

Loveland Elementary PTSA Handbook

Committee Positions

Box Tops

Goal: To collect box tops/UPC Codes from products which companies provide schools rewards. The money earned helps to support PTA programs.

Responsibilities: Correspond with companies offering these incentive programs. Collect Box Tops/UPC codes from schools. Communicate opportunities to student population through monthly newsletter.

Bulletin Boards

Goal: To support PAWS Program and Character of the Month Program.

Responsibilities: Coordinate with PAWS administrators and design the bulletin board for the monthly character being promoted. Change bulletin boards monthly per direction from PAWS administrator.

COSI

Goal: Coordinate the yearly hands-on science program for our schools.

Responsibilities: Work in conjunction with the various building coordinators to schedule the event dates and coordinate all details associated with the event. Distribute flyers to request volunteers and provide them with all necessary information. Be available on site during the presentations to assist as necessary.

Directory

Goal: Create a printed directory listing of all families with students enrolled in grades preschool – 4th grade.

Responsibilities: Working in conjunction with the school and Board Office, create a directory with telephone numbers that lists all students by classroom. Arrange for printing and distribution to all PTA members.

Educator of the Year

Goal: Giving parents and/or students the opportunity to show their favorite staff member how much that person is appreciated. One staff member from each school will be given an Educator of the Year award.

Responsibilities: Distribute nomination forms to students, collect forms from each school, prepare them for a blind judging, form a committee to read over and pick their favorite essay from each school. Coordinate gift from class through art teacher or another faculty member and present those at the May PTA meeting.

Enrichment Classes

Goal: To coordinate after school enrichment classes for the children. Traditionally classes offered include art, ballet, tap, jazz, gymnastics, hands on science, and tae kwon do.

Responsibilities: To decide on classes to offer and work with the school administrators and instructors to find appropriate dates, times, and space availability. Put class information in the PTA newsletter, then register and assign children to classes.

Field Trips

Goal: To coordinate each grade level with an outside field trip during the school year and to coordinate in house field trips.

Responsibilities: To work with the principals and teachers to plan a trip that ties in with that particular grade's curriculum. Make necessary reservations to coordinate transportation or make arrangements for in house presentations.

Hospitality

Goal: To coordinate parents and students in showing appreciation of our school and teaching staff throughout the year.

Responsibilities: To welcome teachers/staff back to school and to express thanks throughout the year. Arrange dinners for teachers during conferences. Coordinate Staff Appreciation Luncheon each spring.

Legislation

Goal: To report to the PTA issues from Washington, DC and Columbus that affect children's rights and to urge us to express our opinions to our government representatives.

Responsibilities: To read the literature sent out by the National and Ohio PTA. This committee may recommend a position for us to take and may ask us to sign a petition. The committee may also work with local officials to inform them of our concerns and to inform us of our rights.

Market Day

Goals: A monthly food cooperative that offers high quality name brand foods at competitive prices and gives you the opportunity to support our school with each purchase.

Responsibilities: To distribute and collect completed Market Day order forms, to tally the orders and place an order with Market Day. Arrange volunteers on the day of food delivery and to assist in the distribution of food items. The money earned helps to support various PTA programs.

Meetings and Programs

Goal: Serve as support for PTA meetings.

Responsibilities: Write a meeting reminder for General Membership PTA meetings, copy and distribute to the classrooms to be backpacked home to the parents. Put out yard signs at each school a couple weeks prior to next meeting. Provide refreshments if requested.

Membership

Goal: Chairperson shall plan ways to maintain and to increase membership of the organization.

Responsibilities: Collect dues which are turned over the Treasurer, distribute membership cards and provide accurate list of members to the President, Treasurer, and Ohio PTA.

Newsletter

Goal: To distribute newsletter to students on a monthly basis.

Responsibilities: Compiling all information from members of the PTA Board, PTA Committees and from member of the school staff for monthly newsletter. To arrange information appropriately, have it printed and deliver to schools for distribution.

Parenting Classes

Goal: Provide parents with interesting topics on family matters.

Responsibilities: Coordinate speakers and send out flyers to parents giving information on the classes. Work with school administrators for appropriate dates, times, and space available.

Parliamentarian

Goal: To advise the presiding officer on questions of parliamentary law and matters of procedure.

Responsibilities: To attend all business meetings in order to instruct the executive committee on democratic procedures. Update the bylaws when necessary.

Pass-it-On

Goal: Work with local food pantry to provide meals for families in our community.

Traditionally this is a week long event and is held sometime in November.

Responsibilities: Contact local food pantry to compile a list of non-perishable items needed and divide those items between classes and/or grades. Send out flyers to students asking for particular items and put boxes outside classrooms for collecting those items. Collect items daily and at the end of the week take items to food pantry.

“Roy G. Biv” Day

Goal: Coordinate a hands-on of science fun for Kindergarten students.

Responsibilities: Work in conjunction with building coordinator to facilitate the event. Distribute flyers, schedule volunteers, and purchase supplies needed for the activities.

Scholarship

Goal: To award scholarships to high school seniors and a teacher from grades preschool – 4th grade to further their education.

Responsibilities: To evaluate candidates on the basis of grades, community involvement and work experience and to award the scholarships accordingly. There is a blind evaluation of applications by a committee.

Science Day

Goal: Coordinate a hands-on day of science fun for 1st – 4th grade students.

Responsibilities: One chairperson, one co-chair for each school, and one luncheon chairperson. Work with the school administrators to invite scientists and parents into the schools for a day. Contact presenters, create flyers to request volunteers, schedule classroom rotations, coordinate volunteers, and provide follow up support.

Spirit Sales

Goal: To sell clothing, jackets, etc. with the school colors, name and/or mascot.

Responsibilities: To hold sales throughout the year with the PTA board approval. Order merchandise, advertise and distribute items. Work with local vendors to seek out new items to sell as well as the designs to put on them. All proceeds go toward supporting various PTA programs.

Sunshine

Goal: To recognize special events in the lives of the PTA community.

Responsibilities: To send cards to elementary PTA school personnel upon such occasions as a wedding, birth, and extended illness or other special recognition.

Track and Field Day

Goal: To support the physical education staff with their track and field events for each grade level.

Responsibilities: To assist the organizers as needed. Event typically held in May.

Very Important Parent/Professionals (VIP) Coordinator

Goal: To give the names for parents who volunteer for each committee to the event chairperson. There are between 15 to 20 areas from which people may choose to volunteer listed on the VIP sheet.

Responsibilities: To create the sign up sheet that is sent home during the first month of school. Collect these sign up sheets and compile a list of volunteers for committee people to contact when forming their committees.

Ways and Means

Goal: To raise funds for a predetermined budget, to further the work of the PTA.

Responsibilities: To work with a marketing committee and have the children sell products from the brochure. Work with PTA board approved vendor in choosing the products, distribute the materials, collect the money/orders and schedule time to distribute the products to the children.

Yearbook

Goal: Work in conjunction with the school's picture company to publish a yearbook for each school building, showing the children, staff and the years past events. This book should include photos and names of each child in the school by class and snapshots of special events during the year. The book is sold to the students and faculty for a small fee to cover the cost of publishing.

Responsibilities: To aid in assembly of the book, take pictures at events and coordinate efforts with the publisher. The yearbook is typically due to publisher in January or mid-February. They are available to the students by late April or early May.