

Belle Aire school relies upon many volunteers for support. Your participation is fundamental to the success of the PTA. Being a volunteer is a great way to meet other parents, to get to know your child's classmates and teachers, and to contribute in a non-financial way to the success of many enriching programs. We, the PTA, ask that you consider taking the three for me pledge. This pledge consists of offering a minimum of three hours to the PTA over the course of the 2011-2012 school year. Please take a minute to review the committee and program descriptions. Determine the areas where your skills could be best utilized and contact Molly Maci mollymaci3@gmail.com to get connected to that committee. Thank you for your consideration.

Committee Name	Description of Committee work	Chairperson	Volunteers
6th Grade Special Events	Organize a June celebration breakfast. Plan other special events leading up to their final days.	Missy Kozarits, Lee Carroll	April Marron, Noel Valente, Christina Sampras, Ari Wise
Ambassadors	Partner with new families coming into Belle Aire to provide them information relevant to their child's schooling needs.	Missy Kozarits	n/a
Art Awareness	The chairperson will select and coordinate artists, styles and informational material for presentations. Volunteers will coordinate a short presentation and art project related to a pre-selected artist.	Vicki McGrath	
Audit Committee	Conduct yearly review of PTA books during summer break.	Tina Utterback, Kevin Waden, Meena Vairavan	n/a
Author Festival	Must schedule with district, school and staff calendars and work closely with principal to co-ordinate.	Lynne Kelliher	n/a
Baking	Contact people on the baking committee when a request is made for functions such as the Holiday Tea, Room Parties and Teacher Appreciation Luncheon. Volunteers bake for PTA sponsored events per the baking coordinator's request.	Jen Liszka	Cara Pavlicek, Noel Valente, Michele Carter, Debbie Chiganos, Bhameet Dhillon, Susan Stanicek, Shari Warwick
Birthday Book Club	Collect, organize and prepare club information for the LRC director	Maureen Eubeler	n/a
Book Fair	Help with setting up of book fair, 1 hour shifts taking payments for books purchased during the Fair and/or helping to tear down and clean up after the fair	Jennifer Candel	Christina Kollintzas, Sheila Greifhahn, Annamarie Kamman, Kellie DeVilbiss-Marin, Molly Maci
Box Tops / Soup Labels	Organize and communicate information regarding box tops and soup label collections.	Julie Lerch	n/a
Breakfast with Books	Work with principal to coordinate a morning get-together & classroom read-ins. Select a small menu, coordinate set up and cleanup	Sharon Boris	n/a
Bulletin Board	Update PTA bulletin boards. Work with chairpersons to rotate different PTA activities throughout the year. Acquire and display articles and photos of students at school events and activities	Eileen Topic	n/a
Communications - Publicity and Newsletter		Sandi Boll-Freebury	
Council Representative	Attend monthly meetings of Downers Grove Area Council of PTA's	Kim Kastner	n/a
Environmental	Raise awareness of environmental issues. Coordinate/publicize book/puzzle exchange, earth week, butterfly hatchery, recycling and environmental programs	Michelle Carter & Kristi Kattapong	Vicki Goedert, April Marron
Family Fun Day	Chairperson will coordinate food, beverages, activities, prizes and volunteers for this all school fall event. Volunteers will run activities, serve food and run check out.	Wendy Cassens	Molly Maci, Vicki Goedert, Lora Bruggeman
Field Trip - Theatre	Chairperson(s) will book a variety of quality grade appropriate Theatre trips and transportation for the students while working with school principal to schedule each event.	Vicki Goedert and Beth Fotos	n/a
Fundraiser	Plan and organize Belle Aire's fundraiser.	Karen Christensen	Noel Valente, Jennifer Sevcik, Sheila Greifhahn, Grace Phillippe, Erin Guth
Garden Club	Organize monthly clean up/gardening work in fall and spring. Work with vendor donating fall cleanup to plan for plantings to pop up in the spring.	Open Position	
Grant Research and Advisory Committee	Responsible for seeking out available grants and providing support to the teachers submitting the proposals		Joan Cesario, Molly Maci
Halloween Candy Collection	Publicize and organize collection of donated Halloween candy from students for the FISH pantry	Holly Ryden	
Holiday Store	In addition to ordering supplies and coordinating help, Holiday store helpers will assist children in making purchases and checking out	Trish Campbell	
Holiday Tea	Coordinate holiday luncheon and holiday tea for the parents and teaching staff. Plan a menu. Coordinate set up, servers/cleanup volunteers and babysitters.	Kathleen Urbanski, Maureen Mulligan & Jen Liska	
Hot Lunch - Pizza	Determine lunch dates and menu. Secure prices from vendors. Collect forms at registration. Attend hot lunch to set up, serve and clean up	Mary Zarnowski, Lee Carroll, Barb Lambert	Chairs have list of volunteers

