

# SILVER SPRINGS PTA

## CHAIRPERSON & COMMITTEE NEEDS

- Descriptions of nearly 50 PTA volunteer jobs and committee needs.
- To volunteer, register on the [Sign-Up Genius](https://www.sign-up-genius.com/) (also linked at [www.silverspringspta.com](http://www.silverspringspta.com)).
- Volunteers working in the school building or with students, must complete an [iChat form](#) for the 2023-2024 year and submit to the school office.
- Committee chairs must be members of the PTA. [Join here!](#)
- Chairpersons: please help with “Pay It Forward Planning!” Please log any helpful planning details in a [PTA planning document](#), so we can pass it along to next year’s volunteers. It saves everyone time and effort when we don’t have to reinvent every year!
- Questions? Contact Kate Rundell, PTA president, at [silverspringspta@gmail.com](mailto:silverspringspta@gmail.com).

**\*Before you say, “I just don’t have time” consider this:**

1. There are endless big and small ways to help. If you’re short on time, pick a small one. If you’re excited to give more, there are big jobs too!
2. You don’t have to do it alone! Grab a friend or meet new ones. PTA will recruit co-chairs for big jobs, so one person isn’t stuck with all the work!
3. No one ever regrets being more involved in their child’s education.
4. Parents are the “P” in PTA – want something to get done? It’s on us.

## Events & Activities

Birthday Lunches		Ongoing / all year *Must be available during the daytime (see below)
Chairperson	Kate Rundell <a href="mailto:silverspringspta@gmail.com">silverspringspta@gmail.com</a>	
Chairperson: Advertise. Collect & track income. Register participants on shared calendar. Send confirmation emails. Troubleshoot scheduling & respond to participant inquiries.		
Committee	<b>Need 5 volunteers:</b> 1. Devin Slotkin <a href="mailto:devinslotkin@gmail.com">devinslotkin@gmail.com</a> 2. Zeinab Bazzi <a href="mailto:zeinab_bazzi@yahoo.com">zeinab_bazzi@yahoo.com</a> 3. 4. 5.	
Committee volunteers sign up to staff the birthday lunch dates on shared calendar (once a week or so, based on your availability). Volunteer goes to Silver Springs to set up & clean up birthday lunch table, greet and direct parents to table. <b>The job takes 30-60 minutes between 11:00am-1:00pm on weekdays during lunchtimes.</b>		

<b>Trunk or Treat</b>		Fri. Oct 20, 2023
<b>Chairperson</b>	<b>Laurie Castillo</b> <a href="mailto:LAURIEBOLOVEN@gmail.com">LAURIEBOLOVEN@gmail.com</a> <b>Dad's Club</b>	
Plan and coordinate all aspects of Trunk or Treat event. Recruit volunteers via Sign Up Genius, including candy donations, event staffing, and parent volunteers to decorate trunks and pass out candy. Promote (collaborate with PTA President on announcements). Staff & run the event.		

<b>Skating Nights</b>		4 events: 10/3/23; 11/30/23; 2/1/24; 4/8/24
<b>Chairperson</b>	<b>Kasia Augustine</b> <a href="mailto:kasia.augustine@gmail.com">kasia.augustine@gmail.com</a>	
Coordinate with Skatin Station, PTA, and Principal on dates (dates for 2023-2024 are already set). Pick up promotional materials from Skatin' Station. Put up posters (provided by Skatin Station) at school one week prior to each event. Distribute promotional materials for students via teacher mailboxes. Collaborate with PTA president to promote via Eagle Express and reminder emails. Small time commitment. 4 events per year.		

<b>Breakfast With A Buddy</b>		Wed. Jan 24, 2024 and Thurs. Jan. 25, 2024
<b>Co-Chairs</b>	<b>Charlene Chu</b> <a href="mailto:charlene8c@gmail.com">charlene8c@gmail.com</a> <b>Chang Chen</b> <a href="mailto:chenchang1211@gmail.com">chenchang1211@gmail.com</a>	
Plan and coordinate all aspects of Breakfast With A Buddy, an event held on a weekday morning before school starts in the cafeteria where students may bring a parent/special person. A continental-style breakfast is served. Chairperson will plan, determine food needs, shop for food, and coordinate all aspects of event. PTA will recruit additional volunteers to help with set up, serving & clean up at the event. Collaborate with PTA president to recruit volunteers and advertise event.		

