

HELP WANTED

Muse PFA Committee Members

SEEKING many men and women to have fun with and create memories for the children of Muse Elementary School. These committees are funded by the PFA and run by its members. When you sign up for a committee, it means you are interested in participating in the **organizational responsibilities** of that committee.

If you sign up for a committee and are unable to participate at the time of the event or program, you are **not obligated** to remain on the committee. If you are hesitant to commit to a committee for whatever reason, you can ask to be put on the **General Help List**. In this case, you may be called whenever additional volunteers may be needed for a variety of reasons and, if you are able, you can help out.

BENEFITS INCLUDE:

- Making a difference in the lives of children
- Joy in making kids happy

TO SIGN UP: Please contact Dawn Owens at owens102@comcast.net or return the attached form.

WE NEED YOUR HELP AND SUPPORT TO MAKE THE PFA EVENTS POSSIBLE!

Muse PFA Committee Descriptions for 2009 - 2010

After School Enrichment – Plan activities / classes that would be held over the course of the school year. This includes Book Club.

Beautification- Plan a fall and spring project to better the appearance of the school inside or outside.

Big Guy Night- Plan an event for students and their favorite big guy.

Book Fair- Responsible for planning the Book Fair and organizing the books to be purchased by students and their families. Held in the fall and spring.

Box Tops- Organize the collection and redemption of Box Tops for Education. Hold a monthly drawing from collected Box Tops and issue prizes.

Campbell Soup Labels- Organize classroom volunteers to monthly collect, staple, and count labels brought in by students. Mail in labels at the end of the year to receive products from the Campbell Company.

Classroom Charities- Along with the principal coordinates the collection of food, toy items, ect. Oversee the distribution of the items to the prospective charity organization.

Classroom Party Coordinator- Organize the assignment of those who sign up to plan the holiday parties. **This is not** to sign up to volunteer for a specific party. This committee assigns the people to each party once the signup sheets have been turned in at the beginning of the school year.

Directory- Organize and make arrangements for the printing and distribution of a directory of all students.

Easter Egg Roll- Organize an event held during school hours involving eggs and prizes given to winners.

Family Bingo Night- Plan an event where families play bingo and receive a gift for winning bingo. Committee is responsible for purchasing or getting donations of prizes.

Fitness Day- Work along side the Physical Education teacher to plan activities for Fitness Day held in May.

First Day Event- Welcome the students and staff on the 1st day of school by decorating the inside and outside of the school. You would also decide on a small gift for the students, teachers and administrative staff in the building.

Fourth Grade Memory Book- Parents of 4th graders create a book of photos and memories to be given to the 4th graders at the end of the school year.

Fourth Grade Party- Parents of 4th graders organize, set up, and clean up a party for the 4th graders. The party has been a swim party at the Canon-Mac Middle School for the past couple of years.

Fundraiser- Coordinate every step of the fundraising activities including selection of a company and/or product, checking orders and payments as well as passing out merchandise sold to each student. Held in September and, if needed, March.

General help List- A list of volunteers that committees can call on when volunteers are needed.

Holiday Craft- Organize a craft for the students to make as a gift to take home. Committees chose the craft for each grade level. Committee is responsible for completing prep work, if needed, and distributing it to the classes for completion during the Winter Party.

Informed Parent Committee- Attend school board meetings to bring back important information to the PFA.

Kindergarten Registration- PFA board members will be at the school when parents bring the students to the school for the testing day. Board members will greet parents, pass out PFA information, take PFA membership dues and explain the importance of the PFA to the school. This is the first contact many people have with the school.

Market Day- Distribute order forms, collect, tally, and send order forms to the company. Unload, pack and distribute orders.

Open House- Coordinate a bake sale, Chinese Auction, and run open house events. This event is held in September. Planning of this event needs to begin before school starts.

Orientation- PFA Board members will be at Kindergarten & 1st Grade Orientation to greet parents, pass out PFA information, take PFA membership dues and explain the importance of the PFA to the school. A drink and snack will need to be provided for the students.

Pasta Fun Night- Organize a dinner and entertainment for the students and their families.

Picture Committee- Would be contacted by various committees to take pictures at events for the yearbook.

Parent Council Representatives- Two volunteers represent Muse Elementary at the monthly Parent Council meetings held the 3rd Friday of every month. Muse will host one of the meetings during the year and host a breakfast for this meeting.

School Theme- The theme for next year will be “Under the Sea”. The committee will decorate the school before school starts in the fall. The theme would be used to decorate the hallways, encourage the students during the PSSA’s, and used as a theme for the treat bags for the First Day Event committee and orientation decorations.

Shop n’ Save Receipts- Organize classroom volunteers to collect and tally receipts to be used to pay for Cultural Arts programs.

Staff Appreciation Week- Plan and coordinate all activities for the faculty and staff during Teacher Appreciation week in the beginning of May.

Talent Show- Help review acts, coordinate, set up, and decorate for the show.

T-Shirt Committee- Conduct a design contest, takes orders, communicate with the printer, and distribute to students. Every child receives a t-shirt that is worn for field trips and Fitness Day.

VIP Breakfast- Plan a breakfast for the students and a special adult of their choice. Volunteers coordinate, set up, and clean up. Usually held over two mornings.

Web Site Manager- Update the www.musepfa.com web site during the whole school year. Add important dates, events, and announcements. You will also volunteer names to the committee as people sign up.

Yearbook- Gather memories of events, accomplishments and friendships through photos, names and quotes. Complete a layout of the yearbook and send to the publisher.