

2012-2013 PTA Committee Positions

Event	Coordinator	Contact Information	Time	PTA Board Liaison	Responsibilities
Art Fair	Mrs. Aaro	aaroa@stillwater.k12.mn.us 651-351-6751	March	Vice President	Recruit committee to work with teachers.
Carnival	Katie Yates, Co-Chair *Seeking an additional Co-Chair	wkat@yahoo.com 651-747-7697	Feb - May	Co-Treasurers	Recruit and coordinate committee, select theme, recruit carnival volunteers, & oversee event.
Science Fair	Mrs. Cheatham	cheatham@stillwater.k12.mn.us 651-351-6783	March	Recording Secretary	Recruit committee to work with teachers.
Geography Fair	Ms. Verstegen	verstegen@stillwater.k12.mn.us 651-351-6776		Corresponding Secretary	Register, coordinate and promote event.
Staff Appreciation Lunch	Chris Nelson	Ktjxmom24@gmail.com 651-493-2777	May	Vice President	Create and distribute invitations to staff. Send correspondence to families requesting volunteers and donations for the lunch. Order food through a caterer, purchase paper products and decorations. Recruit & coordinate volunteers to set-up, serve lunch and clean up. Most work can be done from home. Will need to be at school the day of the staff appreciation lunch.
Walk-A-Thon	Ann Miller	Ann.russmiller3@gmail.com 651-779-7500	Aug.–Nov	President	Recruit volunteers, coordinate publicity, track sales & receipts and distribute items.

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Landscaping	Coordinator Needed		Ongoing		Maintain the gardens in front of the school including weeding, watering, pruning, replacing mulch and dead plants and dividing overgrown plants. If additional help is available the courtyard could be included. Recruit volunteers. Can be done any day/time as your schedule permits.
Publishing Center	Sandi Burton	Burtonfamily.6@netzero.com 651-436-8048	1 per week (average 5 hours per month)	Vice President	Recruit & coordinate volunteers to run the publishing center. Coordinate scheduling and maintain supplies. Laminate and bind work done by students. Laminate items for teachers to be used in the classroom
Spirit Wear	Coordinator Needed		Ongoing	President	Coordinate and promote school spirit through Spirit Wear.
Spirit Night Committee	Erin Mathaus	emathaus@msn.com 651-773-8999	Sept.- Ongoing	President	Coordinate and promote school spirit through event prior to the Stillwater Homecoming Game. Coordinate volunteers for the event.

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Student Directory	Coordinator Needed		Sept.-Oct.	Corresponding Secretary	Obtain advertising. Coordinate and update directory information. Coordinate with printer. Distribute directories. Most work can be done from home.
Vision and Hearing Screening	Leanne Rogers	leanneandgreg@comcast.net 651-738-1040	Fall	Co-President	Coordinate with school nurse for the planning of the vision screening. Recruit 7-8 volunteers to assist with the screening of the students. Training is provided for all screeners by the nurse the day of the screening. Will need to be at school on screening days.
Yearbook Committee	Nancy Baker	Dbaker0447@msn.com 651-704-0447	Ongoing- Feb.- March	Recording Secretary	Recruit & coordinate a committee to obtain & prepare school yearbook. Take pictures of school activities and events. (Teachers take pictures specific to their classroom, which will be provided to you.) Create page layouts for the yearbook, which can be done at home on a computer. Oversee the yearbook sales. Training is provided by Lifetouch, the yearbook publisher.

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Culvers Nights	Jen Shaw	Jen_and_Derek@hotmail.com 651-344-3569	Ongoing: 1-2 Hours per Month	Recording Secretary	Work with Culver's to set dates. Communicate with families regarding the fundraiser and send monthly reminders of upcoming date.
Pump It Up	Pam Jackels	pamelizabethj@yahoo.com 651-773-7920	November May	Co-Treasurer	Organize 2-3 fundraisers at Pump it Up in Oakdale during the school year. Communicate fundraiser to families through Friday Folder and hang signs at school to increase interest. Work with website coordinator for online registration. Will need to stay at Pump It Up during the events.
I Love to Read Month	Coordinator Needed		February	President	Seek & promote reading incentives. Coordinate readers.
Box Tops	Coordinator Needed		Ongoing- 2-3 hours per month minimum 1 school visit per month	Co-Treasurer	Collect Box Tops that are dropped off by students in the front office. Sort, count and mail Box Tops 2-3 times per school year. Promote and coordinate monthly student drawings. Work can be done at home. Reimbursement is provided for postage.

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Book Fair	Coordinator Needed		October/ March	President	Work with Scholastic to schedule, promote & set up event. Coordinate volunteers. Oversee set-up and tear down.
Website	Jeanne Jackson	fourjacksonsmn@hotmail.com 651-436-7832	Ongoing Sept.-2 hrs. Oct.- March 1 hr./month April-frequent updates for Carnival	President	Update and maintain PTA web site. Work from home using your own computer.
Food Drive	Sarah Berkowitz	sarahberkowitz@comcast.net 651-436-2900		Vice President	Promote, coordinate collection and recruit volunteers for shopping and packing.
Field Day	Mrs. Harrison	harrisonp@stillwater.k12.mn.us 651-351-6717	May/June	Co-Treasurer	Plan events. Provide water, treats,
Campbell's Soup Labels	Coordinator Needed		Ongoing – minimum one school visit per month	Co-Treasurer	Collect labels that are turned in to front office as your schedule allows. Clip, sort according to points, count and mail to Campbell's 3-4 times per year. Reimbursement is provided for postage.
Chess Club	Coordinator Needed		Ongoing- once per week		Held once a week in the library for a few months during the school year. Coordinator will be able to choose date/time.