit Wear</b> (Fall)	Works with vendors to supply school clothing and other materials and disseminating those materials upon arrival.	<b>1</b>	<b>0</b>
<b>School Store</b> (Year-Round)	PTA operates a small school store, selling school supplies at cost before school. This committee organizes 5th grade student and parent volunteers to run the store and is responsible for inventory.	<b>1</b>	<b>0</b>
<b>Service Project</b> (up to organizer)	We love to give back to our community! Our major fundraiser each year has been a Mini-Thon, raising money for the Four Diamonds Fund.	<b>2</b>	<b>3</b>
<b>Spring Raffle</b>	This committee will make the Mayfair raffle a standalone, online, event in early Spring through Memberhub. The committee will be responsible for soliciting raffle prizes, posting images, descriptions and estimated values and communicating the online raffle!	<b>1</b>	<b>4</b>
<b>Staff Appreciation</b> (Fall & Spring)	This committee showers or teachers, staff and bus drivers with amazing gifts of appreciation, usually revolving around food! This group does a lot of cooking and is present at school on some days.	<b>1</b>	<b>2</b>
<b>Talent Show</b> (Dec-Feb)	West Hanover has an amazing talent show that usually lasts two or more hours and includes all grades and staff! The committee organizes try-outs, acts, timing, etc. All are held after school hours. Rehearsals & practice begin in January and the show is in February.	<b>2</b>	<b>3</b>
<b>Yearbook</b> (Year-Round)	This committee works with a vendor to assemble a yearbook, including school pictures, candid's, organized groups, etc. They then run a sale for the books and disseminate upon completion. This committee works best with volunteers from all grade levels.	<b>1</b>	<b>1</b>