

TRAVILAH PTA COMMITTEE DESCRIPTIONS 2007-2008

PROGRAMS

Back to School Picnic – Arrange food vendors and activities for this event held in early September. Most of this work must be done in the summer. Coordinate volunteers to run this event and set-up/clean-up.

Basketball – Coordinate after school basketball program with vendor, students, and parents. Prepare and process sign-up forms/flyers. This program typically runs two or three sessions throughout the year.

Chess Club – Coordinate before school chess program with chess instructor, students, and parents. Prepare and process sign-up forms/flyers. This program typically runs two or three sessions throughout the year. Class size should be limited to a maximum of 25 participants.

Computer Graphics – Coordinate before school computer art program with instructor, students, and parents. Prepare and process sign-up forms/flyers. This program typically runs two or three sessions throughout the year.

Computer Keyboarding – Coordinate before school keyboarding classes with instructor, students, and parents. Prepare and process sign-up forms/flyers. This program may run two or three sessions during the year.

Cultural Arts –

Programs – Find, preview, contract, and budget for 5-6 cultural arts programs for Travilah students in assembly's during school hours. Work with Principal and staff to coordinate scheduling and subject matter.

Residencies – Work with staff to choose type (e.g., opera, percussion, etc.) and specific vendor, budget, and contract for these programs. Work with Principal and staff to coordinate scheduling. These programs usually last more than one day and are often separated by grade.

Dance – Coordinate after school dance program with instructor, students, and parents. Prepare and process sign-up forms/flyers. This program is new this year and may run two or three sessions throughout the year depending on demand.

Field Day – Recruit volunteers and coordinate with PE teacher. This event is typically held in May and includes activities for all grades.

Fifth Grade Recognition – Produce Memory Book for the fifth grade. Plan year-end party; class gift; and fifth grade recognition ceremony. Coordinate all events with staff and Principal.

Foreign Language in Elementary Schools (FLES) – Coordinate before school foreign language programs with FLES office and instructors, students, and parents. Prepare and process sign-up forms/flyers. This program typically begins in October and ends in May.

Halloween Happenings – Coordinate the volunteers for an hour of refreshments and simple Halloween crafts for younger siblings and parents after the annual Travilah Halloween parade. Halloween Happenings takes place in the All Purpose Room while students are having their classroom parties.

International Night – Coordinate a family night at Travilah, typically held in the spring, to share and celebrate the many different cultures at Travilah. The festivities include stations representing the foods, facts, and other cultural items from the various countries that comprise our student body. Short performances and an ethnic costume show are typically included.

Jump Rope for the Heart – Recruit volunteers and coordinate with PE teacher for this one day event usually held in February/March.

Lunar New Year Celebration – Organize activities and programs, including coordinating volunteers and scheduling with staff.

Math Olympiad – Run before school weekly math club for 4th and 5th graders, including working directly with students in practicing provided worksheets for competitions. This program typically begins in October and ends in March. Class size should be limited to a maximum of 25 participants.

Reflections – Reflections is an arts recognition and achievement program for students. Work with art teacher to help students design and produce artwork based on the year's theme. Obtain kits from the MD PTA and coordinate with the MCCPTA. Ensure artwork is submitted by the program deadlines.

Sensitivity Awareness Fair – Schedule and coordinate a school day fair for students in which they will be exposed to various health issues/disabilities/illnesses that make people different. The fair will give the students hands on opportunity to ask questions and become more knowledgeable about the facts. The goal is to make our children more sensitive to those people and their situations. This event is usually held every other year during the winter.

Snacks with Dr. Seuss – Assist faculty Reading Specialist in planning and organizing this program. Recruit volunteers and coordinate breakfast. This event is typically held one morning in spring.

Summer Reading Party – Work with faculty Reading Specialist to organize and provide an ice cream party for those students meeting the summer reading goals. This event is typically held one afternoon in late September.

TV Turn Off Week & Talent Show – This is a national event to encourage television-free recreational activities for elementary school children. Organize and execute Travilah Student Talent Show for one evening during the week of TV Turn Off. Program runs approximately 1 hour (usually in April). Coordinate recognition of those students who complete the week without watching television.

Travilahfest Picnic – Coordinate annual end-of-year picnic held in late May. Activities include food and entertainment. Includes coordination of volunteers, scheduling with staff, and working directly with vendors.

Travilah Healthy Start – Promote healthy lifestyle to students, parents, and teachers by planning and organizing movement and nutrition programs.

FUNDRAISING

Bingo – Organize game supplies, callers, food, tickets sales, raffles, prizes, and volunteers. Coordinate scheduling with school staff. Manage activity two Friday nights during the year.

Book Fair – Coordinate and manage Scholastic Book Fair held in the Media Center for one week in November. Typically 2-3 co-chairs. Involves coordination of many volunteers and scheduling with staff.

