

MARION STREET PTA OPEN COMMITTEE CHAIR POSITIONS 2025 - 2026

Dear Parents and Guardians,

The PTA is looking forward to the new school year. We are working hard to make sure that we have people in place to oversee PTA activities for next school year.

The following is a list of PTA chair positions available for the 2025 - 2026 school year. If you would like to be considered for any of the chair positions listed below, please complete the Google form (<https://forms.gle/KGaxHnav8Hv2zQ5L9>) by **Friday, June 20th**. You will be notified via email if you were chosen for a position. If you are not selected as a chairperson, you will be added to the committee of volunteers. We always appreciate all help that is offered.



Please note, class parent interest forms will be available after teacher assignments have been sent home.

For any questions about the positions below and time commitment required, please contact us at marionstreetpta@gmail.com.

Thank You,
Shana Conza & Judy Andon
Co-Presidents 2025/2026

OPEN COMMITTEE CHAIR POSITIONS

Arts in Education/Assemblies Co-Chair (NEED 2 PEOPLE) *Great for Working Parent*

Co-chairs will work together with the principal and teachers to schedule assemblies across grade levels. The chairpersons are responsible for booking assemblies through the BOCES system and coordinating dates and payments for the presenters.

****NEW**** Additionally the co-chairs will work together with the principal and teachers to assist with planning and organizing field trips.

Book Fair Co-Chair (NEED 2 PEOPLE)

The book fair is a wonderful event that encourages a love for reading by our students and their families. Scholastic provides the books and educational items that are on sale over a two-day period twice a year, usually in September and May. Many parent volunteers help to make this a favorite time of year. This requires setting up the fair the day before sales begin and coordinating with Scholastic for orders.

Box Tops (NEED 1 PERSON) *Great for Working Parent*

Promote the Box Tops for Education program and encourage families to submit their box tops on the app.

Calendar Chair (NEED 1 PERSON) *Great for Working Parent*

Design our monthly, printed calendar containing Marion Street PTA and school events.

Communications Co-Chair (NEED 1 of 2 PEOPLE) *Great for Working Parent*

Write the *Week Ahead*, our weekly PTA newsletter, and post announcements on our social media pages (Facebook and Instagram). Update the white board in the lobby with dates and flyers. Attention to detail is a must!

Compact Committee Representative (NEED 1 of 2 PEOPLE)

The representative attends monthly meetings with the principal and school representatives to discuss/resolve issues in and around the school, including safety. Meetings are typically held one Thursday each month at 3:15 pm. Dates will be published on the district calendar.

Diversity Committee Co-Chair (NEED 1 of 2 PEOPLE) *Great for Working Parent*

Hold monthly meetings with PTA committee members to organize family events and activities that foster belonging and inclusion at Marion Street. One such event hosted by the committee is Taste of Marion Street, an international food and culture night. Please note this is a PTA committee, not a building-level committee.

Field Day Co-Chairs (NEED 1 of 2 PEOPLE - Chair for Grades 4 -5)

Organize all requests coming from the principal and PE teachers regarding field day. In the past, this has included organizing a BBQ lunch and organizing volunteers for various aspects of the day. Field Day is held at the end of May.

Founders' Day Representative (NEED 2 PEOPLE)

Contact the potential honorees provided by the Executive Board. Collect forms and photos from each honoree. Create a posterboard of photos and write a speech for each honoree to be ready by the President at the district's Founders Day event. Order pins from NYS PTA and purchase flowers.

Halloween Party Co-Chairs (4th/5th Grade Event) (NEED 1 of 2 - Must have incoming 4th Grader) *Great for Working Parent*

Organize a costume party for the children to enjoy for Halloween. People on committee will decorate the gym and/or chaperone the kids for the party.

Health & Wellness Week Co-Chair (NEED 1 of 2 PEOPLE)

Assist with coordination, planning and/or chaperoning of events during Health & Safety Week (typically held the first full week in June).

