

Committee Descriptions and Chairs for Sequoyah Elementary School 2014/2015

Type	Committee	Dates	Description	Chair(s)	Phone #	Email	Committee Members
Administrative	Donations (501 C)		Manages all 501(c) donations from individuals and businesses.			sequoyahpresident@gmail.com ; sequoyahtreasurer@gmail.com	
Communications	Newsletter		Produces the Sequoyah Signal monthly from August through June. Coordinates the Signal design and editing prior to the monthly newsletter distribution to all Sequoyah staff and students.	Heather Whirley Bobbi Jasper		sequoyahpresident@gmail.com	
Communications	Technology & Website Design/Administration		Provides assistance with PTA electronic communications, web site updates and related school projects.	Brenda Young John Moriarty Jean-Yves Van Halle			
Communications	Spanish Translations		Translates PTA and Staff approved correspondence on an as needed basis for the Sequoyah community.	Marina Connor		marina67connor@gmail.com	
Fundraiser	Bingo Night Fundraising		Coordinates fundraiser activities for Bingo Night, including a raffle and refreshment sales.	Andi Dumas	(301) 675-3131	ajdumas@comcast.net	Francesca Cannetti
Fundraiser	Book Fair	10-3-10/10; 4/24-5/1	Manages the semi-annual Book Fair fundraiser for Fall and Spring. Coordinates the Book Fair Assistants during this fundraiser.	Stephanie Strahan		stephanie.strahan@gmail.com	
Fundraiser	Community Sponsorship		Coordinates donations, grants, and ad sales with businesses to support various events, fundraisers, and other activities.	Francesca Cannetti	(301) 768-1943	sequoyahvpofffundraising@gmail.com	
Fundraiser	Directory/Handbook		Produces the annual Sequoyah Directory, incorporating paid ads to defray the printing cost. Coordinates the distribution of one FREE copy to each Sequoyah Family in the beginning of the school year.	Sandy Walsh	(301) 943-7380	sanwalsh71@gmail.com	
Fundraiser	Great Lakes (GL) Scrip (Gift Cards)		Manages the Great Lakes Scrips program.	Cori Perry		coridperry@me.com	
Fundraiser	Market Day		Manages the monthly Market Day fundraiser from Sept. through June. Facilitates the operation of the Market Day Assistants during the monthly Market Day sales and pick-up in the All Purpose Room.	Kim Anderson		andersonk65@yahoo.com	
Fundraiser	Membership		Maintains membership records, promotes membership enrollment, processes applications for membership award.	Doris Ryba and Sandy Walsh		sanwalsh71@gmail.com	dbestland@hotmail.com
Fundraiser	Modell's Team Weeks		Coordinates fundraiser activities. Distribute coupons and advertise fundraiser.	Francesca Cannetti	(301) 768-1943	*ask Danielle Rice about promo	
Fundraiser	Recycling		Coordinates the Recycle for the Students (ink cartridges) fundraiser.	NEHS		Ms. Batwinis and Mrs. Killebrew	Jacqueline_R.Killebrew@mcpsmd.org
Fundraiser	Recycling - Community Drive		Coordinates a community recycling drive and collection for the Sequoyah community, including ink cartridges, cell phones, PDAs, and cell/PDA accessories.	NEHS		Ms. Batwinis and Mrs. Killebrew	Kathryn_Batwinis@mcpsmd.org
Fundraiser	Restaurant Nights		Coordinates the quarterly Sequoyah Family Restaurant Night Fundraiser events.	Linda Kwiatkowski Grace Ng		tolindak@gmail.com	gmsale7071@gmail.com
Fundraiser	Rewards Programs - Box Tops		Monitors the collection of GM Box tops.	Kim Anderson		andersonk65@yahoo.com	
Fundraiser	Rewards Programs - Passive Fundraisers: Target - Take Charge of Education Avon Products Disney Trips EZ School Supplies Verizon Velocity		Coordinates and promotes "passive" fundraisers in which a business rewards Sequoyah for every purchase made.	Stephani & Jeremy Sausser		stephandjer143@hotmail.com	
Fundraiser	Rewards Programs - Supermarkets: Giant A+ Bonus Safeway eScrip Target		Monitors & collects both Giant and Safeway annual registration for bonus store credits.	Stephani & Jeremy Sausser		stephandjer143@hotmail.com	
Fundraiser	Whole Foods Community 5% Day		Applies for, schedules, coordinates, and monitors a Sequoyah PTA 5% Day in our local Whole Foods grocery store.	Stephani & Jeremy Sausser		stephandjer143@hotmail.com	
Fundraiser	Spirit Wear Clothing Sales		Coordinates the promotion, sales and distribution of Sequoyah's logo clothing line. Manages the distribution of new Sequoyah Water Bottles to all incoming Kindergartners and new students.	Kristi Jacobs		kristi.jacobs@gmail.com	
Fundraiser	Spring Dance - Raffle and Promotional Advertisements		Coordinates and manages the Raffle Fundraiser and promotional advertisements for the Spring Dance.	Linda Kwiatkowski	(301) 412-0503	tolindak@gmail.com	
Fundraiser	Spring Dance - Silent Auction		Coordinates and manages the Silent Auction Fundraiser for the Spring Dance.	Francesca Cannetti	(301) 768-1943	sequoyahvpofffundraising@gmail.com	Linda Kwiatkowski, Michelle Leonard, Grace Ng
Fundraiser	Yearbook		Coordinates and manages the production and distribution sale of the yearly Sequoyah Yearbook.	Grace Ng		gmsale7071@gmail.com	

