

COMMITTEE INFORMATION

SEPTEMBER 2007

At Forest Edge, we are fortunate to have a very active, committed PTA. Parent volunteers participate almost daily inside and outside the classroom to support programs and events that enhance the school curriculum and extend the learning experience beyond the school building and grounds.

The following pages provide brief descriptions of this year's PTA committees. Please review the descriptions and think about how you might be able to help on one or more committees. Then complete the attached Volunteer Activity form with your contact information and return it in to the school office or in your child's Tuesday folder. Please note: interest does not mean a commitment. A committee coordinator will contact you with more specific information. You can then choose how and when you are able to contribute your time and talents.

If you have any questions, feel free to contact any member of the PTA Board or the committee coordinators listed below. Please note that even if you see a Committee Head listed, there is always room for one more. **THANK YOU FOR VOLUNTEERING** – none of this would be possible without you!

President:	Jeannie Johns, johnsdije@verizon.net, 703 689-2146
First Vice-President:	Elaine Kelly, elainekelly63@verizon.net, 703 481-5294 Mary Pope, dave.marypoppe@cox.net, 571 434-6136
Second Vice-President:	Kim Giebel, giebel7@aol.com, 703 757-0773
Recording Secretary:	Lisa Schonfeld, lmschonfeld@comcast.net, 703 757-0872
Corresponding Secretary:	Mary Fountain, maryfountain@verizon.net, 703 433-9491
Treasurer:	Nancy Nunan Flood, cavancork@aol.com, 703 757-6892



After School Tennis: Fun, age appropriate tennis lessons are provided at a reasonable cost to students. A parent volunteer coordinates with professional tennis instructors from Reston Association to schedule classes (held in the school gym). The volunteer will advertise classes, collect fees, notify students of class schedule, and arrange payment to Reston Association. Coordinator: **Jill Neaves**, jillneaves@aol.com, 703 759-3604.



Back to School Picnic: This annual, family-oriented event takes place in September. Volunteers are needed to help shop, set-up, take tickets, serve drinks and pizza, and clean-up. Coordinator: **Kim Giebel**, giebel7@aol.com, 703 623-0912 or 703 956-9506, or **Sheryl Cosing**, sherylcosing@comcast.net, 703 925-9788.



Book Fair: This is a semi-annual, week long event is typically scheduled in November and June. All proceeds go directly to the library. Volunteers are needed before, during and after school hours to help set up, sell books and dismantle the book fair in the library. Volunteers also assist children during class browsing and purchasing periods. Coordinators: **Lucy Cannon**, 703 925-8000, **Yolanda Maldonado**, ymshur@yahoo.com, 703 318-9697.



Clothing Exchange: This is an important annual community outreach event that provides free, gently used clothing to our community. We usually have plenty of willing volunteers; but we need people to organize the volunteers and prepare two flyers – one asking for donations and the other advertising the event. Volunteers also help sort and display used clothing. Anything left over is donated to local charities. Coordinator: **Yolanda Maldonado**, ymshur@yahoo.com, 703 318-9697.



Clinic Helpers: Volunteers substitute for school aide on an as-needed basis throughout the school year. Help is also needed in September/October with annual vision and hearing tests. Coordinator: **Debbie Miller**, debbie.miller@fairfaxcounty.gov, 703 925-8000.



Cultural Arts: This committee selects and coordinates with outside vendors and performers to provide diverse musical, dramatic and educational student assemblies. Assemblies are generally presented during school hours. This committee also coordinates the annual 4th grade colonial day. Volunteers work with staff to schedule the assemblies and publicize them. Assemblies generally occur monthly, but the bulk of planning and scheduling is done in late Spring and early Fall. Coordinators: **Ann DeMerlis**, akmdem@verizon.net, 703 450-1611 or **Haley Murphy**, haley@ventexfabrics.com, 703 406-4083.



Dining for Dollars: This committee makes arrangements with local restaurants to sponsor a “Forest Edge Night.” In exchange for promoting the event, Forest Edge will receive a portion of the proceeds that night. Events are held monthly. Volunteers are needed to coordinate with local restaurants and promote events via flyers, e-mail and FE TV announcements. Coordinators: **Lisa Schonfeld**, lmschonfeld@comcast.net , 703 757-0872.



Dollars for Scholars: Help is needed to promote the collection of Box Tops, Campbell labels, printer ink cartridges, and to sort, count and redeem the collected items. This is an ongoing activity. Coordinator: **Lori Lefcourt**, lalefcourt@comcast.net, 703 464-8561.



