
Sheehan PTA - Opportunities to Get Involved

*The PTA manages a wide variety of activities and programs, all of which depend on family involvement for their success!
With a wide variety of activities and different types of help needed, there is something to fit every schedule.*

Please email admin@sheehanschoolpta.org if you would like to volunteer or learn more about any opportunity. Any items highlighted are ones with immediate need for a volunteer.

	Can be done at any convenient time (phone calls/email) or the event occurs in the evening		Can be done with younger children in your care or any convenient time (phone calls/emails)
	Work directly with Sheehan students		This job is a short-term commitment

Executive Board (2 year term)

President

The PTA President works closely with other board members and volunteers to develop and implement programs and initiatives that support the school's mission and enhance the educational experience for students. They are often the main point of contact between the PTA and school administration, ensuring that the concerns and needs of parents and teachers are effectively communicated and addressed.

Treasurer

The PTA Treasurer is a crucial role within the Parent-Teacher Association, responsible for managing and overseeing the financial aspects of the organization. This position requires a high level of accuracy, integrity, and financial acumen.

Secretary

The PTA Secretary is a vital member of the Parent-Teacher Association, responsible for ensuring smooth and effective communication and record-keeping within the organization. This role requires strong organizational skills, attention to detail, and proficiency in written and verbal communication. Key responsibilities include: Meeting Documentation, Correspondence, and Meeting Coordination.

Community Events - one time events that require some pre-planning and day of execution and coordination

Halloween Monster Mash Party (October)

Plan a Halloween 'trunk or treat' event to be held one night in October. Planning begins in September and the event is held outdoors at the Sheehan School in October.

Fall Social (October) and Spring Social (April)

A popular night out for the parents of Sheehan! A committee is needed to coordinate the event, sell tickets, obtain silent auction items, set up & clean up event, etc. Themes in the past have included Oktoberfest, A Night at the Races, Wild West, and the 80s. Dance, socialize and bid on the silent auction items full of unique teacher experiences.

Sweets with Someone Special (Feb)

A fun filled morning for students and their special person! In February we have three mornings where students can have a light breakfast of muffins, donuts, juice and coffee with kids. One to two coordinators needed to obtain donations from local businesses, coordinate volunteers to set up and staff the event each morning and write thank you notes.

Bingo Night (March)

Plan a family Bingo Night to be held at the Sheehan School Cafeteria. Planning needs include running the bingo games, securing prizes for winners and selling snacks/pizza.

STEM Festival (June)

The Sheehan STEM Festival committee coordinates this voluntary student program for grades 2-5 to complete and showcase a science or project at an evening STEM event. The committee works to coordinate the festival and recruit parent volunteers.

NEW THIS YEAR!! Parent Book Club (Every other month)

The Book Club Coordinator is the central figure in organizing and managing the activities of a book club. This role combines organizational skills, a passion for literature, and an ability to foster a welcoming and engaging environment for book enthusiasts. A successful Book Club Coordinator is highly organized, enthusiastic about reading, and skilled in communication and group facilitation. They should be able to inspire and motivate members, create a positive and inclusive atmosphere, and handle the administrative tasks necessary to keep the book club running effectively.

Art Night (May)

The Art Night Committee works with Mr. Hagel, Sheehan's art teacher, to put together a showcase of students' artwork in May. Two committee chairs are needed to coordinate events and additional volunteers the day of the event to set up, help as needed during the event, and clean up.

Field Day (June)

Field Day is a popular all-school event where students participate in physical activities at different stations on the Sheehan Field. Ms. Cook, our PE teacher, designs and coordinates the activities. The Field Day Committee is responsible for coordinating supplies and parent volunteers for the games.

Committees - planning and coordination ongoing throughout the year

Curriculum Enrichment

The Enrichment Committee organizes educational programs to complement the curriculum in each of the school grades. The Committee works closely with the classroom teachers to select appropriate author visits and enrichment programs for each grade level. Past programs include: Museum of Science, New England Aquarium, Curious Creatures, Discovery Museum Bubbles, Acton Science Museum, Plimoth Plantation, and more. In addition, the Committee may work to coordinate whole-school events such as artists-in-residence, storytellers or programs like Mass Movement.

Diversity, Equity and Inclusion

A group of Sheehan community members that aim to support Sheehan faculty and staff in their pursuit to create a school community that celebrates our diversity. We will support the teachers in their effort to bring inclusive curriculum and multicultural resources and materials to the classroom. Our goal is to create a supportive and inclusive environment that allows each student at Sheehan to grow and learn in the safest and most empowering spaces possible.

Room Parents / Teacher & Staff Appreciation

Two room parents are needed for each classroom (plus Special Education) to send information and reminders to classroom families, organize teacher gifts for the holidays and assist the teacher with classroom celebrations. They will also help to plan and execute school-wide teacher and staff appreciation activities.

Outdoor Learning Center (OLC)

The Outdoor Learning Center (OLC) is a garden classroom/community space used by teachers to enhance the science curriculum and serves as an oasis in nature for the Sheehan community to read, draw or enjoy a special "lunch bunch". Help is needed primarily in the fall & spring for maintaining the current space. No gardening experience required!

Recess

Solicit and collect teacher requests for indoor and outdoor recess equipment, including games, arts and crafts, and sports equipment. Working within a specified budget, determine what can be purchased, place orders, and distribute materials/equipment to the teachers.

Social Media

Share information about Sheehan School PTA events on our social media platforms (Facebook and Instagram).

Fundraising - one time events that require pre-event planning, promotion and management during the fundraiser

Labels Labels (ongoing)

Labels Labels is an online label company that provides non-profits with 20% back on any purchases made. Promotions and reminders would be in late summer for back to school and late spring for summer camp planning.

Membership (Fall)

Work with the Sheehan School PTA executive board to manage annual memberships including dues payments and recruitment efforts.

Birthday Books (Fall)

This program is a way for families to celebrate their child's birthday and support the Sheehan School Library. The coordinator is responsible for creating name plates for the birthday book, which is purchased by the school librarian. This project is an ongoing project throughout the year.

Westwood Apparel Sale (Fall)

Join a multi-school committee to coordinate and sell Westwood apparel. Ordering is done online.

Family Photography Session (Fall)

Help to coordinate and promote a family photography session with local photographer Ken Berman.

Lynch Creek Farm Wreaths (late fall/early winter)

Help to coordinate and promote a fall/early winter wreath fundraiser through Lynch Creek Farms. Lynch Creek Farms donates 15% of sales to Sheehan School PTA.

Mini Courses (Winter - with planning starting in the Fall)

Mini Courses are an after-school program for Sheehan students that make extracurricular activities easy for parents and children. The classes are about fun enrichment topics, take place right after school, and are taught by fun and creative instructors. Committee members work to schedule instructors, reserve rooms and manage the overall administration of the courses. Mini Courses are also a major funding source for the PTA.

Book Fair (March)

The Book Fair Committee plans a Book Fair Event in partnership with Park Street Books. The Book Fair is a great opportunity for families to build their home library with books from a well-curated selection while raising funds for the Sheehan PTA. Coordinator to work with Park Street books, organize volunteers as needed.

Scrip Gift Cards (Winter/Spring)



SCRIP is a program in which families purchase gift cards from a variety of national retailers and a percentage of the purchase price goes directly to the school. The committee is responsible for promoting the program to Sheehan families and coordinating/distributing orders.

Grant Writing



This committee seeks out grants that are available within our community and beyond. Likely funding sources include local organizations such as The Foundation for Westwood Education, The Westwood Cultural Council as well as local banks and businesses.