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Program	5th Grade Farewell		Coordinates 5th Grade Farewell Party.	Kim Anderson			
Program	Art Fever/Reflections		Coordinates the Art Fever Assistants for the art enrichment program (class art presentations, all grade levels monthly for approx. 30 minutes).	Anastacia Wooden		anastaciawooden@gmail.com	
Program	Author's Program		Selects & coordinates the published authors visits for our students.	Janet Reber Andrea Cameron	(301) 840-5335 (301) 840-5335	Janet_R_Reber@mcpsmd.org Andrea_M_Cameron@mcpsmd.org	
Program	Back to School Picnic		Coordinates Back to School Picnic in September	John & Tracy Moriarty		Tracy.Moriarty@marriott.com ; jpmoriarty@comcast.net	
Program	Bingo Night		Coordinates Bingo Night	Andi Dumas	(301) 675-3131	aidumas@comcast.net	
Program	Building and Grounds		Manages the Building and Grounds program in conjunction with the Sequoyah Building and Maintenance staff.	Karen Ehrlich	(301) 330-4145	KarenEhrlich@Erols.com	
Program	Bulletin Boards - At Home Reading Board		Coordinates the students names of those monthly at home readers with the Sequoyah Reading Specialist Department.				
Program	Bulletin Boards - Birthday Board		Coordinates the different grade level parents to create, prepare and display each month's Birthday Bulletin Board in the school lobby.	Jeannette Cocci	(240) 683-6268	jeannettecocci@comcast.net	
Program	Bulletin Boards - PTA Board		Coordinates the display of PTA materials and/or photos with the PTA executive board and program committee chairs each month on the PTA Bulletin Board.	Tam Miller	(301) 260-0804	bowiemill@verizon.net	
Program	Cultural Arts		Coordinates the presentations and special assemblies approved by the County for elementary level curricula				
Program	Fall Dance		Coordinates planning and execution of the dance, including securing volunteers for set up and clean up, as well as a DJ, decorations, refreshments, tickets, posters, and event communications.	Tam Miller Roxanna Lopez			
Program	Health & Safety		Coordinates the annual National Nutrition Month in March, and is the liaison to the Sequoyah Health Room to promote health and safety in our school. Updates the Health Room Bulletin Board.				
Program	International Night (2008-2009)		Coordinates the International Night every other year.	Mitzy Rodriguez Francesca Cannetti		mitzy3594@comcast.net	
Program	Kindergarten Round Up		Coordinates the welcome of incoming registered kindergartners during Kindergarten Orientation with the Sequoyah Staff.				
Program	Movie Night/Family Night		Coordinates and plans a Movie Night that is held outside of the school in the fall. This includes securing an equipment, snacks, as well as any volunteer help needed.	Johh & Tracy Moriarty		Tracy.Moriarty@marriott.com ; jpmoriarty@comcast.net	
Program	New Parent Breakfast/Principal's Coffee		Welcomes New Parents at a reception on the 1st day of school.				
Program	Parenting Partners/Special Needs		Coordinates a program to assist parents with issues that occur on the elementary level. Volunteers assist in finding speakers and diverse topics of interest (Partners-in-Parenting). Provides library resources to the families of students identified with special needs, and coordinates subscriptions to appropriate publications and/or attendance at meetings (Special Needs).				
Program	Spring Dance - Ticket Coordinator		To take place in the Spring.				
Program	Spring Dance Coordinator		To take place in the Spring.	Tam Miller Roxanna Lopez			
Program	Staff Hospitality		Back-to-School Staff Luncheon Staff Appreciation Week Activities	Francesca Cannetti	(301) 768-1943	cannettimf@yahoo.it	
Program	Volunteer Coordinator		Helps with coordinating volunteer help for various events where needed.	Andi Dumas	(301) 675-3131	aidumas@comcast.net	