Hot Lunch - Taco	Determine lunch dates and menu. Secure prices from vendors. Collect forms at registration. Attend hot lunch to set up, serve and clean up	Cynthia Petro, April Marron	Chairs have list of volunteers
Junior Great Books	Arrange schedule for Junior Great Books program with Belle Aire. Coordinate training and schedules for Book leaders. Book Leaders prepare and lead a 40 minute discussion of pre-selected reading material during the lunch/recess. Group meets approximately 8 weeks during the winter months. The Junior Great Books Foundation provides volunteers with 12 hours of PTA paid training over a two-day period. Graduate hours may apply (Gr 2-6 only)	April Marron	Kim Quitter-Beechler, Jenny Sevcik (3rd grade), Jen Platt (4th, 2nd or 1st grade), Shari Warwick (5th grade)
Library Aide	Assist LRC staff in checking books in and out. Shelf returned books. No experience necessary, flexible hours. Need 20 - 25 volunteers. Volunteer 1 hour every other week	Mrs. Mommensen	
No TV Week	Arrange a school wide TV turn-off week in April. Provide contest rules, forms and alternative ideas for participants. Solicit prizes and gift certificates from area businesses. Tally results and give award certificates and prizes.	Lynne Kelliher	n/a
Reflections	Coordinate the PTA sponsored Fine Arts project. Promote the project at school level. Distribute forms, hold workshops, collect and submit work from students and aware certificates.	Stacey Dalen	n/a
Room Parent Coordinator	Select the food and beverages for the three school parties: Halloween, Winter Holiday and Valentines day. Help the Picnic staff if needed. Advise room parents	Missy Kozarits	n/a
School Assemblies	Chairperson(s) is in charge of booking a variety of interesting speakers/scholars/educational persons for the general student body.	Vicki Goedert and Beth Fotos	n/a
School Board Observer	Attend monthly district 58 school board meetings and report pertinent information to the Belle Aire PTA	Sallie Lupescu	n/a
School Calendar	Design and collect important dates of various Belle Aire and District 58 activities and have them printed on a calendar. Coordinate order forms, sales and distribution of calendars	Carrie Dry & Joan Cesario	n/a
School Directory	Create, update and print the school directory. Work with PTA board and chairpersons to acquire pertinent information for submission	Ruth Carbon	n/a
School Packs	Obtain teacher supply lists and arrange ordering, tallying and distribution of the supply packs at a discounted rate	Holly Ryden & Meg Baker	n/a
School Sign	Update weekly to biweekly the PTA school sign in front of the school	Belle Aire Custodian	n/a
School Store	Order supplies and coordinate help. Open store to students 1-2 times per month during lunchtime.	Gina Polihronidis	Cynthia Petro, April Marron, Kim Quitter, Susan Marek, Noel Valente, Namrata Singh, Grace Phillipe, Bhameet Dhillon, Lee Carroll, Erin Guth, Shari Warwick
Spirit Ware Sale	Coordinate sale of sweat wear by locating a vendor, developing order forms, submitting and distributing purchased merchandise.	Marla Pullen, Cynthia Petros	n/a
Summer Math Club	Coordinate Summer Math Club for all Belle Aire students. Work with district coordinators to collate papers, distribute folders to teachers, help with turn-in days over the summer and at the beginning of the school year.	Lisa Szostak	
Teacher Appreciation Week	Coordinate weeklong activities to show appreciation for our teachers. Event takes place in May.	April Marron	
Teacher Appreciation Week - Student Involvement	Coordinate weeklong activities by the students to show their appreciation for our teachers. Event takes place in May and coincides with above appreciation week activities	Kristy Murphy and Ruth Carbon	n/a
Technology Advisory Committee	Work with parents, teachers and administrators to provide suggestions for technological improvements for the school	Kristy Murphy and TBA	Abdul Syed, Jennifer Akkawi, Kristin Bormann, Nancy Buerger, Ruth Carbon, Sandi Boll Freebury, Tara Fulton, Mike Heinz, Jodi Hoppensteadt, Jen Liska, Maureen Mendez, Mike Mitchinson, Joan Mommensen, Kristy Murphy, John Phillips, Kerri Rowland, Carrie Schneider, Meena Vairavan, Mindy Vasilakopoulos, Ari Wise, Laura Zajak
Variety Show	Develop and coordinate auditions, rehearsals, technical support, permission slips and guidelines for Variety Show. Develop and print a program for this event. Coordinate decorations for this event	Molly Maci	
Volunteer Appreciation Luncheon	This luncheon recognizes the PTA volunteers and teachers for all of their support. Coordinate theme, invitations, decorations and menu for luncheon. Coordinate babysitting, set up, servers and clean up volunteers.	Ari Wise	
Website	Update and maintain PTA website	Open Position	
Welcome Committee	Hold a welcome breakfast on the first day of school	Kerry Finley	

Year End Picnic	The chairpersons will plan an all school picnic. Coordinate menu, food delivery, beverages and activities with room moms. Volunteers will assist chairpersons	Kerry Finley, Ellen Paul	
Yearbook Committee	Create yearbook for K-6 to be distributed in June	Kristy Murphy	K-AM Shari Warwick K-PM Ruth Carbon 1st Grade Fouzia Fatima 2nd Grade April Marron 3rd Grade Namrata Singh 4th Grade Molly Neary 5th Grade Kim Quitter 6th Grade Stacey Dalen and Vicki McGrath