Son Plus One Fun		Friday, March 1, 2024
Co-Chairs	Mindy Albertson <a href="mailto:mjrawri@hotmail.com">mjrawri@hotmail.com</a> Need 1-2 co-chairs	
Plan and coordinate all aspects of Son Plus One Fun: fun night (ideas include bowling, laser tag, movie theater, dance party, etc.) held on a Friday night for Silver Springs boys and their mom/special person. Planning includes theme, food, activities, promotions, ticket sales, etc. Also, staff the event and recruit additional volunteers, if needed. Planning begins 2-3 months prior.		

Gal With A Pal Dance		Friday, April 26, 2024
Co-Chairs	Laurie Castillo <a href="mailto:LAURIEBOLOVEN@gmail.com">LAURIEBOLOVEN@gmail.com</a> Need 1-3 co-chairs	
Plan and coordinate all aspects of Gal with A Pal: a dance and party event held on a Friday night in April for Silver Springs girls and their dad/special person. Planning includes budgeting, theme, decorations, food, event activities, music, promotions, ticket sales, etc. Planning begins 2-3 months prior to event.		

# Educational Programs & Enrichment

*\*Formerly called JES (Junior Enrichment Series)*

<b>PTA Reflections &amp; Celebration Event</b>		November 2023– February 2024
<b>Chairperson</b>	<b>Need 1 chairperson</b>	
Plan and promote participation in Reflections, an art contest orchestrated by the National PTA. Students submit original works of art in response to theme and meeting contest rules. Collaborate with PTA president to advertise. Collect entries from participants and submit to state. Coordinate celebration to recognize participants and winners. More info: <a href="https://michiganpta.org/reflections">https://michiganpta.org/reflections</a>		
<b>Educational Enrichment: Schoolwide Assembly and In-School Field Trips</b>		TBD:
<b>Chairperson</b>	<b>Need 1 chairperson</b>	
<b>E-Board support provided by Mindy Albertson <a href="mailto:mjrawri@hotmail.com">mjrawri@hotmail.com</a></b>		
Coordinate grade level events or school-wide assembly. PTA typically coordinates a few workshops, assemblies, or in-school activities that give students some fun bonus learning opportunities. The topics range from the arts, science, or social-emotional learning (SEL) to enrich and supplement our curriculum. The chairperson coordinates the vendor, guest speaker, author, or other education-focused activity to come to our school. Paid with PTA funds. Such as: Science Alive. Jim Basketball Jones. IQ Science. And many more ideas.		
<b>March Is Reading Month: Author Visit</b>		March
<b>Chairperson</b>	<b>Charlene Chu      <a href="mailto:Charlene8c@gmail.com">Charlene8c@gmail.com</a></b>	
Collaborate with Kari Tacket, SS literacy specialist, and Mrs. Booth to recruit an author to visit during March Is Reading Month. Coordinate details of the author visit, scheduling, lunch, payment of fees, travel arrangements, etc. PTA sponsors the author fees.		
<b>March is Reading Month: Milk &amp; Cookies</b>		March
<b>Chairperson</b>	<b>Kathy Chalhoub      <a href="mailto:kathyjsaba@gmail.com">kathyjsaba@gmail.com</a></b>	
Collaborate with Kari Tacket, SS literacy specialist or March Is Reading Month staff committee, and Mrs. Booth and on Milk & Cookies reading night hosted at Silver Springs. SS PTA to provide milk & cookies at event. Recruit volunteers to pass out milk & cookies at event.		

