

**WHEELER AVENUE SCHOOL  
PARENT TEACHER ASSOCIATION**

District 13

May 2006

Dear Parents,

We have had an exciting and successful year at Wheeler. We are looking forward to the continued support of our parents to meet the same goals for next year. Our PTA welcomes any and all contributions you can make with your time. There is a place for everyone in PTA. No contribution of time is too small. An hour is all it takes to make a difference.

Being a part of the PTA in any way is a great experience for you and your child. It's a wonderful way to meet other families and it's a fun way to be a part of your child's education. Any time you spend enhancing your child's experience at Wheeler will be time well spent.

Please look over the attached committee descriptions. Please be generous with your time. We need the help of all of our families to make another successful year at Wheeler. Remember, "Many hands make light work".

We look forward to working with you in the coming school year. Please do not hesitate to contact us if you have any questions.

Sincerely yours,

Michelle D'Elia    561-2886  
Cathy Grunin     825-6919

## Wheeler Avenue PTA Committees

**Agenda Sales:** Organize the sale of agendas to our 4<sup>th</sup> to 6<sup>th</sup> grade students. Sale takes place the first few days of school, the order is placed in June of prior year.

**Arts in Education:** Seek out educational programs to be brought into school as assemblies through PTA funding.

**Bicycle Rodeo:** Plan, organize and run a bicycle rodeo for the fourth grade students in the Wheeler schoolyard one day in the spring.

**Birthday Club:** Acknowledgement of student birthdays once a month with a PTA prepared card and treat coupon (assigned by class).

**Blood Drive:** Coordinate volunteers from our school to assist in the District run drive.

**Book Fair:** Organize event by coordinating schedules and having volunteers assist in set up & breakdown of fair, assisting the children in their selections. Event held in October.

■ Chairperson handles weekly collection of money and payments to bowling alley, arranging end-of-year party. Usually runs mornings from October to May.

**"Box Tops for Education":** Responsible for the collection and submission of General Mills & Betty Crocker box tops which are redeemed & used to purchase items for school.

**Coat Drive:** Held in November, arrange for donations of used coats and for their donation to a local charity.

**Clothing Sale:** Arrange for the sale of school spirit T-Shirt (any possibly other items), distribute and collect order forms and monies and distribution of items purchased.

**Coffee, Tea, and Tears:** Send invitations, set up and host coffee, tea and cookies on the morning of the first day of school to welcome 1<sup>st</sup> grade parents to Wheeler. Arrange for Principal to stop in, PTA Presidents, etc. to meet new parents.

**English as a Second Language (ESL) Liaison:** The chairperson is responsible for establishing an ESL phone chain to ensure effective communication with all parents. This committee participates in multicultural events and assist teachers as needed.

**Family Fun Nights/ BINGO:** This committee arranges the activities for these events, purchases refreshments and gift cards to be used as prizes. Events are planned for a Friday evening in January, February & March. Events include BINGO and can be any fitness activity, or any other family type game. Refreshments are provided to participants.

**Father's Day Sale:** Coordinate sale and arrange for items to be purchased by the students. Assist on sale days, set up and clean up.

**Field Day:** This committee will assist Mr. Prim and Mrs. Keller at Fireman's Field for 4<sup>th</sup>-6<sup>th</sup> graders. Purchase ices for all participants and coordinate with class parents to provide water.

**Founder's Day:** This committee works with the Vice President of Programs to celebrate the founding of PTA at the February PTA meeting. Responsibilities include issuing invitations to board members and former PTA Presidents, providing refreshments at meeting.

**High School Representative:** Inform the PTA of events & issues occurring at Memorial.

**Holiday Boutique:** This committee arranges for the children to have an opportunity to buy holiday gifts for their families and loved ones. Chairperson handles ordering of merchandise and coordinates volunteers to handle sales and assist children.

**Holiday Breakfast:** The committee is responsible for arranging a visit from Santa, elves, music, photos and breakfast. Decorations, ticket sales, set up and clean up are also part of the job.

**Home Sale:** Due to a surplus budget, this sale will not be held this year.

**Hospitality:** Two or three people are needed for setting up refreshments for the monthly PTA meetings.

Volunteers will assist the PTA executive board in coordinating the dinner in May.

**Kindergarten Liaison:** Two or three volunteers are needed to reports items of interest or concerns regarding the kindergarten class at Willow to the PTA. Assist at the kindergartner's visit to Wheeler in June. It is recommended that the parent should have a kindergartner in Willow.

