

PARK ROAD PTSA COMMITTEE JOB DESCRIPTION

Committee Name:	Celebrate With A Book
Past Chair/Co- Chairs:	Nicole Boulais
Timeframe for Activity(s): (Ex: Fall, Ongoing, March, etc.)	Ongoing –heavier during September and December.
Time Commitment: (Ex. 5hrs/week, 10hrs/month, etc.)	30 hrs /year
Other Personnel Involved:	Ann Haefle - Librarian
Job Description:	Write thank you letters for families who purchased a book for the library in celebration of their child, teacher, etc.
Outline or Schedule of Duties/Responsibilities:	Write thank you letters, prepare mailing envelopes, maintain log of donations.
Supplies Needed:	Stationary and envelopes.