

## What We Do: Activity and Event Coordinators 2011/2012:

**After School Pizza coordinator** (Beth Kujawa-Luce [kujawaluce@verizon.net](mailto:kujawaluce@verizon.net)) **2<sup>nd</sup> COORDINATOR POSITION NEEDED**) organizes volunteers to staff the after school pizza sales table, once a week. Reports sales amounts and gives monies to the Treasurer. Gives updates to the Presidents as needed.

**Bake sale and Refreshments Coordinator** (Tina Hallock [thallock@twcny.rr.com](mailto:thallock@twcny.rr.com)) supplies or seeks donations of refreshments for the 6<sup>th</sup> Grade and 7-8<sup>th</sup> Grade school open houses, and other PTA sponsored events as needed. Refreshments generally consist of cookies or baked goods, and punch and water. Organizes and solicits volunteers for all bake sales including at dances.

**Pancake Breakfast/BBQ Fundraiser Coordinators** (Judy Berrios [scootybug1@aol.com](mailto:scootybug1@aol.com) **2<sup>ND</sup> COORDINATOR POSITION OPEN**) Plans, organizes, seeks donations with the help of the correspondence secretary, and seeks volunteers to help with the BBQ fundraiser on the day of the event and beforehand. This chicken BBQ is held in May. Obtain any required permitting from the Tompkins County Health Department.

The **Boynton Directory coordinators** (Michelle O'Connor [moconnor1298@gmail.com](mailto:moconnor1298@gmail.com) and Sarah Davis) Collects information for the school phone directory, then formats and publishes the directory. Also, solicits and collects advertising to offset the cost of publishing. Forwards advertising monies to the Treasurer.

**Box Top Fundraiser coordinator** (Betsy Rudolph [brquest@aol.com](mailto:brquest@aol.com) ) Solicits and collects box tops and labels for education fundraiser. Sends these for monetary reimbursements. Keeps all records and correspondence of same. Forwards check monies to the PTA Treasurer. About 3-4 hours a month..

**Eighth Grade Moving Up Ceremony and Dance Coordinators** (Kim Capalongo [capalongok@marathon.cnyric.org](mailto:capalongok@marathon.cnyric.org) **2<sup>nd</sup> POSITION OPEN FOR 8<sup>TH</sup> GRADE PARENT 2012**) Recruits parent/guardian volunteers to make, bake and donate all food and drink items for the 8<sup>th</sup> Grade moving up dance. Sends reminder emails and makes phone calls. Coordinates with the school regarding food and drink for this event. About 8 hours in June.

**International Night Coordinators** (Tina Mollenkamp [jtmoll@twcny.rr.com](mailto:jtmoll@twcny.rr.com) and Leslie Byron [lbyron@twcny.rr.com](mailto:lbyron@twcny.rr.com)) Organizes and finds volunteers for the annual International Night at Boynton, which includes an international recipe dish-to-pass dinner, ethnic and/or national art, craft and music demonstrations. This event is generally held on a Thursday in **November**. These persons coordinate with the Music Department for performances by the Boynton Band or other Boynton music groups at the event and the Art Department, for a co-current school art exhibit. Works closely with the Silent Auction Coordinator, which happens on the same night.

**Italian Dinner/Dessert Coordinators** (Duane and Cindy Twardokus, [twardokus@verizon.net](mailto:twardokus@verizon.net) and Ally Rooks [arooks@twcny.rr.com](mailto:arooks@twcny.rr.com) **FIVE ADDITIONAL COMMITTEE MEMBERS ARE NEEDED FOR THIS EVENT TO RUN**) Plan,organize and seek donations and volunteers for the Variety Show Italian Dinner-Dessert PTA fundraiser held in **February/March** in conjunction with the Music Department Variety Show. The donation coordinator seeks the donations of Italian food from area restaurants and pizza shops and desserts from other businesses. The event coordinator plans, organizes and supervises the dinner / dessert volunteers at school, and gathers raised money to delivers to the Treasurer.

**Math Day Coordinator** (Yuval Grossman [yg73@cornell.edu](mailto:yg73@cornell.edu)) Organizes and coordinates activities. Also acts as a liaison between the principal, teachers and organizers. Assures that the events run smoothly. Recruits people to help. Creates math enthusiasm at Boynton.

**Math Enrichment Activities Coordinator** (Melissa Smith [fivesmiths5@msn.com](mailto:fivesmiths5@msn.com)). Organizes participation in various Math competitions.. This year, Boynton will participate in three or four formal competitions for 8<sup>th</sup> grade (October or November) and Math Olympiads monthly from November to March. Other activities include MathCounts in the spring as well as other possible competitions. We will likely have anywhere from 1 to >3 groups running during the year. The number of students participating fluctuates depending on the sports season and musical practices.

**PTA Dance Coordinator (POSITION OPEN)** plans and organizes the PTA dances (one or two per year). Works closely with school staff dance coordinator. Recruits parent/guardian volunteers for the staffing of the refreshment table and admission table at all PTA dances. Works in conjunction with refreshment coordinator for the dance bake sale. Orders pizza from Italian Carry Out the day before the dance, and arranges for payment and/or reimbursement. Forwards dance information to VP of publicity. Gathers money and delivers it to the Treasurer.

**PTA Newsletter editor (Beth Kunz [egk7@cornell.edu](mailto:egk7@cornell.edu))** compiles, drafts and edits the Boynton PTA Monthly News which includes news, reminders and a school calendar of events. Sends draft copy via email to Presidents, Principal and Secretary. Principal has final approval of content. Forwards final edited copy to PTA email list keeper, PTA webmaster and hard/electronic copy to Special Ed. teacher, Steve Kirsch, to be copied and stuffed in home base teacher mailboxes.

**Staff Appreciation Luncheon coordinator (Mia Slotnik [miajs123@yahoo.com](mailto:miajs123@yahoo.com))** Plan and organize the event at school. Must plan, organize, solicit volunteers, buy and/or seek donations of gifts for the staff, calls and emails. Typically held in May, but flexible per coordinator discretion.

**Webmaster (John Mollenkamp [jtmoll@twcny.rr.com](mailto:jtmoll@twcny.rr.com))** Works with the ICSD webmaster, the PTA publicity VP and executive board, and the Newsletter coordinator to help maintain pertinent and timely information for parents and guardians on the PTA portion of the ICSD website. Report to the executive board as needed for general updates.

**NEW! Boynton T-Shirt Coordinator (Interim - Janine Eng [engjanine@yahoo.com](mailto:engjanine@yahoo.com) & Wendy Babiak [wbabiak@twcny.rr.com](mailto:wbabiak@twcny.rr.com) , Position Open)** Work with T-shirt vendor, their on-staff graphic designer and the Boynton PTA board to design and sell school spiritwear. Responsibilities will include pricing, creating order form, promoting, and distributing merchandise.