



Nominating Time

2012 - 2013 Opportunities

Your Romona PTA Needs You

The Nominating Committee is working hard to fill next year's PTA positions. We invite every parent to share their time, talents, & ideas with us. As you know, every child at Romona benefits from our tireless efforts.

Whether you have just 1 hour a day or 1 hour a month, we need you.

Listed below are the many opportunities for you to connect with & support your child & your Romona community.

Check all areas of interest & turn in your form to the front office no later than Friday, January 27th, or email us: nominating@romonapta.org

Thank you. We look forward to getting to know you!

--The 2012 Nominating Committee



On the PTA, there is room for
EVERYONE

Name _____ Child(s) Grade(s) _____

Phone _____ Email _____

Please consider joining a committee!

4th Grade Farewell Party Assist in planning the end-of-year 4th grade class party, along with the 4th grade room parents. Assist in production of a DVD to be given to each fourth grade student.

Timeframe: Throughout the year as needed & May Farewell Party

Audit Committee Initiate the annual audit &, at your discretion, a mid-year audit. Provide a final written report (annual report) to the PTA, due at the first PTA meeting the following Fall. CPA experience is a plus!

Timeframe: Late summer & mid-year if necessary

Birthday Book Club Assist in coordinating donations to the LMC in honor of Romona children's birthdays: collect money & account for donations.

Timeframe: Ongoing, throughout the year

Fall Scholastic Book Fair Assist in planning & coordinating the fall Book Fair: solicit volunteers to run the event, develop publicity materials for the event & other general responsibilities.

Timeframe: October - December

Business Revenue Development **NEW!** Investigate, research, and suggest businesses/corporations to develop revenue generating relationships with our PTA. Examples of current Romona PTA partnership programs are Product Premiums, eScrip & Lands' End.

Timeframe: Ongoing, as needed

Cafeteria Assist with coordinating monthly cafeteria volunteers & sub lists.

Timeframe: Ongoing, as needed

Email: nominating@romonapta.org

Civics and Safety Liaison Assist in coordinating all matters pertaining to the safety of our children, including but not limited to: bus, playground & bike safety, as well as traffic control around the school. Attend monthly Village-wide Civics & Safety meetings. This committee will also be responsible for overseeing the annual Bike Rodeo on an afternoon in the Spring.
Timeframe: Monthly village-wide meetings & monthly PTA meetings, reporting as necessary, Spring Bike Rodeo

Community Outreach Keeping in line with district goals, assist in providing service learning opportunities for our children to help others through our Sister School and Community Outreach programs.
Timeframe: Ongoing, as needed

Community Review Committee Liaison Serve as Romona PTA's liaison to the Village-Wide CRC Committee. Per CRC rules, this committee requires two (2) volunteers, serving a 2-year term.
Timeframe: Evening meetings throughout the year, per CRC schedule & monthly PTA meetings, reporting as necessary

Disability Awareness Assist staff in attaining & coordinating volunteers to help with our week-long Disabilities Awareness Week.
Timeframe: February

District 39 Educational Foundation Liaison Serve as Romona PTA's liaison to the Foundation. Per Foundation rules, this is a one (1) person committee & Foundation Board membership is a must.
Timeframe: Evening meetings throughout the year, per Foundation schedule & monthly PTA meetings, reporting as necessary

Early Childhood Liaison Serve as Romona PTA's liaison to District 39's Early Childhood Program, Connecting Kids (housed at Romona School.) Provide communication as necessary between PTA & Early Childhood. A child enrolled in the EC Program is a plus!
Timeframe: As needed & monthly PTA meetings, reporting as necessary

Enrichment / Field Trips Assist teachers to coordinate field trips & enrichment opportunities for our children: schedule & invoice for on- & off-site enrichment providers, coordinate transportation (busing) needed for each grade level.
Timeframe: Ongoing, as needed

Environmental Awareness Assist in coordinating environmental awareness activities at Romona, including, but not limited to: the printer cartridge recycling program, the Red Dot copying program, and "Biggest Loser" best practices program. Create & implement "green" practices & projects in our school, as well as district-wide. Committee Chair will attend district-wide committee meetings.
Timeframe: Ongoing, as needed

Executive Board Serve as President-Elect, Treasurer, Assistant Treasurer, Secretary, VP or Assistant VP.
Timeframe: Ongoing, as needed & monthly meetings

Family Fun Run Assist in planning the Spring Family Fun Run: solicit volunteers, develop publicity materials, sell tickets, & other general responsibilities.
Timeframe: February - April

Family Game Night Assist in planning the Winter Family Game Night: solicit volunteers, develop publicity materials, sell tickets, & other general responsibilities.
Timeframe: January

Family to Family Coordinate assistance to other Romona families in need: childcare, dinners, transportation & fundraising.
Timeframe: As needed, throughout the year

Family Awareness Network (FAN) Liaison Serve as Romona PTA's liaison to FAN, providing programming opportunities for our community. Coordinate activities relating to family life & health.
Timeframe: Monthly district-wide meetings & monthly PTA meetings, reporting as necessary



__Grocery Dollars Assist with the ongoing Grocery Dollar program: volunteer to make deliveries, sort, pick-up or sell Grocery Dollars at events, publicize, & fill orders.

