

## Tackan PTA Committee Description

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### Fourth Grade Poetry Night

This event enables the 4<sup>th</sup> grade students to showcase their artwork and poetry journals in the fabulous setting of the historical Deepwells Mansion located on Rte. 25A in St. James. Students display artwork and their poetry journals throughout the main floor of the mansion. Selected poems are read by the student authors outside on the front lawn of the mansion. Refreshments and snacks are served during the event on the front lawn.

The chairperson(s) of this committee is responsible for working with the 4<sup>th</sup> grade teachers and art teacher to coordinate this event. The chairperson(s) will meet with the 4<sup>th</sup> grade teachers several weeks before the early June event to discuss the delegation of tasks and coordination of the setup at the Deepwells Mansion .

Additionally, the chairperson(s) will contact the committee members and the 4<sup>th</sup> grade class parents to coordinate donations for refreshments and snacks and assistance in the event set up. The chairperson(s) will also purchase decorations and additional food and beverage items needed for the event. The chairperson(s) and committee members will assist the 4<sup>th</sup> grade teachers with the setup of the art and poetry at the mansion several days prior to the event. The chairperson(s) will be responsible for the coordination of the set up, serving and clean up of the refreshments and snacks the night of the event. The chairperson(s) must submit receipts for items purchased for the event to the PTA for reimbursement as applicable.

<b>Approximate Hours required of Chairperson</b>	<b>Approximate Hours required of Committee Member</b>	<b>Younger Siblings Welcome Yes/No</b>	<b>Budget</b>
5-7 which includes the event itself	flexible--committee members can volunteer to help at the event or with set up as their schedule permits	Yes, Younger Siblings are welcome.	\$200