**Lights On for Education:** Volunteers needed to transport and display student's works at Memorial. (Coordinated with our teacher representative). Event is held in April.

" - This committee assists the Membership Vice President to achieve 100% membership. Assist in creating and updating bulletin board outside the main office.

**Mother's Day Plant Sale:** Arrange with a nursery for the sale of plants to the children. Set up and clean up and assisting children on sale days.

**Music Liaisons:** Act as a link between the music teachers and parents. Set up phone chain for music students. A separate liaison is needed for band, orchestra and chorus. Assist Music Dept. with "Music In the Parks" trip in June.

" - This Committee meets as needed in March to help select the incoming PTA Executive Board.

**Nutrition:** Representative attends monthly meetings to review the food service in the cafeteria. Meetings take place on a rotating basis at each of the four District 13 schools. (Small children welcome). Coordinate and plan an "Eating Healthy Week" in January.

**Parents as Reading Partners (PARP):** Organize a program that promotes the importance of reading throughout the student body during PARP month. Can include a TV Turn Off week, story teller, author visit or other creative ideas.

**Pre-School:** This committee acts as a liaison between the school and pre-kindergarten parents. You will assist Willow chairperson in registration of pre-kindergartners in October, amblyopia screening in November, four classroom visits during school year, and bus ride in June.

**PTA Bulletin Board & Showcase:** Volunteers are responsible for posting important information and "advertising" events on the PTA bulletin board and in the showcase located at the school entrance. Showcase should be maintained regularly and kept updated as events/seasons change. Great outlet for creative people.

**Reflections:** This committee runs the national PTA contest. Collects and displays submitted works, arranges judging and submission of Wheeler's winners to Nassau district. Committee announces all winners at the February PTA meeting and obtains prizes for all winners. Submissions due in January.

**School Pictures:** This committee assists professional photographer with class pictures. Handle the scheduling, money collection and picture distribution. Pictures usually taken in October, with retakes in December.

**School Spirit Day:** This committee develops and organizes a program involving all classes in a display of school spirit in September. Coordinate counts, pick up & distribution for bagel breakfast.

**School Supply Sale:** Chairperson coordinates teacher's classroom supply lists, arranges sale with vendor, and handles orders from children for next year's school supplies. Ordering of school supplies takes place in May/June with delivery of merchandise in August.

**Teacher/Staff Luncheon:** Coordinate arrangements for food and supplies for luncheon held in the small gym in April or May. Volunteers needed to set up, serve and clean up.

**Wheeler Flyer:** Editor will obtain articles from committee chair people for publication of newsletters containing information, articles and pictures of interest to our school. Committee will assist in printing and distributing usually 4 issues a year.

**Wheeler Hockey League (WHL) Liaison:** Assist Mr. Prim in setting up a coat check and scheduling parent volunteers to help each week on Friday afternoons during WHL hockey season. Volunteers also needed to assist in snack sales.

# Wheeler Ave. PTA 2006-2007 Committee Volunteer Sign-Up Sheet

Parent: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Please indicate the committees and positions (chairperson or member) that you are interested in by checking the appropriate column.

<u>COMMITTEE</u>	<u>Chair</u>	<u>Member</u>	<u>COMMITTEE</u>	<u>Chair</u>	<u>Member</u>
Agenda Sales	___	___	"Lights On"	___	___
Arts in Education	___	___	Membership	___	___
Bicycle Rodeo	___	___	Mother's Day Sale	___	___
Birthday Club	___	___	Music Liaisons:		
Blood Drive	___	___	- Band	___	___
Book Fair	___	___	- Chorus	___	___
Bowling	___	___	- Orchestra	___	___
Box Tops	___	___	Nominating	___	___
Coat Drive	___	___	Nutrition	___	___
Clothing Sale	___	___	PARP	___	___
Coffee, Tea & Tears	___	___	Pre-School	___	___
ESL Liaison	___	___	PTA Bulletin Bd.	___	___
Family Fun/BINGO	___	___	Reflections	___	___
Father's Day Sale	___	___	School Pictures	___	___
Field Day	___	___	School Spirit Day	___	___
Founder's Day	___	___	School Supplies	___	___
High School Rep.	___	___	Teacher/Staff Lunch	___	___
Holiday Breakfast	___	___	Wheeler Flyer	___	___
Holiday Boutique	___	___	WHL Liaison	___	___
Hospitality	___	___			
Installation Dinner	___	___			
Kindergtn. Liaison	___	___			

**THANK YOU FOR VOLUNTEERING!!!  
WE CAN'T DO IT WITHOUT YOU!!!**

Returned by Sheryl