



# RJ Lockhart PTA

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**R J Lockhart Parent Teacher Association  
199 Pittsburgh Avenue  
Massapequa, New York 11758**

## **PTA COMMITTEE INTEREST SHEET 2008/2009 COMMITTEE INTEREST SHEET**

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Thank you for volunteering to chair or assist on a RJL PTA Committee.  
It is the talents and dedication of all our members that makes our PTA so special.

Before selecting the committees with which you would like to be involved with, please read the attached descriptions carefully.

PTA Members Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Cell Number \_\_\_\_\_

E-mail \_\_\_\_\_

Grade(s) your children will be in as of September, 2008 \_\_\_\_\_

Any questions or concerns please feel free to call:

DONNA MAZZEO, OUTGOING PTA PRESIDENT, 804-5767  
STEPHANIE AMADIO, INCOMING PTA CO-PRESIDENT 798-9065  
JOHANN GREENE, INCOMING PTA CO-PRESIDENT 799-4116

**PLEASE RETURN TO THE PTA MAILBOX NO LATER THAN JUNE 10<sup>TH</sup>.**



# RJ Lockhart PTA

## COMMITTEES AT RAYMOND J LOCKHART

<b>AIDS *</b>	<b>HOSPITALITY (AM&amp;PM)</b>
<b>ARTS IN EDUCATION*</b>	<b>JUNIOR/SENIOR REP</b>
<b>BACK TO SCHOOL BBQ</b>	<b>LEGISLATION</b>
<b>BINGO</b>	<b>LOCKHART MERCHANDISE</b>
<b>BIRTHDAY BOARD</b>	<b>MEMBERSHIP*</b>
<b>BLOOD DRIVE /</b>	<b>MOTHER/SON EVENT</b>
<b>BOOK FAIR</b>	<b>PARENTING AND FAMILY LIFE*</b>
<b>BOX TOPS</b>	<b>PARP*</b>
<b>BUDGET</b>	<b>POLICIES AND PROCEDURES</b>
<b>COMMUNICATION TECHNOLOGY</b>	<b>PRESCHOOL *</b>
<b>COUNCIL DELEGATE*</b>	<b>REFLECTIONS*</b>
<b>CURRICULUM *</b>	<b>SCHOLARSHIPS</b>
<b>DISCOVERY GARDEN</b>	<b>SCHOOL PICTURES</b>
<b>DISPLAY CASE</b>	<b>SCRIBBLE</b>
<b>ELECTION DAY BAKE SALE</b>	<b>SCROLL</b>
<b>ENTERTAINMENT BOOKS</b>	<b>SEPTA</b>
<b>ENVIRONMENT *</b>	<b>SIGN</b>
<b>FALL FUNDRAISER</b>	<b>SHARED DECISION MAKING</b>
	<b>SOLICITATION</b>
<b>FAMILY FUN</b>	<b>TALENT SHOW</b>
<b>FATHER DAUGHTER DANCE</b>	<b>TEACHER APPRECIATION</b>
<b>FIELD DAY /</b>	<b>WEBSITE</b>
<b>GIFTED *</b>	<b>WRAP PACS</b>
<b>GRADE REP</b>	
<b>HALLOWEEN</b>	
<b>HEALTH, WELLNESS AND SAFETY *</b>	
<b>HOLIDAY SHOPPING (CRAFTS)</b>	
<b>HOLIDAY SHOPPING (CONSIGNMENT)</b>	

**\*DENOTES COUNCIL COMMITTEE**  
**/ 3 YEAR COMMITTEE**

**YES, I WOULD LIKE TO BE A MEMBER OF THIS COMMITTEE**

**YES, I WOULD LIKE TO BE THE CHAIRPERSON OF THIS COMMITTEE**



# RJ Lockhart PTA

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**RAYMOND J LOCKHART PARENT TEACHER ASSOCIATION**  
**199 PITTSBURGH AVE**  
**MASSAPEQUA, NEW YORK 11758**

Dear Lockhart Parents,

Below are the descriptions of the committees listed on the previous pages. Please take a moment to read through them to help you make your decision as to which committees would work best for you. Every effort will be made to place people on the committees they request, however, you may be asked to chair or work on other committees to help continue the success of your PTA.

DONNA MAZZEO, OUTGOING PTA PRESIDENT  
STEPHANIE AMADIO, INCOMING PTA CO-PRESIDENT  
JOHANN GREENE, INCOMING PTA CO-PRESIDENT

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## **AIDS**

Contact PTA Council Rep. and coordinate programs on vital AIDS education appropriate for elementary school students and their parents.

## **ARTS IN EDUCATION**

Preview a variety of arts programs to be brought to RJL. Coordinate date with the Principal. Attend all programs throughout the year to insure events run smoothly. Meet with the District Chairperson approx. 4x per year.

