



Lenox School Parent Teacher Association

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2025-2026 PTA Committee Descriptions

ART SHOW COMMITTEE – Our annual Art Show is held in April or May. The Chairperson works closely with the Art teacher. Coordinate volunteers to prepare and hang artwork throughout the school.

BEAUTIFICATION – Coordinate volunteers to seasonally plant and maintain PTA planters and/or structures keeping Lenox a welcoming place in our community throughout the year.

BEDTIME STORIES (Kindergarten) – A fun night of stories and snacks to welcome kindergartners and their families to Lenox in September. Volunteers needed to help serve snacks, direct groups, set-up and clean-up.

BINGO NIGHT – Annual night of fun and prizes for Lenox families in January. Volunteers needed for assembling ticket books, preparing prizes and cleaning up.

BINGO NIGHT KITCHEN – Coordinate volunteers to serve snacks and refreshments sold that evening. Volunteers work the kitchen/floor at scheduled times.

BOOK FAIR – Sale held in November, during school and select evening hours for parents/families. Volunteers needed to assist children in selecting and purchasing books at scheduled times.

CLASS PARENTS – Responsible for **selecting class parents for each class after considering a parents volunteer hours in the PTA.** Coordinate Class Parents Tea held in September; work with the school nurse to compile emergency contact lists for class parents. Class Parents assist classroom teachers with parties and chaperone class trips. **A separate form will go out to volunteer to be a class parent.**

FALL CRAFT – Organize a small fall themed craft as an afterschool event in October/November.

FAMILY MOVIE NIGHT – Evening of family movies for Lenox families held during the school year in September under the stars. Volunteers needed to assist with individual events.

FIELD DAY – Held in late May or early June. Relay race competition between Lenox students in grades K-5. Chairperson works closely with the Lenox Physical Education teacher.

FIFTH GRADE LIAISON – Organizes and keeps a schedule of all the 5th grade activities. (1 Year Term)

FIFTH GRADE CELEBRATION – Picnic & Activities for 5th grade students in honor of their last year at Lenox. Work with 5th grade teachers in organizing the entire event. (1 year term)

FIFTH GRADE FUN DAY/ LEAD PICNIC – Joint picnic with Lenox and Lincoln school 5th grade students. Chairperson works with the police department and chairperson at Lincoln and supplies refreshments and assists with lunch. PE teachers organize games. Volunteers needed all day. (1 year term)

FIFTH GRADE SLIDESHOW & YEARBOOK – Responsible for putting together a slideshow to music composed of pictures they have taken of the 5th graders throughout the year. The show would be presented at the 5th grade awards/LEAD assembly. The Chairperson and Co-Chair will also be responsible for putting together a yearbook for the students. (1 year term)

FIFTH GRADE T-SHIRTS & BAGS – Responsible for choosing design, collecting sizes, and ordering shirts printed with each 5th grade student's name to be worn on special 5th grade events, in the beginning of the year . The Chairperson and Co-Chair will also order drawstring bags at the end of the year for the 5th grade students. (1 year term)

HOLIDAY GIFT SHOP – Program provides opportunity for children to shop for low-cost items for family during the holiday season (December). Volunteers needed to help children make selections and purchases.

KINDERGARTEN REGISTRATION – Chairperson needed to oversee and coordinate registration in May for new Kindergarten students. Volunteers needed to assist during Kindergarten screening in May to welcome new families and assist in selling spirit wear.

MEDIA CENTER – Volunteers help the children select and check out books, shelve books, and assist the Media Center Teacher. Training is included. All volunteers need to be fingerprinted to comply with PLPS district policy. The Chairperson coordinates volunteers and makes schedules.

NOMINATING – Volunteers are elected to this committee. The committee meets at least twice to discuss nominated PTA Board members for the open slots for the coming year.

PICTURE DAY – Volunteers are to help Picture Day run smoothly and will assist students in looking their best and prepared for their photos.

SPOOKTACULAR BASH – An October evening of fun and fright for Lenox students split into 2 groups (Grades K-2) and (Grades 3-5). Decorate all purpose room, organize security for drop off and pickup. Have crafts and entertainment during the dance. Organize a DJ for the evening.

SPOOKTACULAR BASH 5TH GRADE DANCERS – Organize 5th grade students that wish to participate in a dance segment for that evening and choreograph show. (1 year term)

SPOOKTACULAR BASH KITCHEN – Coordinate volunteers to serve a small snack and refreshment.

SPRING CRAFT – Organize a small spring themed craft as an afterschool event in April.

SPRING DANCE – Organize a dance in April for Lenox students split into 2 groups (Grades K-2) and (Grades 3-5). Decorate all purpose room; organize security for drop off and pickup. Have crafts and entertainment during the dance. Organize a DJ for the evening.

SPRING DANCE KITCHEN – Coordinate volunteers to serve a small snack and refreshment.

WINTER CRAFT – Organize an after school craft event for the students in December.

TEACHER and STAFF APPRECIATION – Run by the PTA Executive Board- A week of surprises and treats in appreciation of our Lenox School teachers and staff. Volunteers needed to help throughout the last week in April/1st week of May.