



PACA NEEDS YOUR HELP!

Please complete and return to Pam Mathay c/o PACA. Thank You!



The Parent's Association of The Childrens' Academy 2009-2010 PACA Committees Sign-up Form

Your Name: _____

Your Child's Name/Room: _____

Email address/Phone: _____



**PLEASE CHECK ANY POSITIONS OF INTEREST
AND MARK COORDINATOR OR HELPER.**



OFFICERS

- Chairperson
- Treasurer
- Secretary

COMMITTEES

- Class Parent Coordinator**
Oversee planning and coordination of all Class Parent Activities. Year long involvement in special in-class activities. Build Phone/Snow chain.
- Class Parent**
Assist w/ classroom activities. Includes crafts & parties throughout year–Halloween, Thanksgiving, Holiday, Spring Holiday, Mothers' and Fathers' Days. Coordination of helpers for various activities. Responsible for calling snow chain, 4-5 calls each.
- Refreshment and Hospitality Coordinator**
- Helper**
Purchase, set-up and clean-up refreshments for school events (Welcome Tea, Parents' Night, Holiday Show and Recitals/Graduation)
- Special Events Coordinator**
- Helper**
Arrange two to three in-school events of an educational nature sponsored by PACA. Suggestions on file and collected throughout the year. Held January – March.
- Scholarship Fund Raffle Coordinator**
- Helper**
Procure donations (gifts and services) for raffle at school events, coordinate necessary help. Set up Raffle Sale Table at events, sell tickets and announce winners. Raffles occur at Parent's Night (with prizes in 2008) and at Holiday Program (50-50 in 2008). Proceeds go to Scholarship Fund.
- Bake Sale/Food Sale Coordinator**
- Helper**
Collect, set-up and sell food sale/bake sale items for Scholarship Fund fundraiser at 2 school events (Parents' Night and Holiday Show).

❑ **Book Fair Coordinator**

❑ **Helper**

Organize 2-day Book Fair. Liaise with Book Company, set-up/take down book display. Organize volunteer schedule. Coincides w/ Grandparents' Day in November.

❑ **Graduation Coordinator**

❑ **Helper**

Organize the selection and purchase of mementos for the graduating students. Find volunteer calligrapher to personalize diplomas. (Early June)

❑ **Holiday Gift Wrap Sale (Innisbrook Company) Coordinator**

❑ **Helper**

Help raise money for PACA by coordinating holiday gift wrap sale. (early October)

❑ **Holiday Invitation Coordinator**

Design Holiday Show Invitation. Coordinate distribution and return of RSVPs. Collect invitations/tickets for entry to the Show. (December)

❑ **Teachers Appreciation Lunch Coordinator**

❑ **Helper**

Organize and coordinate helpers for special "thank you" lunch for teachers. (food donations/purchases, room/table decorations, small teacher gifts, setup and cleanup) Supervise class during the lunch. (end of year)

❑ **Parents Social Events**

Plan fun social events for parents.

❑ **Kidstuff Fundraiser/Second or Additional Fundraiser Coordinator**

❑ **Helper**

Coordinate/organize fundraiser.

❑ **Tea Towels Coordinator**

❑ **Helper**

Organize artwork created by children. Coordinate with tea towel production company. Execute pre-orders and sales at Holiday Program.

❑ **Public Relations/Historian Coordinator**

❑ **Helper**

Photograph children and provide photos to local publications. (with approval from school) Also provide photos to PACA for slide shows at Parents Night, Holiday Program and Graduation/End of Year Recitals.

❑ **Webmaster**

❑ **Rover**

Available for general help and support when needed with various activities.