First Tuesday Folder Stuffers: This committee needs a team of people to assist the office in filling the Tuesday Folders before school starts due to the extra forms and information associated with the start of school. Coordinator: **Jeannie Johns**, johnsdije@verizon.net, 703 689-2146.



Foreign Language Lessons: This committee organizes before and after school language programs for students. Services are offered through the School System. Organizers are needed to contact French or Spanish teachers, determine student interest levels (through flyers and surveys), enroll students and coordinate rooms. Coordinators: **Madhavi Kantamneni**, 703 338-7883, mkantamneni@hotmail.com, or **Anahita Crevits**, 571 228-6788, anahita100@hotmail.com



Fun Fair: This awesome day of family fun is held annually in March. Planning for this event begins in the Fall and continues through the big day. Several volunteer opportunities are available. Fun Fair Planners are needed to buy prizes, organize the used book sale and treasure sale, sell advanced tickets, prepare and solicit items for class baskets, coordinate volunteers and publicize the event. Fun Fair Volunteers are needed to work a 2-3 hour shift during the Fun Fair selling tickets, working at the used book sale or treasure sale, serving food, running games, and distributing prizes. Coordinators: **Sheryl Cosing**, 703 925-9788, **Shelly Fleischer**, 703 481-0598, **Julie Paiewonsky** 703 707-8352, **Rohini Chandrabhatia** 703 904-0040, **Elsya Birman** 703 709-5252, **Effie Stewart**, 703 404-9691 and **Shari True**, 703 481-1994.



Gift Wrap: This is our first major fundraiser each year. Order forms are distributed in September. Orders generally due in October and products are distributed in November. Volunteers are needed to set up the display case, tabulate gift-wrap orders, and sort and distribute products to classrooms. Coordinators: **Karen Harrison** keh561@msn.com , 703 435-1429 or **Michele Miller**, millergs@juno.com, 703 481-3855.



Healthy Kids: The goal of the committee is to send positive messages to parents, students and staff about good nutrition and fitness through monthly tips. Committee members work together to formulate the monthly messages, and prepare and distribute flyers. This committee will also work with school administrators and staff to promote these goals on a daily basis and through periodic special events. Coordinators: **Melanie McKula**, melaniemckula@yahoo.com, , 703 450-2041 or **Heather Ishida**, mhishida@yahoo.com.



Hospitality/Welcome: This committee will welcome new students and families to the school by coordinating Welcome Coffees, putting together new student packets and contacting families that come to the school mid-year. Coordinator: **Open**



Ice Skating Party: This fun social event is held once a year at SkateQuest in Reston, usually in the Winter. Helpers are needed to prepare and distribute flyers, and help with ticket sales the night of the event. Coordinator: **Heather Ishida**, mhishida@yahoo.com.



International Day: This is an exciting day for the students where they “travel” to a new and exciting region of the world. They learn about a region, language, and culture through hands-on activities and crafts. Coordinator: **Karen Tarolli**, 703 925-8000. karentarolli@fcps.edu.



Landscaping: – Volunteers will help spruce up the school grounds by holding periodic beautification days. Coordinator will recruit families to rack, plant perennials, spread mulch, and general clean-up. Coordinator: **Open**.



Library Helper: The library needs help on an on-going basis to re-shelve books, and assist students with selections and check-out. Volunteers also help with special events to promote reading, such as Dr. Suss's Birthday and the RIF free book program. Coordinator: **Lucy Cannon**, 703 925-8000.



Market Day: Market Day is a monthly food co-op offering a wide selection of foods at competitive prices. It is a popular program that provides quality foods available by preorder. Volunteers are needed monthly to unload, organize, and distribute individual orders. Coordinator: **Kim Sigle**, siglesix@comcast.net, 703 860-1819 or **Kathleen Herron**, Kathleen.Herron@fcps.edu.



Newsletter: EdgeWise , our PTA newsletter, is prepared monthly and distributed through the Tuesday Folder. Volunteers are needed to help copy and distribute the newsletter once a month. Coordinator: **Laurie Dodd**, laureenmt@aol.com , 703 435-1722.



Odyssey of the Mind: Odyssey of the Mind (OM) is an international educational program that provides creative problem-solving opportunities for students. Kids work together on a team to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Parents are needed to coach teams for 3rd - 6th graders. FE has had many teams place in regional and state finals.

