

# Monroe PTA Needs You!!!



*No matter where your talents or interests lie, there's a place for you in the PTA! Please look over this committee list and indicate where you'd like to help. Remember, we need YOU to have a successful year!*

I can...	CHAIR*	HELP
<b>American Education Week</b> Solicits, collects, and displays student artwork at local businesses during one week in November.		
<b>Beautification</b> Decorates school's front entrance on a seasonal basis.		
<b>Book Sox &amp; LockerMates</b> Orders and sells fabric book covers & locker accessories during registration		
<b>Character Builders</b> Builds on character counts from elementary schools. Plans programs and opportunities for school community to grow as persons of character.		
<b>Cheesecake Sales</b> Promotes and manages the sale of cheesecakes as a fundraiser in November.		
<b>Corporate Incentive Programs</b> Coordinates programs with grocery stores and other vendors, restaurants, on-line buying programs, and other such school incentive programs.		
<b>Council Delegate</b> Attends the Wheaton-Warrenville PTA District Council meetings held on the 2 <sup>nd</sup> Wednesday morning of each month and reports news at PTA meetings.		
<b>Cultural Arts</b> Provides assemblies in music, art, science, & other relevant areas to students throughout the year. Chair works with grade level representatives to decide use of each grade's funds.		
<b>Directory</b> Produces a booklet listing the names, addresses, phone numbers, and grade levels of MMS students.		

**\*\*BAKERS ARE ALWAYS NEEDED! LET US KNOW IF THIS IS SOMETHING YOU WOULD LIKE TO HELP WITH!**

Call or email me when you need a baker!

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

\_\_\_\_\_ Yes, I can help baking when needed!

I can...	CHAIR*	HELP
<b>Eighth Grade Dinner</b> In coordination with 8 <sup>th</sup> grade faculty, develops theme, creates invitations and decorations, works with caterer, & coordinates volunteers for this dinner held in June for 8 <sup>th</sup> grade students.		
<b>8<sup>th</sup> Grade Recognition</b> In coordination with staff, creates invitations and decorations, and arranges for music and volunteers for this awards and recognition ceremony held in early June for 8 <sup>th</sup> graders.		
<b>Family Dinner</b> Manages publicity, ticket sales, food, decorations, entertainment, and volunteers for this key event that celebrates Monroe usually in March.		
<b>Family Dinner /Silent Auction</b> Solicits and secures prizes; sets up prize viewing area; records winners; sends thank you notes to donors.		
<b>Family Fun Night</b> Arrange a Monroe Family evening at the Wheaton Sport Center. Was held on a Saturday in October. Date to be arranged for this year.		
<b>Hospitality</b> Provides refreshments for regular PTA meetings and other functions as requested by the President. Refreshments need not be homemade; reimbursement is provided for refreshment expenses.		
<b>Ice Cream Social</b> Plans and executes this Back-to-School welcoming event for students of all grades & their families, usually on the last night of registration.		
<b>Legislation</b> Follows and reports on relevant state and national legislative activities at PTA meetings.		
<b>Library Learning Center</b> Chair works with the LLC director to recruit, orient, and schedule volunteers to work in the library. Many helpers needed.		
<b>Magazine Drive</b> Chair(s) work with provider to manage promotion of event, coordinate volunteers, receive and tally sales, and oversee prize distribution. Many helpers needed.		
<b>Make A Difference Day</b> Chair coordinates projects often with Student Council for date in October.		

See Other Side for More Committee Opportunities!

# Monroe PTA Needs You!!!



Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

I can...	CHAIR*	HELP
<b>Membership</b> Manages the ongoing membership drive and the collection of dues.		
<b>Middle School Week</b> Coordinates various activities to celebrate Middle School Week in March.		
<b>Newsletter</b> Assembles newsletters for mailing every other month of the school year. Many helpers needed.		
<b>Plant Sales</b> Arranges with a local nursery for a benefit day or days in spring (flowers & other plants). Promotes the event.		
<b>Publicity</b> Takes photos of and informs local newspapers about school events and interesting programs occurring in school classrooms. Offers photos to yearbook. (Computer & fax helpful).		
<b>Registration*</b> Chair schedules volunteers to staff PTA and other stations over three days in mid August. Many helpers needed!		
<b>Reflections</b> Promotes and coordinates entries for this fine arts competition sponsored by the National PTA, which gives students an opportunity for creative expression in art, photography, and music.		
<b>Scholarship</b> Chair committee to select recipients of 3 scholarships given by the PTA to former MMS students graduating from WNHS. Participates in the selection of finalists for twelve scholarships awarded by the Wheaton-Warrenville PTA Council.		
<b>School Board Representative</b> Attends District 200 Board of Education meetings and reports on school board actions at PTA meetings.		
<b>Spirit Sales</b> Sells Monroe Middle School T-shirts, sweatshirts and other items throughout the school year.		
<b>School Sign</b> Changes announcements on outdoor sign.		

I can...	CHAIR*	HELP
<b>Staff Appreciation</b> Provides special recognition to the staff during Teacher Appreciation Week in May, and at other appropriate times as determined by the Executive Committee.		
<b>Sunshine</b> Sends cards on behalf of PTA to share congratulations or condolences with MMS staff and families. Sends cards and token gifts to school secretaries on Secretary's Day in April.		
<b>Used Book Sale</b> Held every other year, in even years only. Collects and sells used books and videos for the benefit of the LLC.		
<b>Vision and Hearing</b> Assists the school nurse with vision and hearing screenings in the fall.		
<b>Volunteer Coordinator</b> Compiles lists of volunteers for various committees from submitted forms and disburses to appropriate officers and committee chairmen in August.		
<b>Welcoming Committee</b> Provides information kits & small welcoming gifts to new student families as identified by staff throughout the year & serves as a resource.		

## WHERE TO RETURN THIS FORM

\*If volunteering to CHAIR any committee, or if volunteering to help at REGISTRATION in August, please mail as soon as possible to:

Monroe Middle School PTA  
1855 Manchester Rd  
Wheaton, IL 60187

Otherwise, this form may be returned to the PTA Membership table at Registration in August. After Registration, please return this form to the Monroe Office, or the PTA mailbox in the staff room at school.

***Thanks in advance for volunteering!***

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