

## Committee Positions 2014/2015

### EVENT CHAIRS

<b>**Popcorn Fridays</b>	Pop, bag and sell popcorn at student lunch recesses one Friday each month. A great way to see the kids during the school day. A sure way to become the most popular person on campus!
<b>Ice Cream Social/ Welcome Back Event</b>	Organize a welcome back event at the beginning of the school year (last year this coincided with the school's open house in late August). Has included food vendors, ice cream treats, and tables where PTA groups advertise their clubs/events.
<b>Fall Fundraiser</b>	Run one of the PTA's two major fundraisers. Has been a direct donation/pass the hat event for the past two years. Idea is to keep it simple, but engaging. New ideas welcome!
<b>Carnival</b>	Organize the school carnival (usually in June). A very popular event.
<b>Hawk Walk</b>	Run one of PTA's major fundraisers. Held in early June, Hawk Walk is a one day event. Students raise funds and walk/run around the school track. Prizes, t-shirts, DJ – always a lot of fun!
<b>School Dance</b>	Co-chair school dance; plan, advertise, and run school dance in March. This is an insanely fun event that the kids look forward to all year.
<b>Science Fair</b>	Organize the annual science fair. Advertise, register participants, recruit families to share science at activity tables.
<b>Science on the Half Day</b>	Organize interactive science event after school on half day in February. Recruit volunteers to present hands-on science activities for student participants. Advertise and register students.
<b>**Staff Appreciation Luncheons (twice a year)</b>	Coordinate luncheons for the Arrowhead Staff twice a year (usually Oct. and May).
<b>Staff Appreciation Week (May)</b>	Coordinate activities and volunteers for staff appreciation week (usually the first full week in May).
<b>**Pancake Breakfast</b>	Organize and run the annual pancake breakfast in March. A hugely popular event!
<b>Talent Show</b>	Run student talent show sign-ups, rehearsal, and final performance in May. A fun showcase of the variety of student talent and a very popular event.
<b>**Movie Nights (fall and spring)</b>	Organize two movie nights a year. Involves choosing movie and coordinating volunteers to run event. The kids love it!
<b>Art Night</b>	Work with co-chair to organize and run an art night that showcases student artwork from each classroom. Held in May. This is a great time for students to share their hard work.
<b>**Skate Night</b>	Organize a skate night with a local skating rink.
<b>Dads 'n Donuts</b>	Organize and run this before school event (usually in Feb.). Bringing kids, dads, donuts, coffee, and juice together – what could be better?
<b>Reflections</b>	Coordinate Arrowhead's involvement with this national PTA art program. Advertise the annual theme, ensure students are informed of the guidelines, collect student entries for judging, etc.

Interested? Contact one of the Arrowhead PTA co-Vice Presidents for clubs/events:  
Jennifer Wang at [jenniferwang.jcw@gmail.com](mailto:jenniferwang.jcw@gmail.com) or Holly Reed at [reedhollyya@aol.com](mailto:reedhollyya@aol.com)

## Committee Positions 2014/2015

### AFTER SCHOOL PROGRAM CHAIRS

<b>Drama Club</b>	Coordinate advertising and registration of students and ensure that a PTA member is present for club sessions. Watch Arrowhead's budding actors and actresses!
<b>After School Basketball</b>	Coordinate advertising and registration of students and ensure that a PTA member is present for club sessions. Class is run by an outside vendor.
<b>After School Art</b>	Coordinate advertising and registration of students and ensure that a PTA member is present for club sessions. Class is run by an outside vendor.
<b>**Chef's Club</b>	Coordinate advertising and registration of students and ensure that a PTA member is present for club sessions. Work with school kitchen staff and local chefs that teach kids about nutrition and healthy cooking.
<b>**Lego Club</b>	Coordinate advertising and registration of students and ensure that a PTA member is present for club sessions. Class is run by an outside vendor.
<b>**Missoula Children's Theater</b>	Work with vendor and school to produce a student musical in one week. Vendor provides directors and materials, we provide the space and volunteers. An amazing week!
<b>**Sewing/Knitting</b>	Coordinate advertising and registration of students and ensure that a PTA member is present for club sessions. Club chair is currently the teacher of this club.
<b>After School Hip Hop</b>	Coordinate advertising and registration of students and ensure that a PTA member is present for club sessions. Class is run by an outside vendor.

### COMMUNICATIONS CHAIRS

<b>Hawk Talk Newsletter (bi-monthly)</b>	Publish the PTA newsletter (once every two months). Gather articles from PTA officers and committee chairs to create a newsletter that goes out to all Arrowhead families. You'll be the first to know what's coming up!
<b>Website/Facebook</b>	Manage/update the PTA website and facebook page.
<b>**Weekly Highlights Email</b>	Create and send weekly email to PTA members highlighting important info and events coming up that week.

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## Committee Positions 2014/2015

### ONGOING PROGRAMS CHAIRS

<b>Membership</b>	Recruit and enroll members in the Arrowhead PTA. Share the value of membership and let people know how and why membership makes a difference to the Arrowhead community.
<b>**Legislation</b>	Arrowhead's representative to the annual state PTA legislative conference (Oct.). Also keeps our PTA informed of happenings in state and local government that affect education/PTA.
<b>**Hospitality</b>	Provide treats at PTA meetings during the school year (one per month)
<b>Sponsorship and Prize</b>	Procure prizes and sponsorships from local businesses for fundraisers and events during the school year. This position could easily be shared by more than one person. The prizes help make our events even more fun!
<b>Financial Review</b>	Perform review on PTA financial records twice a year (Jan. and July) and provide recommendations to the board for improvements. This is a committee of three people.
<b>**Green Team/ Garden</b>	Coordinate green initiatives (e.g., electronics recycling, composting) including organizing the annual garden clean-up (in March, immediately following pancake breakfast).
<b>**New Family</b>	Work with co-chair to welcome new families to the Arrowhead community.
<b>Care</b>	Coordinate support for the Arrowhead community during times of need (e.g., death in family, illness, etc.).
<b>**Art Docent</b>	Work with teachers and art docent volunteers to provide art lessons in the classroom.
<b>Social Services</b>	Work with school ASB to run drives (food, toys, etc.) during the school year. This is a great opportunity to give back the community.
<b>** Public Safety</b>	Liaison between city/county/school district and Arrowhead PTA regarding traffic/pedestrian/bicycle safety.
<b>Emergency Prep</b>	Help school with emergency preparations (organize supplies, etc.)
<b>Directories (work from home!)</b>	Publish and distribute annual PTA directory. Copying is done at school district copy center. Includes running a contest for the cover art.
<b>Grandparents Club (work from home!)</b>	Keep our grandparent PTA members up -to-date on the happenings at Arrowhead. Currently a monthly email with info on upcoming events, etc.
<b>Library Volunteer Coordinator</b>	Coordinate library volunteers - help find a volunteer for each class library time and assist with other library tasks as requested by the librarian.

<b>Art Auction</b>	Work with teachers to produce one or more pieces of art per classroom to be put up for auction. This is an amazing event that produces truly wonderful pieces of art!!!
<b>Product Sales</b>	Coordinate all product sales for PTA. Arrowhead has had some really fun product sales in the past such as re-usable shopping bags, re-usable water bottles, and Lunchskins sandwich bags. Get creative!
<b>Healthy Choices</b>	Coordinate with other chairs on activities and events that include food or prizes. Work as a committee to find healthy alternatives to offer at events such as Welcome Back Night, Movie Nights, Dance, Carnival, Hawk Walk, etc.

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