

Dear TPES Families,

The end of the year is fast approaching, and the PTA is starting to plan for next year. An important part of our planning is asking parents to volunteer to help in the 2009-2010 school year.

Attached is a description of the roles and responsibilities of our different PTA Committees. Please take a little time to look over this information and volunteer to help for the coming academic year. We need co-chairs for committees as well as volunteers to be on the committees. Names of parents that have already volunteered to co-chair committees are noted.

A volunteer form is included at the end of this packet. You can volunteer to chair one committee but you may get involved in helping with other committees. If you are interested in more than one committee please list your preferences and we will contact you later to finalize your involvement. If you are not sure you can volunteer but have an interest, please sign up now and we will check in with you at the beginning of the year. You can also list your interests and time availability on the form. We are always in need of volunteers, so it is helpful to know your interests so you can be contacted when need arises. A Nominating Committee member or a PTA member will get in touch with you and follow up on your volunteer interest.

The deadline to return the form is April 20th. Please return the volunteer form in your child's Dolphin folder. We would like responses by that date so that we can put the information together to solicit additional volunteers from new TPES families at the Kindergarten Orientation. This information is also posted on the PTA web site.

If you have any questions, feel free to contact nominating committee members Shruti Bhatnagar at shruti_bhatnagar@yahoo.com or Pam Loprest at ploprest@yahoo.com.

Thank you for volunteering! That's what makes the PTA work.



Takoma Park Elementary School Parent Teacher Association

PTA Committees, Roles & Responsibilities Document 2009-10

Takoma Park Elementary School PTA is broadly categorized into five committees.

1. Executive Committee
2. Social Events Committee
3. Educational Committee
4. Outreach Committee
5. Fundraising Committee

Executive Committee is the leading committee of PTA and consists of people who work on PTA issues and together make a decision on PTA related activities and communicate with the entire school community on issues and decisions.

Social Event, Educational, Outreach and Fundraising Committees further consist of committees that organize all events that the PTA organizes throughout the year. A brief description of the responsibilities of all the committees is given in this document.

This document has been prepared by members of the nominating committee with input from some committee heads. The roles and responsibilities have been described as best as possible. The contents are subject to change based on requirement.



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PTA EXECUTIVE COMMITTEE

- **PRESIDENT:** Shruti Bhatnagar
 - Facilitate meetings with the PTA and exec. Committee members
 - Liaison with the Blair Cluster on issues that require TPES involvement/engagement
 - Communicate with the Principal on PTA matters
 - Serve as a point person for key emerging issues, being informed of emerging issues, and make sure that someone is responding to them (often could be the president)
 - Meet with Committee Chairs to discuss plans on upcoming events and direct their issues to get help in resolving them.
 - Be the communicator between TPES office administration and PTA to make sure that the Committee chairs are working together with them to keep them informed.
 - manage the web site and make sure it reflects the PTA and is updated regularly. This involves knowing when to forward something to the web master, modifying the structure of the web site as needed, making sure the calendar of events is updated - etc.
 - strategic planning to make sure that activities are being planned for ahead of time and ensuring that processes are in place to make sure that things get done. (this includes making sure that things such as nominating new committee members, preping for kindergarten orientation, planning for next years committees and facility needs, etc. are being addressed).
 - Providing leadership on key issues
 - Monitor the list serve and weigh in on behalf of the PTA executive committee
 - Engage the exec. committee in decision making
 - Being involved with the school activities so that the president has an understanding of day-to-day issues and programs at the school.
 - Acknowledging achievements of the PTA and being a spokesperson on important issues
 - Write newsletter articles
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- **VICE PRESIDENT:** Vacant
 - Responsible for co-ordinating volunteers for the school on various occasions as requested by school / committee chairs. Attend monthly executive committee meetings. Help with PTA planning.
- **CO VICE PRESIDENT:** Vacant
 - Responsible for working with various fundraising chairs to help with their events. Collect reports of all fundraisers (except Dolphin Appeal) for comparison and evaluation. Attend monthly executive committee meetings. Help with PTA planning.
- **SECRETARY:** Frances Cook **CO SECRETARY:** Cathy Ochletree
 - Share responsibility for collecting agenda items for the PTA Executive committee meeting and circulate it to all executive committee members. At the Exec meeting collect agenda items for the upcoming PTA Meeting and distribute to the community via list-serve and dolphin folders. Take minutes at the PTA meetings. Put the PTA minutes together and get them ready to be posted on website. Attend monthly executive committee meetings. Help with PTA planning.



