**Cider Mill PTA Job Description**

3rd and 4th Grade Fun Night Coordinators

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| Outgoing 3rd Grade | Susan PriceClarissa Cannavino | sprice14@optonline.netclarissacannavino@yahoo.com |
| 2016-17 | Gretchen JeanesAimee McDonald | gfreydl@gmail.com |
| Outgoing 4th Grade | Gretchen Jeanes | gfreydl@gmail.com |
| 2016-17 | Jackie CouchSusan Price | jackie.couch13@gmail.comsprice14@optonline.net |

**Overview:**

* Plan, organize and coordinate a 2 hour evening Fun Night for the entire grade
* Solicit volunteers through PTA approved channels and assign volunteers to staff:
	+ check in,
	+ check out,
	+ snack,
	+ team leaders and
	+ activity stations during Fun Night.
* Track participant registration and create teams by house to rotate through the Fun Night activities.
* Purchase snacks for event.
* Meet with school janitor staff to coordinate the Fun Night activities set up & clean up.

Fun Night occurs in January or February (they cannot occur in March because of testing) and planning begins in the Fall with most work occurring the 4 weeks prior to the event.  Volunteers should plan to attend PTA meetings to provide updates.