

Committee Name	Chair/Chair Elect Description	Committee Description
Art Class Assistant	N/A	Assist the classes with art activities and projects on an as-needed basis.
Book Fair	Chair works with Librarian Eileen Conway to plan special events during Book Fair Week, promote the event to ACE families and reorder books during the Book Fair. Time commitment: concentrated in the 8 weeks prior to Book Fair.	Help with decorations, set-up/break-down the Book Fair, or work a shift at the checkout table.
Boosterthon	Chair works with the Boosterthon team to plan special events and ways to promote this important fundraiser. Time commitment: Some summer planning, concentrated in the 4 weeks prior to the Boosterthon Fun Run.	Assist with coordination of parent volunteer shifts on day of Boosterthon Fun Run and preparing/copying flyers.
Circus	Chair Elect serves on the Circus Committee and coordinates games/activities. Time commitment: Chair begins planning during the summer prior to Circus event the following spring.	Help is needed to coordinate games, prizes, publicity, volunteers and food for this annual Augusta Circle event. Committee includes coordinators for T-shirts, publicity, sponsorship, concessions, and volunteers.
Circus Sponsorship Solicitation Committee	Chair coordinates solicitation of sponsors for the Augusta Circle Circus. Time commitment: Most intensive during the fall/winter months prior to the Circus.	Help is needed to solicit sponsors for the ACE Circus.
Cultural Arts Week	Chair works with PTA leadership to determine the featured country, plan special events, coordinate activities with ACE teachers and staff.	Serve on the committee to plan this meaningful enrichment program or work a shift during Cultural Arts Week.
Eye/Ear Screening	N/A	Assist the school nurse with this program conducted once during the school year, typically in the fall.
Grandparents & Special Friends Week	Chair works with the cafeteria staff to determine the lunch menu, coordinates volunteers for pre-event prep and serving food during the event, and manages publicity. Time commitment: primarily during the 4-6 weeks prior to the February event.	This wonderful school tradition gives each grade a day when the children may invite special people in their lives to join them for a lovely lunch. Volunteers are needed to decorate, set tables, greet guests and serve food.
Healthy Lifestyles	Chair plans multiple activities and events to promote healthy lifestyles, is responsible for providing educational materials, and works with numerous other committee to promote healthy choices in all areas. Time commitment: Some summer planning and some time required throughout the year.	Educate students on healthy nutrition and CATCH program, help coordinate Walk & Wheel to school days, promote participation in Greenville road races.
Interior Beautification	Chair works with PTA leadership to identify beautification needs in ACE buildings and develop attractive, cost-effective solutions. Time commitment: Projects may occur during summer months and as needed throughout the year.	Assist with any decorating enhancements, permanent art gallery needs, or other interior beautification needs for our school.
Kindergarten Open House	Chair coordinates with area preschool programs to develop a list of invitees, coordinates with K5 teachers, manages publicity for the events, and organizes volunteers to help staff the events. Time commitment: Concentrated during the 4-6 weeks prior to the November and May events.	Volunteers are needed to address invitations, prepare packets, and assist on the day of the event. There is a parents-only Sunday afternoon event in the fall and a Popsicles on the Playground event for families in the spring.