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PTA EXECUTIVE COMMITTEE – Con't

- **TREASURER:** Pam Loprest
Collect payment from people and deposit them in the bank. Process invoices and re-imbusement requests. Write checks. Get co-signatures from authorized PTA Exec member and mail payments. Maintain records of all transactions for the auditor. All bank activities.
- **DELEGATE TO COUNTY PTA:**
Represent our PTA at monthly meetings of the all PTAs in the school system. Bring information back to our PTA/report at PTA meetings on county-wide issues, vote at delegate meetings on county-wide issues. County PTA meetings are held once a month in the evening in Rockville.
- **BLAIR CLUSTER REP:** Anne Busse
The Blair Cluster Rep attends monthly meetings with representatives of other schools that feed into Blair High School. As the TPES representative, I advocate for issues important to our school and ensure that the cluster as a whole is aware of our concerns. The Cluster Coordinators are our liaisons with the county officials. In addition to this, the reps prepare Takoma Elementary's input to Cluster testimony on the capital improvement program (CIP) and operating budget. This is the place where we band together with others to ensure that specific needs of our school are heard at the County level.
- **NAACP (National Association for the Advancement of colored People) REP:**
The NAACP's principal objective is to ensure the political, educational, social and economic equality of minority group citizens of United States and eliminate race prejudice. The NAACP seeks to remove all barriers of racial discrimination through the democratic processes. NAACP rep speaks on race, justice and will be responsible to bring any such issues to the attention of the executive committee.
- **TPES GT LIAISON:** Susan Allen Nan
Represent TPES at county-level GT meetings and report back to community on issues.



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SOCIAL EVENTS COMMITTEES:

- **Fall Fiesta Committee:** Chair: Vacant Co Chair: Vacant
Evening social gathering with Latin theme held in Fall. Past volunteers have arranged for catered dinner (with attendees paying low price) or donated food and live music/dancing in all purpose room. Volunteers collect money at door (if charging for food); arrange for music or dancing acts; set up and clean up; send out flyers. Coordinate the event with volunteer parents.
- **Grade Level Mixers Committee:** Chair: Vacant Co Chair: Vacant
An evening of social gathering of grade level parents at the beginning of the year. one each for K, 1st and 2nd grade. Chairperson, coordinates with volunteers to organize the event, send out flyers, buy food, organize "ice breaker" activities, set-up and clean-up. We can have a different chair for each grade.
- **International Night Committee:** Chair: Vacant Co Chair: Vacant
Event celebrates different cultures. Held in Spring. Organize potluck dinner. Recruit people to bring food and/or display items for country tables; set-up and clean-up; send out flyers.
- **Movie Nights Committee:** Chair: Marcelle Fozard Co Chair: Vacant
An evening of Movie fun. Volunteers order pizza (and/or other food); select and order a movie; set-up and clean-up; running the DVD, send out flyer to school community informing date and time and a reminder.
- **Supplies Committee:** Chair: Vacant Co Chair: Vacant
Supplies such as napkins, plates, cups, etc. are required for many PTA events – including social events, staff appreciation events, and other meetings. This committee is responsible for buying these supplies and keeping supplies re-stocked. Co-ordinate with other committee chairs before an upcoming event about needs for their event and make sure all supplies are available for their events.
At least 3-4 committee members are recommended so work can be shared.



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EDUCATIONAL COMMITTEES:

