

## Wondering what you can do to be involved at the JFK?

CAPT is seeking committee members for the 20102011 school year. No matter how much time you have to give, we have a committee that is right for you. Not sure? Contact Kristin Mirliani (kjbmirliani@me.com), Tina Seaman (tinaturco@comcast.net) or Heather Cahill (cahillh@comcast.net) for more information. Please join us September 21st at 7:00 p.m. for our next CAPT meeting in the Ann Cameron Library at the Kennedy School.

### Pick a committee that is right for you!

Refreshment Committee: Plans for and provides refreshments for teacher luncheons, Fitness Walks, Field Day, and 5th Grade Graduation.

Fundraising Committee: Organizes our fund raisers and earns the money to fund all events. Each fundraiser has its own subcommittee to cover the event. The Sally Foster wrapping paper sale kicks off the year in September and Winter Fling Carnival, SCRIP gift card program and the Dinner Dance are each run by a team of people.

Field Trip Committee: Members of this committee work with the teachers to determine field trip plans and make arrangements for transportation.

Newsletter Committee: This committee creates the CAPT monthly newsletter by including articles about and by the faculty and staff.

Room Parent Committee: Selects Room Parents and ensures that the Room Parents are informed of their responsibilities (plan class parties, organize volunteers, maintain confidentiality, etc). In addition this group schedules volunteers for the Book Fairs and Winter Fling.

Membership and Volunteer Committee: Conducts the membership drive in the fall. Also organizes volunteers as needed for the workroom.

Programming Committee: With input from the faculty, this group identifies, books, and coordinates inschool presentations.

5th Grade Coordinators: These parents work hard at making their child's final year at the JFK the best ever! Responsibilities include 5th Grade Play, Yearbook, and Promotion Ceremony. Head Coordinator acts as liaison with 5th grade teachers. Many parents volunteer to assist the coordinators.

Publicity Committee: Members of this committee take photos, submit them to local newspapers, create inschool displays highlighting school events, and coordinate publicity for the, Winter Fling, 5th Grade Play and other special events and activities.

President: Sets the monthly CAPT meeting agenda and chairs the meetings. Serves as liaison with school personnel. Usually served as Vice President the

previous year.

Vice President: Assists the President in carrying out duties and obligations, performs duties of the President in his/her absence.

Secretary: Takes and distributes minutes at all membership and executive board meetings, corresponds on behalf of CAPT, preserves all documents, and provides notice of meetings.

Treasurer: Serves as the chief fiscal officer for CAPT by managing the annual budget. Prepares and maintains all financial records and bank accounts. Deposits and accounts for all funds paid to the association.

## THE JFK CAPT REALLY MAKES A DIFFERENCE!

Each year, CAPT raises over \$30,000 through a variety of fundraising activities. The funds are used to sponsor many activities and events. Some include:

Field Trips For All Grades Museum of Science, Boston Trolley Tours, Plimoth Plantation, Seussical, Freedom Trail

### Special Programs

AuthorinResidence, Pioneer Living, Mass Audubon, Study Island, Unity Day, Colonial Trades, Top Secret Science

### Additional CAPT Purchases

- . •Classroom library books and instructional material
- . •Classroom whiteboards
- . •Balance beam
- . •Outdoor musical play structure
- . •Visualizers and Projectors
- . •Microscopes
- . •Book bags for reading buddies
- . •Musical equipment

Please consider becoming a part of this wonderful team of hard working and dedicated volunteers. If you would like to volunteer, please return the form below and return to school with your child. Or you can email Kristin Mirliani and let her know (kjbmirliani@me.com). CAPT meetings are held at 7:00 pm on the second Tuesday of each month. .

Yes, I want to help!

Name\_\_\_\_\_

Phone\_\_\_\_\_

Email\_\_\_\_\_ Committee or

position of interest:

Please return this form to the JFK School, 100 Dedham Street Attention: Kristin Mirliani