

## 6th Grade Committee Set Up

School Administration



PTA Board



Sixth Grade Committee Chairs (2) Treasurer (1)



Sub Committee Chairs (#TBD) – Could include, but not limited to:

- PINS
- Concessions
- Special Events/Fundraisers
- Cake Walk
- End of Year Breakfast / Activities
- T-shirts
- Yearbook
- Dances with Salt Brook (2x)
- DVD



Event Volunteers (Unlimited)

## 6th Grade Chairs Description

**6th Grade Committee Chairs/Treasurer (2+)** – oversee the sub-committees, communicate with teachers and PTA, attend PTA meetings, purchase holiday & end of year gifts for teachers, and plan Spirit Days for end of school year activities. Oversee budget with treasurer

**Treasurer**-Keeps track of budget (expenses and income) along with the PTA treasurer. Answers budget questions from sub-committee chairs.

## 6<sup>th</sup> Grade Sub Committee Descriptions

### Fundraising Events

**PINS (2+ Chairs)** – There are normally 8 PINS events held throughout the year. Sixth graders get 4 events (free), 5<sup>th</sup> graders get two and 4<sup>th</sup> graders get two. PINS chairpeople are in charge of booking the space, writing and distributing the permission slips, getting volunteers (10 per event, receiving and recording the permission slips, making the financial deposits, coordinating with concessions for the pretzels and water and just making sure the events run smoothly.

**Cake Walk (2+ Chairs)** – Cake Walk is held during Fun Fair in June. Chairpeople would solicit for bakers, communicate with parents, coordinate with Fun Fair committee, manage volunteers, run the event.

**Concessions Chairs (2 Chairs)** – Concessions are sold at the following events as a fundraiser for the 6<sup>th</sup> grade: Movie Night (1 or 2 events), Talent Show, Theater Week, STEM Fair (water only), Choral Concert if needed as well as providing soft pretzels and water for all 8 PINS events. Chairpeople would shop for items, keep track of inventory, solicit for volunteers, set up events, and make financial deposits.

**Additional Fundraiser (2+ Chairs)** – Usually the 6<sup>th</sup> Grade Committee is in need of another large scale fundraiser, which is determined by the committee. (i.e Rainbow Ram Run)

### Non Fundraising Special Events

**6<sup>th</sup> Grade T-Shirts (1 Chair)** – Design, price out and order 6<sup>th</sup> Grade T-Shirts over the summer. Must have T-Shirts by the date of the 6<sup>th</sup> grade school pictures in December at the latest. The earlier the better.

**Yearbook/ DVD Team (4+ Chairs)** – must be very organized and computer savvy. The chairs will ask for pictures, and organize all the 6<sup>th</sup> grade pages of the yearbook ,making sure every student is recognized. Secure videographer, provide him with photo content (from yearbook), create new content by arranging for interviews with students, teachers, class pictures, etc.

**Dances with SaltBrook (2+ Chairs)** – There are two “hangouts” with Salt Brook – one on Halloween and one at the End of the Year. In 2018/2019 – The Halloween Dance will be mainly organized by and at Salt Brook, and the End of the Year Dance will be mainly organized by AWR and held at MS/HS. Book dates, make and distribute permission slip and keep track of responses, contract with DJ, solicit and manage volunteers, organize food and decorations.

**End of Year Breakfast and Graduation (2+ Chairs)** – This occurs on the last day of school. Plan a breakfast in the cafeteria for 6<sup>th</sup> grade class. Create invitation, arrange food, decorations, 5<sup>th</sup> grade parent volunteers. Create and print program for graduation. Decorate for graduation. Purchase and distribute items for clapout. Purchase gifts for 6<sup>th</sup> Grade students Work closely with AWR office staff to print certificates.