Box Tops – Coordinate collection and tally of box tops submitted by students which runs throughout the year. Most of this work can be done from home.

Business Outreach - Work with area businesses to secure their support of PTA fundraising efforts. Solicit advertisements to be placed in the directory, in the Dolphin's Tale, and on the PTA website. Acquire donated items and plan, promote, and run raffles at school events such as Picnics and International Night. Coordinate with the PTA President, Directory Chairs, and Webmaster as needed.

Directory – Collect information (student, family, class, teacher, ads, etc.) and assemble it in a form that can be presented to a Printer for publication of the annual student Directory. Includes compiling any special forms or schedules, formatting advertisements, and editing directory to a final version. This activity usually has 2 or 3 Chairs.

Family Fun Nights – Schedule Family Fun Nights at local restaurants, activity centers, and other businesses and coordinate schedule with PTA Executive Board. Promote attendance by sending out flyers, giveaways, and other programs.

Grant Writer – Research grant opportunities and apply for grants in support of PTA programs and Travilah ES.

Grocery Store Receipts – Coordinate bonus programs with local grocery stores. Prepare flyers for submission to Dolphin's Tale. Can accomplish both from home.

Membership – Prepare membership forms for Back to School Packet. Solicit new members at Sneak Peek, Back to School Night, Back to School Picnic, and Kindergarten Orientation. Collect membership forms and payments as they are remitted. Distribute the Directory and membership cards to members when they are available. Maintain membership list and provide updated list(s) to President as needed. Input of member's information on the National PTA database may be required.

Sally Foster – Collect, process, and deliver orders for this major school fundraiser in the fall. Prepare flyers for inclusion in the Dolphin's Tale. Work with team of 2-3 co-chairs. This activity usually begins in early September and the last sales are collected in the last week of September. Orders are typically received and distributed in early November.

Travilahwear – Select clothing and other items that can be made to order with the Travilah logo. Prepare order form for attachment to Dolphin's Tale and sell items at Back to School Night, Back to School Picnic, and Travilahfest. Fill and distribute orders as they come in.

Winter Fundraiser – Coordinate PTA selected program, e.g. student magnet program with Art Teacher. Verify that all mailings are made on time and that all students have returned merchandise on a timely basis. Distribute merchandise ordered to students when it is received.

SERVICES

Bulletin Board at Giant – Maintain the bulletin board at the Muddy Branch location of Giant for Travilah Elementary School throughout the year.

Copy Coordinator – Assist the staff/PTA in photocopying as needed. Coordinate volunteers to assist where necessary.

Kindergarten Orientation – Coordinate the planning and execution of Kindergarten Orientation with the School Counselor, school office staff, and the Kindergarten Teachers. Always held in the spring.

NAACP Council Representative – Work with the Principal to represent the interests of the Travilah community on the parent council of the National Association for the Advancement of Colored People.

Picture Day Coordinator – Organize volunteers to support the Travilah ES picture days.

Reading Coordinator – Coordinate volunteers to assist staff in working with individual/small groups of students.

Responsible Spending – This Committee is a Watchdog to oversee that the PTA spends in accordance with PTA guidelines and its budget.

Room Parent Coordinator – Recruit and assign Room Parents for each classroom in September. Organize meeting to distribute funds for Halloween and Valentine's parties and review role of the Room Parent; addressing school's food and party policies.

School Beautification – Arrange and supervise clean up sessions for the upkeep of school plantings/trees for a few hours in spring and fall.

School Sign Coordinator – Responsible for changing messages on the front sign and communications with the sign vendor if necessary.

Special Needs – Work as a liaison and advocate with staff, parents, and other members of the community to raise awareness for students with special needs.

Staff Appreciation – Provide refreshments for teacher/staff meetings which are held once a month on Monday afternoons. Plan and execute 3 luncheons: one during pre-service days in August; one during parent teacher conferences in November; and one during teacher/staff appreciation week in May. Manage staff appreciation week for the school. Other fun activities may be planned if committee budget permits. This committee typically has 2-3 chairs.

Sunshine – Coordinate refreshments for Back to School Night in September. Send cards on behalf of the PTA when there is a death, birth, wedding, birthday, or other significant occasion in our community.

Vision and Hearing Screening Coordinator – schedule volunteers to assist the school nurse. Screening is usually scheduled in spring.

Volunteer Coordinators – Prepare updated Volunteer Request Form during the summer for inclusion in the Back to School Packet. Schedule and train Office and Media Center Volunteers. Input results of Volunteer Request Forms into data base and give resulting volunteer summaries by committee to chair people. Coordinate refreshments, organize and run Volunteer Orientation Breakfast in September. Plan for and distribute gifts to volunteers and committee chairs in June. Summarize volunteer hours for submission to State in April and for Award Ceremony in June.

Webmaster - Person responsible for managing the PTA website: updating site; posting information; and making changes as determined by the Board.