# Staff Appreciation & Support

<b>Teacher meal during parent-teacher conferences (Fall &amp; Spring)</b>		Wed. Nov. 29 and Thu. March 21
<b>Co-Chairs</b>	<b>Kathy Chalhoub</b> <b>Jennifer Qaoud</b>	
Coordinate meals for teachers during their longest days of parent-teacher conferences. (Note: in the past, this was potluck, parent volunteers brought homemade dishes. Going forward, we will coordinate a catered meal from a local restaurant, Panera, sandwiches, etc.). PTA will provide funds to sponsor. Volunteers needed to set up, provide supplies, and clean up. Conference meals will be: <ul style="list-style-type: none"><li>• A dinner during Fall conferences, on Wed. Nov. 29</li><li>• A lunch during Spring conferences, on Thu. March 21</li></ul>		
<b>Holiday Cookie Buffet for Staff</b>		Fri. Dec. 15, 2023
<b>Chairperson</b>	<b>Kathy Chalhoub</b> <a href="mailto:kathyjsaba@gmail.com">kathyjsaba@gmail.com</a>	
Coordinate a cookie exchange. Get volunteers to sign up and provide cookies and treats (home baked or purchased). At cookie exchange, staff come to select a take-home plate of holiday treats. Event takes place at school in mid-December, prior to holiday break.		
<b>Teacher Appreciation Week</b>		May 6-10, 2024
<b>Co-Chairs</b>	<b>Zeinab Bazzi</b> <a href="mailto:zeinab_bazzi@yahoo.com">zeinab_bazzi@yahoo.com</a> <b>Co-chair: ?</b> <b>E-Board support/liaison: Kate Rundell</b> <a href="mailto:silverspringspta@gmail.com">silverspringspta@gmail.com</a>	
Coordinate with principal and PTA E-board. Plan activities and ways to celebrate and show appreciation. Promote and provide sign up info for parents (collaborate with PTA President on newsletter and website announcements). Time involved in planning a few weeks prior.		
<b>Teacher Favorites List &amp; Staff Hospitality</b>		2-4 times per year
<b>Chairperson</b>	<b>Need 1 chairperson</b>	
Plans and executes a few give-backs, gratitude gifts, or small, fun ways to support or celebrate our staff. Examples include a welcome back in the fall, year-end thanks, or treats in the teachers' lounge. Uses data provided from spreadsheet to format the Teacher Favorites lists. Collaborates with president to post on website, distribute the Teacher Favorites lists to students.		
<b>Central Office Appreciation</b>		February 13, 2024
<b>Volunteers</b>	<b>Need 3 volunteers:</b> 1. 2. 3.	
On February 13, 2024, all the PTAs in the district drop off treats to Central Office as a big thank you to the staff who run our district. We need 3 volunteers to bake/prepare and deliver a small array of treats (which can be fruit, baked goods, etc.) Details are TBD.		

# For Students

<b>Book Giveaway Program (Support for SS librarian)</b>		<ul style="list-style-type: none"><li>• 3-4 times per year on dates set by librarian (likely Monday or Thursday).</li><li>• Time is 11:15am-1:15pm (must be available during the daytime)</li><li>• First date is October 17, 2023</li></ul>
<b>Committee</b>	<b>Zeinab Bazzi</b> <a href="mailto:zeinab_bazzi@yahoo.com">zeinab_bazzi@yahoo.com</a> <b>Mandy Franco (Legal)</b> <a href="mailto:mandy.legal@gmail.com">mandy.legal@gmail.com</a>	
Parent volunteers will help facilitate a book giveaway program (like a free library / bookstore) and help students select books. No experience needed, just desire to help give away some free books and encouraging kids to read. Program takes place 3-4 times per year during the lunch period. Specific instructions to be provided by Mrs. Meisel, school librarian. Volunteer must have iChat background check on file with NPS.		

Student Directory		October-November
Chairperson	Charlene Chu <a href="mailto:Charlene8c@gmail.com">Charlene8c@gmail.com</a>	
Receive spreadsheet with student data from SS Office in mid-October. Give parents a 10-day deadline to opt out or request a change. Format directory to publish online & for print. Sell advertising space to cover cost of directory printing. PTA members access for free on Givebacks (formerly MemberHub). Printed copies will be sold to families or given for free if PTA funds allow.		

Yearbook		Ongoing
Co-Chairs	Stephanie Sciara <a href="mailto:Sdavis2@gmail.com">Sdavis2@gmail.com</a> Mandy Franco (Legal) <a href="mailto:mandy.legal@gmail.com">mandy.legal@gmail.com</a>	
Coordinate all aspects of the yearbook, including taking and collecting photos, designing yearbook and production, coordinating sales (sales begin in January), and distribution at year-end.		

Spirit Wear		Current: September – October 2023 Future: July 2024 and 2024-2025 school year
Chairperson	Kate Rundell <a href="mailto:silverspringspta@gmail.com">silverspringspta@gmail.com</a>	
Co-chair & Future Chairperson	<b>Need 1 person to:</b> <b>-October 2023: Help pick up spirit wear order from company in Plymouth; then help distribute spirit wear to classrooms</b> <b>-July 2024 and 2024-2025 school year: Serve as spirit wear chairperson.</b>	
Coordinate design, ordering, and delivery of spirit wear clothing with spirit wear vendor. Promote and provide purchase info for parents (collaborate with PTA President on announcements). Distribute spirit wear orders to students.		

