

## **PTA Committee Volunteer Responsibilities**

**After School Activities:** Oversee PTA-sponsored After School Programs. Publicize activities, collect registrations, coordinate with vendors, organize parent volunteers, communicate with participating families.

**Audit Committee:** Responsible for conducting an audit of the PTA's finances and Treasurer's books for the period of one school year. The Committee consists of three parents not on the PTA board along with the PTA Treasurer.

**Banking for Students:** Work in conjunction with Chain Bridge Bank to oversee student-run bank. Responsibilities include hiring bank staff, publicizing banking days, supervising bank operations.

**Caring Committee:** Responsible for reaching out to Franklin Sherman families who are in need of assistance due to illness, death in the family, etc., and coordinating volunteer effort to help families.

**Cultural Arts:** Responsible for selecting and scheduling with school administration/teachers the in-school assemblies/programs for the students. Must be present day of each event to be a liaison between performers and the school.

**Community Service:** Work with the Student Council Association (SCA) and School Counselor to create opportunities for students and families to help others in the community who need assistance. Examples are the Mitten Tree for Share, Inc and Lunches for the Carpenter's Shelter.

**Fall Ice Cream Social:** Order delivery of ice cream cart and advertise the event date to the school community. Arrange entertainment.

**Field Day Coordinator:** Work with PE teacher to coordinate Field Day in June. Assist with publicity, volunteer recruitment, and snack coordination.

**Field Trip Coordinator:** Work with class teachers to identify and arrange field trips that support the curriculum.

**Fun Fair/Carnival:** Plan and implement the schoolwide carnival. Create committees to coordinate carnival activities, publicity, ticket sales and volunteers. Work with the Sixth Grade Room Parents to provide refreshments.

**Fun Run:** Coordinate and promote a school wide run.

## **Fundraising**

**Gift Wrap:** The Gift Wrap chairperson attends a dinner in July, and distributes student sales packets at the start of school. Chair should be available for Back-to-School nights in September. Gift Wrap sales begin in mid-September and delivery is in November. Duties include promotions, teacher/classroom incentives, and organizing volunteers to assist with tallying and distribution.

**Holiday Plant Sale:** Contact nursery and order plants in September or early October. Send out order forms in Wednesday folder and in Panda Pause. Collect orders and payment. Coordinate distribution of plants to families after Thanksgiving.

**Pre-paid School Supplies:** Review contract and sign early in school year. Revise class supply lists (Nov-Jan). Prepare order forms (Feb-Mar). Distribute order forms and place orders (May). Submit order to supplier (June). Receive kits and distribute at School Open House (August).

### **Retail Redemption Programs**

**Grocery Bonus Program:** Responsible for asking families to register a provided school ID# at their local grocery stores so that Franklin Sherman will get cash rebates for every dollar spent.

**Box Tops for Education:** Collect box tops from front office, count and separate into groups of 100. Fill out required form and mail. Keep track of class standings and email throughout collection period. Determine appropriate recognition for winning class.

**Silent Auction:** Coordinate all aspects of the school auction which is the largest source of fundraising for the Franklin Sherman PTA. Chairperson works with PTA Board and school administration to determine fundraising goals. Establish committees to assist with donation solicitation, publicity, decorating, catering and volunteers.

**Spirit Wear:** Identify items to sell for school spirit wear. Involves selecting items, identifying resources for ordering, and organizing sales. Spirit wear must be ready for sale no later than the Thanksgiving Luncheon.

**Green Initiative:** Promote a greener environment for Franklin Sherman with the help of students, staff and parents.

**Historian:** Responsible for creating a document regarding the history of Franklin Sherman and keeping it updated.

**International Night:** Responsible for sending out flyers in the Wednesday folder or Panda Pause asking families to prepare their traditional foods to share with Franklin Sherman families. Ask families to decorate their stations with their ethnic themes. Promote through e-mails and Panda Pause.

**Landscaping Committee:** Work with parents to oversee the grounds of Franklin Sherman and develop plans as the need arises.

**Minority Chair:** Responsible for meeting bi-monthly or quarterly with the County's Assistant Superintendent along with other parents to discuss their views on a variety of topics. Any person from any minority group can represent Franklin Sherman.

**MCA Youth and Education Committee:** Serve as a liaison between Franklin Sherman and the McLean Citizens' Association Youth and Education Committee.

**Panda Pause:** Responsible for establishing production schedule, collecting articles about school events and activities and formatting them for monthly distribution.

**Parent Education:** Researches speakers and/or topics for parent education, coordinates with administration to schedule programs, and coordinates publicity.

**Publicity:** Maintain contact with local newspapers and press to provide coverage of Franklin Sherman events.

**Reflections Art Contest:** Solicit student participation in the countywide art contest. Oversee promotion of the contest, collect submissions and serve as liaison with Fairfax County Reflections Chairperson.

**Room Coordinator:** Coordinate volunteers to help in assisting with classroom activities such as parties, field trips, special classroom projects, etc. Assist the teacher in any way needed.

**Safe Community Coalition Representative:** Represent Franklin Sherman on the local Safe Community Coalition. Distribute information to parents and students about child safety and community-wide initiatives.

**Special Events:** Develop, plan and implement family evening programs. This is usually done three times per year and can include movie night, family pizza/game night, ice skating, bowling, dining at local restaurants, etc.

## **Staff Recognition:**

**Staff Appreciation Week:** Responsible for organizing and promoting events throughout the week to show appreciation of all the work our staff does.

**Staff Appreciation Luncheon:** Responsible for asking parents to donate food and beverages to serve to teachers and staff during the week of Staff Appreciation. Decorate cafeteria.

**Welcome Back Breakfast:** Responsible for asking parents to donate breakfast foods and beverages to serve to teachers and staff the week they come back to school.

**Bus Driver Thank You Breakfast:** Responsible for asking parents to donate breakfast foods, beverages and utensils to serve to bus drivers in the morning after their route is completed. Decorate a few tables in the cafeteria. Please make sure all bus drivers are available and do not have a field trip scheduled.

**Thanksgiving Luncheon:** Organize the annual school-wide luncheon. Invite parents to the luncheon, recruit volunteers to assist with cafeteria decorations, registration, meal serving, clean up etc. Coordinate event with Food Services.

**Yearbook:** Responsible for taking pictures throughout the school year at different school events and organizing them to be put in the yearbook. Vendor will assist in this project.