## **BACK TO SCHOOL BBQ**

Coordinate BBQ in early September to welcome all the families back to school. Responsibilities include: selecting a DJ, and planning food. Families are generally responsible for the own drinks and snacks. Planning for this begins at the end of the prior school year with phone work over the summer. A large committee is needed to work the day of the event.

## **BINGO**

Provide fun Bingo games for children in grades 1-4, including small prizes and snacks. Generally grades 1 & 2 are held separately and 3 & 4 are held together. You will need many volunteers to assist on the days bingo is held.



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## **BIRTHDAY BOARD**

Maintains our monthly colorful birthday board displays so that students can see the names of their fellow classmates, teachers and staff who celebrate birthdays that month.

## **BOOK FAIR**

One evening kick off followed by 3 days of book fair. Responsible for reserving the book company for the Book Fair, advertising the event, set up and clean up and running the Fair. You must be available during the school day to attend the fair.

## **BOX TOPS**

Incentive Program where children hand in the box tops from General Mills and Betty Crocker products and in return classes are awarded prizes. The funds generated from the box tops are then used to purchase recess equipment for the children. Involves cutting and counting box tops and preparing and mailing submissions for reimbursement.

## **BUDGET**

Working with the Massapequa PTA council committee. The committee reviews the proposed school budget, making recommendations to the Administration and reporting back to our PTA members.

## **COMMUNICATION TECHNOLOGY**

Prints, collates and distributes correspondence (letters, flyers, and notices from the PTA to the school community. Must be available afternoons during school hours.

## **CURRICULUM**

Works with the Massapequa PTA council committee and the Asst. Superintendent of Curriculum. The committee looks into the present curriculum and possible ways to improve or enhance it.

## **DISCOVERY GARDEN**

Oversees the maintenance of the garden. Involves fall and spring clean up, coordinating activities for the teachers to perform with their classes, purchasing supplies and equipment for the garden.

## **DISPLAY CASE COORDINATOR**

Decorates the display case in the main lobby with important dates and activities pertaining to the PTA. Performed on a monthly basis.

## **ELECTION DAY BAKE SALE**

Solicit volunteers to bake and sell the goods on Election Day. Includes advertising the event, and coordinating volunteers to run the Bake Sale.

## **ENTERTAINMENT BOOKS**

Orders and distributes entertainment books to the school population. Also responsible for collecting money and unsold books.



## RJ Lockhart PTA

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### **ENVIRONMENT**

Works with the Massapequa PTA council committee to promote ways to conserve and protect the environment through fun and innovative programs.

### **FALL FUNDRAISER (WRAPPING PAPER)**

Responsible for selecting a wrapping paper vendor, distributing brochures and order forms, collecting and counting all orders and monies for accuracy and arranging for pick-up of final orders.

### **FAMILY FUN**

Organizes inexpensive family events for the Lockhart Community. Past events include a Lockhart only private ice-skating parties, family movie nights, NY Islanders and Harlem Globetrotters.

### **FATHER/DAUGHTER DANCE**

Organizes all aspects of the dance (selection of theme, invitations, food, drink, decorations, DJ, etc) You will need to collect money, distribute tickets, set and clean up, and running the event the evening of the dance.

### **FIELD DAY**

Plans and organizes Field Day-Lockhart's biggest one day event. Must have excellent organizational skills, be able to delegate assignments and oversee all aspects of this wonderful event for the children.

### **GIFTED**

Attends meetings with MAGNET liaisons across the district and bring reports back to our PTA meetings.

### **HEALTH, WELLNESS AND SAFETY**

Works with the PTA council Committee on such items as the school lunch menu and current health issues, child abuse/neglect, abductions, cults, suicides, bus safety, fire safety, evacuation procedures, and substance abuse. Requires monthly meetings with reports brought back to our PTA meetings.

### **HALLOWEEN COMMITTEE**

Plans and runs the school wide Halloween Party at Lockhart. The event is usually held the Friday night before Halloween. Involves advertising, ticket sales, decorations, game planning, refreshments, set and clean up and running the event.

### **HOLIDAY SHOPPING (CONSIGNMENT)**

Contacts companies for consignment items to be sold at the Holiday Fair, for the children to purchase inexpensive items for their families and friends. Includes pricing and tally of all items and monies. Set up and clean up during the three-day fair.

### **HOLIDAY SHOPPING (CRAFTS)**

Works with committee to decide which crafts to make and sell at the Holiday Fair. Collect and purchase all needed supplies for the crafts. Arranges the workshops that meet twice a week in the mornings during the months before to make the crafts.



