

KH PTA Needs You!

Please tell us how you would like to be involved.

Step 1) Fill out your contact info at the top. Step 2) Place an X in any and all areas in which you are interested in being involved. Step 3) Seal in an envelope. Step 4) Turn in the form to the PTA (either in the office, PTA meeting, or to a member of the executive committee directly)

Your Name: _____

Phone #: _____

Email: _____

Grade of Students (next year) : _____

Committee	<i>Description</i>	Volunteer Helping the day of the event	Committee Member Involved in planning event	Chair Committee In charge of the event
Art /Fine Arts	<i>Work with the Art teacher to help mount and display artwork for Fine Arts night (1 hour, 1 day per week)</i>			
Birthday Books	<i>Select books, stamp, and maintain the selection of books that are the PTA's gift to students for their birthday. Year long commitment 1 hour a month plus book shopping time in the spring.</i>			
Book Fair	<i>Help set up/take down book fairs and supervise children shopping in the fall and spring for all students and their families. 2 hour time slots</i>			
Box Tops	<i>Collect, submit box tops, and organize incentives for the students who collect them. 2 hours/month all year</i>			
Bulletin Board	<i>Design and put up the bulletin board in the main hallway announcing PTA upcoming activities on a monthly basis. 2 hours per month all year</i>			
Budget	<i>Allocate funds to be used for programs, committees, and general operations of the PTA. A couple of 2-hour meetings in August</i>			
Bylaws	<i>Review and revise the bylaws and standing rules every 2 years. Next revision 2012-2013 school year</i>			
Calendar	<i>Produce a calendar of, PTA, school, and District 15 events several hours in early August</i>			
Cougar House	<i>Help type and bind books written by students. typing to be done at home As needed 1 hour a week</i>			
Directory	<i>Help type, copy bind and label directory that includes class lists and contact information for Kimball Hill families and staff. Late fall several hours: typing can be done at home</i>			
Ecology	<i>Promote awareness of ecology and recycling</i>			
Fun Fair	<i>Schedule and coordinate games/activities, food and volunteers. Work with others to divide up tasks to make the event successful</i>			
Health and Safety	<i>Promote healthy habits and safe living to all students and families</i>			
Holiday Store	<i>Provide affordable holiday shopping for students at the school</i>			

Hospitality	<i>Coordinate refreshments and/or snacks for various functions throughout the year (i.e. PTA meetings, field day, fine arts night)</i>			
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Kindergym	<i>Provide physical education for our kindergarten students using a pre-planned curriculum guide</i>			
Market Day	<i>Manage a monthly school fundraiser food sale.</i>			
Membership	<i>Conduct the PTA membership drive, distribute PTA membership cards, maintain membership records, and distribute voting cards during PTA Board Meetings.</i>			
Mini Courses	<i>Create a schedule of fun and educational hour long classes, and organize volunteers to teach those classes.</i>			
Multi Cultural Night	<i>Organize an evening that offers exhibits from a variety of cultures.</i>			
Newsletter	<i>Publish a newsletter for Kimball Hill School</i>			
New Student Transition	<i>Assist with informing new families about Kimball Hill and PTA, summer play ground/art activities for incoming Kindergarteners, and other transition activities.</i>			
Publicity	<i>Advertise and promote upcoming Kimball Hill events.</i>			
Reflections	<i>Encourage students to participate in a fine arts extra-curricular program recognized on a National PTA level. Students create photos, dance, music, visual art, literature or a movie around a theme selected by the National PTA. Volunteer opportunity is required in the fall. Optional help needed in Feb. for the NWSC showcase, optional workshop in Aug.</i>			
Room Representative	<i>Select 2 volunteers for each classroom to plan parties and any other needs the teacher may have. (*to become a room rep please fill out a volunteer form or contact the chairperson) Room Reps are determined mid to late summer.</i>			
School Supply Kits	<i>Handle orders for pre-assembled supply kits, and distribute prior to the beginning of school</i>			
Sixth Grade Recognition	<i>Coordinate activities and volunteers for the sixth grade activities</i>			
Spirit Gear/ Wear	<i>Coordinate selection and sale of Kimball Hill apparel and items.</i>			
Talent Show	<i>Direct a show that highlights Kimball Hill student's talents.</i>			
Teacher Appreciation	<i>Provide recognition and support for the teachers and staff during the national "Teacher Appreciation Week"</i>			
Volunteer Coordinator	<i>Compile a list of volunteers for different committees, tally volunteer hours, and to help coordinate volunteers as needed for PTA events</i>			
Ways and Means	<i>Plan and execute Fundraisers</i>			
Webmaster	<i>Maintain the Kimball Hill PTA website</i>			
Yearbook	<i>Compile, organize, and take pictures of school events and design the yearbook. Assist the school with picture day and retakes.</i>			

Questions? Contact Bill Cooley
847-577-7118
Email: bill.cooley@comcast.net
PTA Co-President

****Please be aware that the chair positions are chosen by the 2011-2012 Executive Committee.****