We've even had a team win the World OM competition. Coordinators: **Anahita Crevits**, anahita100@hotmail.com, 703 481-9115 or **Sangeeta Sarkar**, sangeeta.sarkar@fcps.edu, 703 668-0722, or **Lily Su**, lilyb2b@verizon.net, 703 478-6136.



Parents Teach Art: Each month, parent volunteers provide enrichment art education in the classroom. A different artist is featured in each lesson and volunteers work with children on a fun, age appropriate art project that relates to the artist/technique. Materials, lesson information and training are supplied. Coordinators: **Suzanne Parisi**, suzparisi@yahoo.com, 703 707-1795 or **Bridget Patterson**, bridget.patterson@gmail.com, 703 880-4600.



Reflections Contest: This Committee works from September through December to promote and coordinate the National PTA "Reflections" contest. This competition includes writing, visual arts and music categories. Volunteers help hang art, process entries, coordinate judging, obtain prizes, prepare certificates and coordinate a daytime awards reception. Coordinators: **Open**



School Directory: This "must have" communication tool is distributed to all Forest Edge families, free of charge, each Fall. Volunteers are needed in September and October to help compile student information, prepare the directory for printing and assist with assembly and distribution. Coordinators: **Beth McCartney**, bethmccartney@comcast.net, 703 318-1612.



School T-shirt Sales: The Forest Edge Collection, which includes t-shirts, sweatshirts and other items that feature our Forest Edge logo, is sold annually and worn throughout the year to show our school spirit. Parents are needed to help tally and distribute t-shirt orders in the fall and possibly to sell remaining items in the Spring at the Fun Fair. Coordinators: **Mary Shedlock**, mary_shedlock@fanniemae.com, 703 435-8163.



Silent Auction: This major fundraiser is held annually in conjunction with the Fun Fair. Many volunteers are needed in the following areas:

Acquisitions – ask businesses for donations (via letters and face-to-face requests);

Promotions – ask for donations from FE families and staff; and encourage people to attend the auction and bid on items (via flyers and e-mails);

Database Management – load database on school network to enable data entry by multiple users;

Data Entry – enter contract data into database (good for detail-oriented people);

Writing – write descriptions of donations for the auction catalog; and

Event Management – set up, display items for bid, organize volunteers, manage cash out and clean up.

This committee starts planning in the Fall, gets busy in January and works through February and March.

Coordinator: **Jim Mizner**, jjmjr56@yahoo.com, 703 435-8163 or **Beth McCartney**, bethmccartney@comcast.net, 703 318-1612.



Sixth Grade Celebration: We bid our Sixth Graders a fond farewell every year with a special year-end celebration each June. This committee meets throughout the year to plan activities, refreshments, entertainment and decorations for the class breakfast and afternoon celebration. Many parent volunteers are needed to assist on the day of the event. Coordinators: **Holly Bolanos**, 703 689-2824 or **Sheryl Cosing**, 703 925-9788 or **Suzanne Freeman**, 703 471-1832 or **Susan Horn**, 703 435-9415 or **Julie Paiewonsky**, 703 707-8352 or **Shannon Ruder**, 703 733-0937 or **Effie Stewart**, 703 404-9691.



Staff Appreciation Week: This committee coordinates a full week of activities the first week of May to thank our staff for all they do. Lots of volunteers are needed to help organize this event and to provide breakfast, snacks, lunch and other goodies throughout the week. Coordinator: **Saira Stahl**, sairajo@aol.com, 703 406-6725 or **Soon Shin**, shins@mail.nlm.nih.gov, 703 736-0343.



Supermarket Sign-ups: Forest Edge raises several thousand dollars each year through merchants like Giant, Safeway, and Harris Teeter that offer money and products to local schools. Although these programs generally run from October to March, we need volunteers to promote these programs and sign up families early in the school year. Volunteers will create and distribute flyers to advertise available programs and sign-up Forest Edge supporters through store websites if needed. Coordinator: **Yolanda Maldonado**, ymshur@yahoo.com, 703 318-9697.



Welcome Back Breakfast: Each year the week before school starts, we welcome our new and returning staff with a warm breakfast, usually catered, and a bag lunch. We need parent volunteers to help organize next year's breakfast. Coordinators: **Karen Eggeman**, kjeggeman@aol.com or **Soon Shin**, shins@mail.nlm.nih.gov, 703 736-0343 or **Suzanne Stein**, lmstein@erols.com, 703 757-0620.