

# Seaford PTSA

# COMMITTEES

Date	Committee	Description	Revenue	Expenses	Anticipated Income
Biweekly	Parent Representative (1 per grade)	Keep PTSA in the loop with happenings in your grade. Snap a picture or create a list of friendly reminders and send to our Parent Representative Coordinator. Forward any flyers we can share on the website. (i.e. 8th & 12th Grade yearbook deadlines, fundraisers for your grade that we can promote, permission Slips due, etc.)	\$0	\$0	\$0
Bimonthly	Monthly Audits	Two people will meet with treasurer to review the monthly bank reconciliations for a two month period. Pick date(s) that work best for you. November (September & October), January (November & December), March (January & February), May (March & April), July (May & June)	\$0	\$0	\$0
All Year	Amazon Smile	Spread the word. Create a flyer, emails, etc. to communicate Amazon Smile Program. A program created by Amazon that donates 0.5% of eligible purchases the PTSA. No extra cost to you. Visit smile.amazon.com. If you already have an Amazon account, when you click on smile.amazon.com you will be asked to sign in.	\$750	\$0	\$750
All Year	Box Tops	Spread the word. It is all digital. Keep the PTSA in the loop with current promotions. Create emails to be sent to membership. High School and Middle School families can scan to donate.	\$250	\$0	\$250
September	Reflections	Follow guidelines and deadlines from New York State PTA which can be found on the website nyspta.org. Communicate rules and deadlines through PTSA emails and a flyer on the PTSA website. Present awards to participants at the April PTSA Meeting.	\$0	\$200	\$0
September	Sponsorship Program	Distribute flyers via membership email and to local businesses. Create and maintain lists of sponsors for PTSA Meetings, Membership Emails, Facebook and Website. Order banners for Viking Sponsors. Send thank you letter on PTSA letterhead to all sponsors.	\$3,000	\$400	\$2,600
September	Fall Fundraiser	Choose a fundraiser that works within the PTSA guidelines. Roll it out in September. Goal is to raise \$3,000	\$4,500	\$1,500	\$3,000
TBD	8th Grade Autumn Dance	Organize dance for our 8th Grade students. Create invite, shop for snacks, drinks and decoration. Hire and confirm DJ. Call and confirm volunteers. Middle School will make copies of invite and collect all responses. Teachers and Principal will chaperone. Five or more volunteers will set up and decorate the middle school cafeteria. 3 or 4 volunteers will serve and clean up the night of event. You will need a headcount from the school to shop for snacks and drinks.	\$0	\$1,100	\$0
	Winter Fundraiser	Choose a fundraiser that will work within the PTSA guidelines. Goal is to raise \$10,000 or more.	\$3,000	\$500	\$2,500
January	Nominating Committee	Per Bylaws: There shall be a nominating committee consisting of 5 members, 3 of whom shall be elected by the executive board from its body and 2 who shall not be members of the executive board elected by the association at a regular meeting of the association at least 60 days prior to the March PTSA Meeting. The committee shall elect its chair. The Nominating Committee will meet in January to prepare a slate to be published 2 weeks prior to the March meeting. Additional nominees may be added to the slate if the chair of the nominating committee has received notice at least two business days prior to the meeting in March when slate will be announced. Voting will take place at the April PTSA meeting, if necessary.	\$0	\$0	\$0
February	Budget Committee	Meet in February to prepare PTSA Budget for 2020 - 2021. Per Bylaws: There shall be a Budget Committee consisting of the Treasurer, 2 Executive Board Members and 2 members from the Association. The Budget will be presented to the Executive Board for approval then proposed at the April Meeting for adoption.	\$0	\$0	\$0
March	Spring Fundraiser Lawn Signs	Goal is to raise \$1,500.00 or more. Currently the Spring Fundraiser remains the 8th and 12th Grade Graduate signs. Obtain a list of 8th Grade & 12th grade graduates from building principals in February. Distribute flier for fundraiser. Collect all orders from building PTSA Mailboxes. Give Counted and balanced monies to treasurer. Obtain signs from vendor and distribute at the middle school on the date determined.	\$3,500	\$1,500	\$2,000

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May	HS National Honor Society	Purchase small waters and cookie platters from BJ's. Purchase napkins and 2 table clothes. Set up the night of the event around 6:30pm in the main lobby of the High School. Clean up and donate any leftovers to custodians or high school staff. <i>Note: Awards/ Scholarship Recipients are chosen by MS &amp; HS School Staff - through their Awards/Scholarship committee.</i>	\$0	\$200	\$0
May	HS Department/ Academic Awards	High School (Principal's secretary) will order bagels and all supplies needed for event. PTSA will pay \$300.00 towards food. PTSA volunteers will set up, serve and clean up bagel breakfast and to make sure the coffee pot does not turn off! Keep butter and cream cheese labels to put in front of baskets. Awards are for 9 -12th grade students (SDM awards sponsored by the PTSA are included in this ceremony) <i>Note: Awards/ Scholarship Recipients are chosen by MS &amp; HS School Staff - through their Awards/Scholarship committee.</i>	\$0	\$300 Reception \$500 Scholarships	\$0
June	HS Community Service & Senior Awards Ceremony	Purchase small waters and cookie platters from BJ's. Purchase napkins and 2 table clothes. Set up the night of the event around 6:30pm in the main lobby of the High School. Clean up and donate any leftover cookies to custodians or high school staff. Leftover waters can be used for Middle School Yearbook Signing. High School will reimburse up to \$125. In past this was ice cream social...too messy, not manageable. <i>Note: Awards/ Scholarship Recipients are chosen by MS &amp; HS School Staff - through their Awards/Scholarship committee.</i>	\$0	\$125 Reception (HS will reimburse) \$2,000 Scholarships \$500 Valedictorian/S alutatorian	\$0
June	Middle School Yearbook Signing	Order pens for High School and Middle School Yearbook signing. Give High School pens to their yearbook coordinator. For the 8th grade yearbook signing purchase water and set up pens in the cafeteria. 8th Grade graduation rehearsal will be in the gym from 8:00am – 10:00am then the students will come to the cafeteria for a drink and to sign yearbooks for an hour or so. Volunteers should arrive by 8:30am to set up.	\$0	\$150	\$0
June	Staff Appreciation Luncheon - MS	Organize a luncheon for the Middle School Staff. Solicit donations of homemade or store bought baked goods and water. Set up, serve and clean up a luncheon in the Middle School Faculty Lounge. Not to exceed \$550 Budget.	\$0	\$550	\$0
June	Staff Appreciation Luncheon - HS	Organize a luncheon for the High School Staff. Solicit donations of homemade or store bought baked goods and water. Set up, serve and clean up a luncheon in the High School Faculty Lounge. Not to exceed \$650 Budget.	\$0	\$650	\$0
End of June	Audit - End of the Fiscal Year	Per the bylaws: An audit committee of no fewer than three (3) members or a professional auditor shall be appointed by the executive board at least two (2) weeks prior to the date the audit report is due. This committee shall examine the treasurer's accounts and, satisfied that they are correct, sign a statement of that fact to be presented for adoption by the membership at the first meeting of the succeeding school year.	\$0	\$0	\$0