School Supply Kits		Spring 2024 & August 2024
Chairperson	Need 1 chairperson	
Coordinate with Northville Council of PTAs liaison for the district and School Tool Box company representative. Coordinate with principal and get classroom teacher requests for school supply lists. Promote sales (collaborate with PTA President on announcements). Coordinate distribution of kits in August prior to Back-To-School Open House night (2 weeks before school starts).		

Kindergarten Round Up		Friday, May 3, 2024
Chairperson	Kate Rundell <a href="mailto:silverspringspta@gmail.com">silverspringspta@gmail.com</a> + Mary Kheder <a href="mailto:niranmary@gmail.com">niranmary@gmail.com</a>	
Put together a small welcome gift (typically a book, learning workbook, pencil, etc.) with welcome note from PTA for new K students who attend K Round Up.		

<b>Popsicles for Field Day</b>		Date TBD: June 2024
<b>Volunteer</b>	<b>Need 1 volunteer</b>	
Purchase 400 popsicles, count, sort, freeze, and distribute for field day.		

Kona Ice Day		Friday, June 7, 2024
Chairperson	Need 1 chairperson	
Coordinate the visit from the Kona Ice Truck for students to be Friday, June 7, 2024.		

## School Improvement: Building & Grounds

<b>School Entrance Sign</b>		Ongoing, monthly
<b>Chairperson</b>	<b>Laurie Castillo</b> <a href="mailto:LAURIEBOLOVEN@gmail.com">LAURIEBOLOVEN@gmail.com</a>	
Coordinate with principal and PTA president. Change letters and announcements on sign at the parking lot entrance. Typically done monthly.		

Outdoor Grounds		Ongoing
Chairperson	Need 1 chairperson TBD: Dads' Club	
Chairperson to recruit and organize volunteers for grounds clean up, seasonal décor, playground improvement projects, or other outdoor needs. Grounds committee is also asked to help with the annual Lorax Project.		

## Partners

<b>Dads' Club</b>		Ongoing / all year
<b>Co-Chairs</b>	<b>Jim Welch</b> <b>George Chalhoub</b>	
Chairperson: Lead the committee. Organize meet ups. Volunteer your army of dads to assist with PTA events, grounds needs, or other initiatives.		
Dad's Club Members	<a href="#"><u>Sign up here</u></a>	
A sub-committee of the PTA aimed at increasing involvement, engaging education, and building community. Dads' Club plans to: help plan Trunk or Treat; help install the a new Gaga ball pit on the Silver Springs playground; other fun things for the year!		

<b>Cub Scouts Pack 712</b>		Ongoing / all year
<b>Cub Scouts Liaison</b>	<b>Need 1 liaison</b>	
Serve as a link between SS PTA and Cub Scouts. Would be helpful if the liaison is both a member of the PTA and a participant in Cub Scout Pack 712.		

  

<b>Northville Educational Foundation</b>		Ongoing / all year
<b>NEF Liaison</b>	<b>Need 1 liaison</b>	
Serve as a link between Silver Springs (PTA and school principal) and NEF. Liaison would provide calendar and event info to principal and PTA president, conduct follow ups with NEF i <sup>3</sup> Grant awardees, provide ways that NEF could possibly help with the schools, etc.		

## Other Interests

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<b>Organize and Inventory the PTA Storage Closet</b>		A one-and-done thing. Can be arranged on your schedule.
<b>Volunteers</b>	<b>Kate Rundell</b> <a href="mailto:silverspringspta@gmail.com">silverspringspta@gmail.com</a> <b>Zeinab Bazzi</b> <a href="mailto:zeinab_bazzi@yahoo.com">zeinab_bazzi@yahoo.com</a> <b>Mandy Franco (Legal)</b> <a href="mailto:mandy.legal@gmail.com">mandy.legal@gmail.com</a>	
Do you love to sort, organize, and label things? Do you find joy in efficiently storing things just like Marie Kondo? Would you be interested in spending a day or two to reorganize the PTA storage closet? It badly needs an overhaul! We need to sort through boxes, categorize, inventory, and label, so that the supplies can be used for PTA events and sustainable for future years.		