Holiday Vendor Night Chairperson (NEED 1 of 2 PEOPLE)

Organize and plan a fun evening for adults to shop local vendors to support our school. You will be responsible for reaching out and coordinating the vendors and booking the venue for our event.

Hospitality Chairperson (NEED 2 PEOPLE)

Set up coffee, refreshments and snacks for PTA meetings and Meet the Teacher Night.

Membership/GiveBacks Chair (NEED 1 PERSON) *Great for Working Parent*

Send out membership letters to all families in the school and designate someone to attend beginning of the year school events to promote PTA membership. They will also serve as point person for when chairs need verification if a volunteer has PTA membership. This person will also be responsible for setting up online products and sales in our MemberHub/GiveBacks online store and sending spreadsheets of customer orders. The chair will be trained in learning how to use the GiveBacks website.

Parent University Rep (NEED 1 PERSON) *Great for Working Parent*

Work with Parent University representatives from each school in the district as part of a committee under Lynbrook Council of PTAs to plan, develop and implement Parent University district-wide programs and presentations. The reps will attend 3-4 committee meetings to help plan the programs and serve as liaison to share committee information with our school.

PARP (Pick a Reading Partner) (NEED 3 PEOPLE)

Work with co-chairs to organize events focused on reading for the week which include an author visit and classroom activities as well as a book drive to support the importance of reading.

Pretzel Sales *Must be 5th grade parent* (NEED 1 PERSON)

Order and sell pretzels every Friday during warm weather months. This is a 5th grade fundraiser.

Picture Day (NEED 1 of 2 PEOPLE)

Work with a co-chair to organize Fall and Spring Picture days. Schedule a committee to help on picture day, distribute and collect order forms. Coordinate with Yearbook Chairs.

Plant Sale (NEED 1 of 2 PEOPLE)

Organize a preorder and children's sale in the spring, usually in May in time for Mother's Day.

Publicity/Photography Chair (NEED 1 of 2 PEOPLE) *Great for Working Parent*

Facilitate the collection of pictures of school-related events across different grade levels with the help of class parents. Organize pictures in our new Drop Box system. Pictures will be saved for future fifth grade yearbooks.

PTA Reflections (NEED 2 PEOPLE)

Work together to organize the New York State PTA program at the school level, which recognizes the students who submit entries in various genres of art.

Read-A-Thon Chairs (NEED 2 of 2 people) * NEW fundraiser

Organize a week of fundraising through reading. Chairs will post daily standings online and in school for top fundraisers and coordinate prizes and raffles for the kids.

Scholarship Council Rep (NEED 1 PERSON) *Great for Working Parent*

Work with representatives from each school in the district as part of a scholarship committee under PTA

Council to raise funds for scholarships for deserving High School seniors. Reps from all schools will work together with PTA Council to organize a 5K and Fun Run to be held on Sunday, October 12, 2025.

School Store Manager * NEW* (NEED 1-2 PEOPLE)

Marion Street will be opening a mobile school store and this person will manage inventory and the financials. Must be available during the school day one day a week and work closely with Shana Conza to set up the store in August and September.

Spring Fundraiser Co-Chair(s) (NEED 2 of 3 PEOPLE)

This is a night out for the Marion Street parents, teachers and friends. Co-chair(s) will work with committee members to organize the dinner, shopping, and raffle prizes - a great time is always had by all!

T-shirts & Supply Packs (NEED 1 of 2 PEOPLE)

Order and distribute "Property of Marion Street" t-shirts to all incoming 1st grade students at the beginning of the school year, along with any new student throughout the year. Coordinate the ordering and distribution of school supply packs at year end.

Welcome Back Co-Chair (NEED 1 of 2 PEOPLE) *Great for Working Parent*

Organize an event to welcome students back to school. This event takes place towards the end of September on a Friday night. The co-chairs will work with their committee to also decorate for the first day of school.