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## **HOSPITALITY (MORNING AND EVENING)**

Shop for, set up and clean up and plan the refreshments for all PTA meetings and other PTA functions throughout the year. YOU WILL BE REIMBURSED FOR ANY MONEY YOU SPEND. PLEASE SIGN UP FOR ONE OR MORE OF The FOLLOWING EVENTS:

1. BOO-HOO BREAKFAST 5-6 PEOPLE
2. CLASS MOTHERS TEA 2-3 PEOPLE
3. PTA MEETING (SEPT, OCT, NOV, JAN, FEB, MARCH, APRIL, MAY) 2-3 PEOPLE
4. MAKE A WISH WALK-A-THON-NOVEMBER- 2 PEOPLE, AFTER SCHOOL PROVIDE SNACKS AND WATER FOR The CHILDREN THAT WALK
5. VETERANS DAY CEREMONY-NOVEMBER-2-3 PEOPLE-PROVIDE BREAKFAST FOR The VETERANS AND ADMINISTRATORS
6. DECEMBER PTA MEETING –2-3 PEOPLE-ORDER BREAKFAST FOR The MEETING, INCLUDES SET UP AND CLEAN UP
7. HOOPS FOR HEART-2 PEOPLE-PROVIDE ORANGES AND WATER FOR The KIDS (AFTER SCHOOL)
8. JUMP ROPE FOR HEART-2 PEOPLE-PROVIDE ORANGES AND WATER FOR The KIDS (AFTER SCHOOL)
9. JUNE PTA MEETING-2-3 PEOPLE-ORDER BREAKFAST AND SET UP FOR The MEETING
10. LAST COFFEE (5-6 PEOPLE) PROVIDE COFFEE AND BREAKFAST ITEMS FOR The LAST HOUR OF SCHOOL

## **JUNIOR/SENIOR REPRESENTATIVE**

Acts as a liaison between the elementary and JR/SR PTA. This is a great committee if you have a child in Lockhart and Berner/Ames or MHS. Requires attending monthly meetings and bringing reports back to our PTA Meetings.

## **LEGISLATION**

Works with the PTA council committee on such issues as State Aid, Education, Health, and Massapequa Day in Albany. Requires attending monthly meetings and bringing information acquired back to our PTA.

## **MEMBERSHIP**

Organizes our annual membership drive. Maintains membership records, tallies monies to be give to the treasurer and distributes membership cards. Involves coordinating with class mothers. Training provided.

## **MOTHER/SON EVENT**

Plans the event so our Mothers and sons can enjoy a fun filled time together. Advertising, collection of money, distribution of tickets, set up and cleans up.



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## **PARENTING AND FAMILY LIFE**

Works with the Massapequa PTA council committee and MSD administration. Topics include parenting, guidance, dating, Growing Healthy, etc are discussed and ways are found to educate parents in these fields.

## **PARENTS AS READING PARTNERS (PARP)**

Creates and implements a theme to encourage students to read during a 3-4 week period. Our PARP kick off is generally held the first night of the book fair. There are prize drawings, contracts to hand out and incentives given to the children.

## **PLANT SALE**

The chairperson works with the committee and orders plants and flowers to sale during a 3-day event. Flyers usually go home so plants can be preordered. Coordinates pick up time for pre-orders and is available to work the 3 days of the sale.

## **PRESCHOOL**

Hosts amblyopic screening and assists with kindergarten orientation. Training is provided.

## **REFLECTIONS**

This is a National PTA Cultural Arts Competition. Distribution of flyers, collecting entries, arranging for judging, presenting winning entries for district judging, displaying winning entries and organizing an awards ceremony. Training provided.

## **SCHOOL BOARD REPRESENTATIVE**

Attends all school board meetings and report back to our PTA.

## **SCHOOL PICTURES**

Coordinates the school pictures, distribution of flyers and collection of money in the fall and the spring for children, teachers and staff.

## **SCHOOL STORE**

Coordinates purchasing items to sell, organizing volunteers, handling money, setting up and cleaning up and Mondays during our School Store. At the store items are school supplies are available for students to purchase at a nominal cost

## **SCRIBBLE**

Produces the monthly PTA Newsletter.

## **SCROLL**

Acts as Editor for our biannual PTA publication. Collects articles and information about the PTA and school activities, and gathers letters from the Principal and PTA President. The chairperson is responsible for arranging the layout of this publication.



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## **SEPTA**

Attends monthly Special Education PTA Meetings and reports back to our PTA meetings.

## **SCHOOL SIGN**

Changes the sign outside of the school on a monthly basis, in accordance with our PTA events.

## **SOLICITATION**

Write letters and make phone calls to businesses for donations of goods and services for upcoming PTA events. The bulk of this committees work will take place in the beginning of the school year

## **TALENT SHOW**

Organizes the 3<sup>rd</sup> through 6<sup>th</sup> grade talent show. Involves coordinating practice dates, selling tickets, and organizing the programs and acts, selling tickets and arranging refreshments the night of the show.

## **TEACHER APPRECIATION**

Coordinates a luncheon the day before school starts and arranges for special lunches during teacher appreciation week in May.

## **WRAP PAC'S**

Responsible for ordering prepackaged school supplies for the fall. Arranges packages with the company, taking orders, collecting money and distributing packs.