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Library Support	Chair works with Librarian Eileen Conway to identify needs and coordinates volunteers to provide for those needs. Time commitment: concentrated during the first few weeks of the school year.	Help is needed to shelve books and work shifts for special events in the library throughout the year.
Marquee & Marketing	Chair manages the information displayed on the school marquee and submits event information to local media. Time commitment: minimal summer activities, and weekly marquee updates, and submissions to media on an as-needed basis.	Assist VP of Communications with weekly/bi-monthly updates to the marquee. Provide event information to the local print and television media on an as-needed basis.
Men's Group	Chair coordinates volunteers to provide support for multiple activities throughout the year. Time commitment: concentrated during the first few weeks of school and in the 2 weeks prior to events.	Dads, Granddads and all men are needed for mentoring programs, sheriffs at the Circus, and other activities for the school.
Multi-Tasking Volunteer	N/A	Serve on an as-needed basis without committing to a particular project. We need volunteers that can be emailed to assist with a variety of one-time activities such as copying PTA flyers, serving a shift at a function, etc.
Office Assistant	N/A	Assist in greeting/directing students and parents. Answer phones and clerical work, etc. Hours: 7:45 am-9:00 am.
Organic Garden	Chair coordinates volunteers and students to maintain ACE's organic garden. Time commitment: concentrated during first few weeks of school, with some ongoing maintenance of garden.	Help tend the organic garden, including weeding, watering and assisting classes during planting and harvesting.
Parent Party	Chair works with committee coordinators to secure the event location, plan decorations, arranges refreshments, publicize the event, and obtain silent auction donations. Time commitment: primarily during the summer months and first few weeks of school.	Assist with getting our popular Parents' Party together by picking up items, decorating, etc.
Parents' Party Silent Auction	Chair coordinates efforts to obtain items for the silent auction. Time commitment: primarily during the summer months and first few weeks of school.	Help solicit and collect items to be auctioned at the Parents' Party.
Rain Forest Play	Chair coordinates with Music Teacher Ms. Cook and 1st grade teachers to identify needs regarding costumes, stage hands, and cast party for the 1st grade production. Time commitment: concentrated in the 6-8 weeks prior to the May event.	Volunteers needed to help assist with costumes, stage design, programs, and cast party for this 1 st grade production.
Recycling	Chair coordinates educational efforts throughout the year. Time commitment: some activities throughout the year, concentrated in the weeks prior to Recycling Education Week in April.	Volunteers are needed to help with projects that focus on waste reduction at Augusta Circle and in the community.
Red Ribbon Week	Chair works with PTA leadership to determine activities for ACE students and staff to promote drug-free, healthy living. Time commitment: concentrated in the weeks prior to the late October event.	Volunteers are needed to count money donated by each class and help coordinate other activities during this "Just Say No to Drugs" program.

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School Pictures	N/A	Volunteers are needed from 8:00 AM—12:00 noon for a day in October and a day in February to help with administrative duties & preparation of children.
Service & Community	Chair works with PTA leadership to determine meaningful projects to address needs in our community. Time commitment: concentrated in the couple of weeks prior to each of 4 events.	This committee will organize approximately 4 service projects during the school year for students to participate in on a voluntary basis. Example: sock/glove giving tree in Dec.
Staff Appreciation	Chair identifies fun, meaningful ways to show ACE staff how much parents appreciate all that they do. Time commitment: concentrated in the weeks prior to Staff Appreciation Week in May, with periodic time required throughout the year.	Volunteers will be called upon several times during the year to help with meals, cookies, and treats to show our appreciation for the Augusta Circle staff.
Student Outreach	Chair works with PTA leadership and ACE administration to address student needs as they are identified. Time commitment: varies according to need.	Volunteer to assist the Student Outreach program on an as-needed basis.
Student Tutoring	N/A	Volunteer to tutor students that need additional assistance on a consistent basis as decided upon by the teachers.
The Big Chill	Chair coordinates with Music Teacher Ms. Cook and 2nd grade teachers to identify needs regarding costumes, stage hands, and cast party for the 2nd grade production. Time commitment: concentrated in the 6-8 weeks prior to the February event.	Volunteers are needed to assist with this 2 nd grade production. Duties include stage design, dance, programs, and cast party.
Third Grade Salute to South Carolina	Chair coordinates with Music Teacher Ms. Cook and 3rd grade teachers to identify needs regarding costumes, stage hands, and cast party for the 3rd grade production. Time commitment: concentrated in the 6-8 weeks prior to the late-March event.	Volunteers are needed to assist with stage design, programs, shag dance, and cast party for this 3 rd grade production.
Yearbook	Chair determines the Yearbook design and layout, coordinates with multiple other committees and school photographer to obtain content, solicits ad sales, and works with the Yearbook Sales Coordinator on marketing and yearbook sales.	Volunteers needed to take pictures during the year, help with layout, yearbook sales and distribution.