

Dear Members of the Hayfield Secondary School Community and PTSA:

We are looking for volunteers to serve as chairs, co-chairs and members of the following PTSA committees for the **2018-2019** school year. The (4) Committees that are critical to the operations of the PTSA are as follows: *the All Night Grad Party (ANGP), Hospitality, Fundraising, and the Membership*. These Committees are extremely important and make a big difference in our school community without a vast time commitment. I have included a brief description of the four Committee's responsibilities and requirements for the Committee Chairs/Co-Chairs and members.

Fundraising Chair – This chairperson is responsible for coordinating fundraising events and activities for the entire school year, but please note – HSSPTSA plans only a few fundraising events throughout the school year, and several of our most successful fundraisers (e.g., Ford's Drive4URSchool, Barnes & Noble Book Fairs) have been staged for several consecutive years, and require very little in the way of new administrative and logistical kickoff/setup. In addition to collecting membership dues, HSSPTSA must still engage in minimal fundraising throughout the year to sufficiently provide for student scholarships, teacher grants, and various other needs for our school. If you are an outgoing and organized parent who likes generating ideas for fundraising and has a knack for coordinating such events, this is your kind of job. **Estimated time commitment: 3-6 hours per month (depending on what fundraising events are underway).**

All Night Grad Party (ANGP) Co-chairs - We need at least TWO parents – ideally of Class of **2019** graduates -- to coordinate a large party for HSS's Class of 2019 graduates that will take place in June 2019. The purpose of this party is to provide a safe and alcohol-free celebration for our children – the ANGP has most often been held at **Adventure Park** near Frederick, MD, but has occasionally been hosted/run by the ANGP committee itself over the past decade at nearby Lee District RECenter. *This is a critical position* – not because the work is difficult, but because ANGP co-chairs need to recruit enough parents to form an ANGP Committee and to engage in monthly planning, logistics and fundraising – candy sales, car washes, restaurant nights etc. – throughout the 2018-19 school year to ensure the end-of-year party gets off the ground. **Estimated time commitment: 2-4 hours per month, 5-6 hours per month in May/June.**

Membership Committee Chair (or Co-chairs & committee members) – The Current Chair of this Committee has expressed an interest in recruiting another Parent Volunteer to assist with the Chairperson’s Duties. The Membership Committee is a Vital Function of the PTSA – if we are to *prosper* as a Board and *a viable PTSA*; we must have an energetic team in place to recruit members. The busiest time and most critical for the Membership Team is during the beginning of the School Year; Hawk Flight; Back to School Nights; and several key functions that are a big draw to our Students, Parents, Teachers and Staff to at the beginning of the school year.

Hospitality Committee Chair/Co-Chair and members – This committee is responsible for coordinating light refreshments and/or meals at several events throughout the school year. *For Example*, the PTSA Hosts two meals for the Teachers and Staff at Hayfield; the Welcome Back to School after the Summer Break/Vacation Breakfast in August and the Teacher/Staff Appreciation Luncheon in May. There are several other events throughout the school year that the PTSA provides refreshments to such as the National Honor Society Ceremonies; Science Fair and other student ceremonies. The time commitment varies from 2 to 4 hours a Month (or less) with additional time invested during the months of August and April and May. The PTSA has a budget for this Committee and its members.

Other Committees looking for Volunteers:

- Academic Boosters / Mini Grants / Senior Scholarships
- Band Boosters Liaison
- Choral Boosters Liaison
- Drama Boosters Liaison
- Orchestra Boosters Liaison
- Volunteer Coordinator
- HSS Teacher / Staff Liaison

OPEN POSITION / Executive Board

- Corresponding Secretary
NOTE: Current Secretary running for the Position of 1st Vice President

Our current Chairs, Co-Chairs and Members of the various committees have done an OUTSTANDING JOB! Please consider fulfilling the needs of the PTSA by volunteering for a Committee Chair/Co-Chair and/or member. A little of your time will truly make a difference in our School and the education of our Children in the Hayfield Community.

If you would like more information about any of these positions, please contact Purvis Dawson, President of the PTSA (2017-2018), at president@hssptsa.org.