Timeframe: Ongoing, throughout the school year

__Health & Fitness Encourage health & fitness for our students through activities promoting food & nutrition awareness along with physical activity: providing health tips for parents & coordinating school fitness events (Girls on the Run – GOTR & Open Gym Nights).

Timeframe: Ongoing, as needed

__Highcrest Middle School Liaison Serve as Romona PTA's liaison to HMS to provide information to our PTA & 4th Grade parents regarding transition into HMS. 4th Grade parent is a plus!

Timeframe: January - June, as needed

__Junior Great Books Encourage students to become independent readers and thinkers ready for the demands of the 21st Century by reading and discussing classic and modern literature: organize discussion groups, coordinate teachers to lead the groups and secure parent volunteers.

Timeframe: Ongoing, as needed



__LMC / Library Assist in the LMC with general LMC maintenance (shelving books).

Timeframe: Ongoing, as needed

__Multicultural / International Festival Assist in coordinating events which bring our celebration of cultures to life: our annual Multicultural Pot luck (Fall), our annual International Festival (Spring) including entertainment & food, & any other events throughout the year. Coordinate Family Ambassadorships for non-English speaking families.

Timeframe: October, April & as needed throughout the school year

__Mustang Minglers Assist the President in coordinating social opportunities for Romona parents, through monthly coffees (held at Romona PTA members' homes) & monthly evening events (held at various community establishments).

Timeframe: Monthly, on Friday mornings & Thursday evenings throughout the year

__Nominating Committee Assist in helping slate next year's PTA Executive Board & Standing Committee Chairs.

Timeframe: January - April, one monthly meeting

__Outdoor Classroom / WELL Garden Assist our garden enthusiasts in the Romona WELL Garden & Outdoor Classroom: maintain, volunteer for "Fridays In The Garden," or donate plants.

Timeframe: Ongoing, as needed

__Parent Association for Student Services in District 39 (PASS39) Liaison Serve as Romona PTA's liaison to the Parent Association for Student Services in District 39. PASS39 is a parent organization committed to supporting parents of children with disabilities, as well as working with the district administration & school staff.

Timeframe: Monthly meetings throughout the year, per PASS39 schedule & monthly PTA meetings, reporting as necessary

__Picture Day Assist with directing students for picture day & class photos.

Timeframe: September & April

__Publicity & PR Assist PTA committees in developing their event PR materials: promote & maintain our Romona PTA brand, & develop strategies for disseminating information to gain the largest audience, both internally & externally.

Timeframe: Ongoing, throughout the year

__Publishing Center Assist Romona students publish their own written books: binding & illustrating covers. Kindergarten students will also need assistance in typing their books.

Timeframe: January - May, as needed

__R Clubs Coordinator (Lunch Clubs & After School Clubs) Assist in coordinating Romona's R Club programs: determine clubs offered, develop relationships with vendors, coordinate activities, establish club fees and budgets, organize the enrollment process, & secure space at Romona.

Timeframe: Ongoing, as needed

__Rockin' Romona Fall Event Assist in planning the Rockin' Romona Fall Event: solicit volunteers, develop publicity materials, sell tickets, solicit underwriting, & other general responsibilities.

Timeframe: August - September

__Romona Red Gala Assist in planning the annual Romona Red Gala (for adults only): solicit volunteers, develop publicity material for the event, sell tickets, & other general responsibilities.

Timeframe: October - February

__Romona Student Directory Assist in coordinating the publication of the Romona School Directory.

Timeframe: September - October

__Romona Wear Assist in providing our school logo merchandise for purchase, through the ongoing Lands' End program as well as two yearly offerings (Fall & Spring): work with vendors to select items, proof logos & printed materials, coordinate orders & distribute items.

Timeframe: August, February & as needed

__Room Parent Coordinator Facilitate communications among room parents.

Timeframe: August, September, ongoing as needed & monthly PTA meetings

__School Supplies Assist with our school supply program: coordinate orders for the following school year (in Spring) & distribute supplies (in August). Also, this committee coordinates the used school supply donation program.

Timeframe: February - May as needed, August

__Sister School Assist in coordinating activities & donations to support our sister school in Zion, IL.

Timeframe: Ongoing, as needed

__Spring Daughter Dance Assist in planning the annual Spring Daughter Dance: solicit volunteers to run the event, develop publicity materials, sell tickets, & other general responsibilities.

Timeframe: March - May

__Teacher Appreciation Assist in coordinating events during the annual Teacher Appreciation Week (May) as well as other teacher appreciation activities throughout the year: organize refreshments & meals, coordinate invitations & decorate as needed.

Timeframe: August, November, April, May & as needed

__Technology Communications Help maintain the PTA website & electronic communications, working with the PTA President, & Publicity & PR Committee. Web design/maintenance or computer experience is a plus!

Timeframe: Ongoing, as needed

__Welcoming Committee Assist in providing a welcome & smooth transition to all new families entering Romona. Must be available to attend Kindergarten Orientation in April.

Timeframe: Ongoing as needed

__Winterfest Carnival Assist in planning the Winterfest Carnival Fundraiser: solicit volunteers, develop publicity materials, sell tickets, solicit booth sponsorships, underwriting, & other general responsibilities.

Timeframe: October - February

__Yearbook Assist with creating lasting yearbook memories: be a grade level photographer by submitting photos taken at school events, work on layout with the publisher & other volunteers & coordinate its sale & delivery.

Timeframe: Ongoing, as needed

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