- **After-School Program Committee** Chair: Vacant Co Chair: Vacant
The Chair of After School Program Committee coordinates with course organizers and ensures that flyers are done, sets registration deadline, obtains translations for all relevant flyers into Spanish from Ms. Paz, gets principal's approval of all flyers, and gets the flyers copied and distributed -- as one packet if possible.
The parents coordinating the particular classes work with the organizations offering courses to get flyers ready, with the school staff to finalize details. Collect payment from parents, make list of children enrolled, and confirm registrations to families. They also collect responses/money, and send those to the treasurer.
- **Book Exchange Committee:** Chair: Sharon Grey-Coker Co Chair: Vacant
One day event held during the school day where all students can choose one or two free books. Volunteers solicit, collect, and sort donated books; help with set-up and assist children on day of event.
- **Book Fair Committee** Chair: Ally Zevin Co Chair: Vacant
Week long book sale at the school during and right after school hours with one evening event (reading activities as well as sale). Volunteers set-up books, assist children during school hours, collect money, coordinate evening event activities, and pack up books. Parents volunteers needed to be **Evening Event Coordinator** who plans the evening event, which has in the past included a kid's pajama night and readings by community members and book sales. Recruits the readers and organizes the night's events. **One Books Coordinator**- responsible for placing, keeping track of, and collecting the containers used to collect donation money for the "one for books" program. **Volunteer Coordinator**-recruits and schedules volunteers to staff the book fair.
- **Cultural Arts Committee** Chair: Amy Kincaid Co Chair: Vacant
The Cultural Arts Committee is responsible for all PTA-sponsored, in-school cultural activities. The Cultural Arts Committee gathers information regarding possible performers—particularly those to which the students may not yet have had access—and works with TPES staff to coordinate and publicize the assemblies. The Cultural Arts Committee also researches other possible cultural opportunities, such as artist-in-residence programs, where artists, musicians, or performers come to work with the students in smaller groups over a period of days, in interactive workshops that support the school's curriculum. Additionally, the Cultural Arts Committee supports the TPES art and music teachers throughout the year as needed, including the preparation of (and subsequent dismantling of) school-wide exhibits for the annual Arts Showcase.
- **Explorers Club** Chair: Christina Speranza Co Chair: Vacant
Explorers Club Program arranges for special field trips to all grades in co-ordination with the grade level teachers and Mrs Egan. PTA will cover costs for low income families.



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OUTREACH COMMITTEES

- ❖ **Gardening Committee:** Chair: Vacant Co Chair
Responsible for beautifying the school front campus. Clean up, landscaping
- ❖ **Interior Decorating Committee:** Chair: Vacant Co Chair: Co Chair
Responsible for decorating the school. Example decorating the All Purpose Room etc with seasonal decorations.
- ❖ **Directory Committee** Chair: Debra Bodner Co Chair: Vacant
Create school phone directory of all students. Volunteers collect and organize information with help from school; obtain community ad sponsors; arrange for printing and distribute.
- ❖ **Diversity Committee** Chair: Vacant Co Chair: Vacant
Develop and coordinate activities for the school community to help expand PTA membership and participation among diverse parent communities.
- ❖ **Lemonade Stand Committee** [will not be held in the 2009-2010 school year]
Once-a-week after-school stand outside of school selling lemonade/snacks at minimal cost to foster community. Volunteers buy supplies, set-up stand, sell food, clean-up.
- ❖ **Principal's Coffee Committee:** Chair: Vacant Co Chair: Vacant
Monthly morning meetings held at the school for informal conversation between parents and the principal. Volunteers choose topics, arrange for coffee/snacks, and put out notices of meetings to parents.
- ❖ **PTA Membership Committee** Chair: Vacant Co Chair: Vacant
Manage PTA membership process. Volunteers distribute information to parents on joining the PTA, collect membership forms and dues, submit forms for county/state PTA. This activity is concentrated in the first two months of the school year.
- ❖ **PTA Newsletter Committee:** Chair: Frances Cook Co Chair: Vacant
Create monthly PTA newsletter. Volunteers collect articles/announcements from PTA executive committee and other committees, format newsletter, copy and distribute.
- ❖ **PTA Website** Chair: Scott Ward
Maintain and update our PTA website with information from executive board and committees.
- ❖ **Staff Appreciation Committee** Chair: Lydia Oberholzer Co Chair: Vacant
Organize events throughout the school year to show appreciation for school staff. Includes organizing breakfasts and lunches for staff on parent-teacher conference days and other times during the year. Volunteers solicit donations from parents, co-ordinate set-up and clean-up of events.
- ❖ **School Volunteers Committee** Chair: Vice President - PTA
Solicits and coordinates volunteers from parent community to help at the school with non-classroom activities – in the lunchroom, at recess, at art/music/P.E., making copies of and distributing PTA flyers.



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OUTREACH COMMITTEES – Con't

- ❖ **Room Parent Committee:** Chair: Vacant
A Committee of Room Parents. Chair will be responsible for maintaining information of room parents for all classes (Names, contact info). Communicating to room parents wherever their involvement is required for school support activities. The chair will coordinate requirement with the President or Vice President responsible for volunteer co-ordination.

- ❖ **Translation Committee:** Chair: Vacant
Volunteers who can help translate PTA documents on regular basis in Spanish and Ahmaric so all communication to these regional community members can be sent in their language.



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FUNDRAISING COMMITTEES

- **Dolphin Appeal** Chair: Vacant
The PTA's annual direct appeal letter to parents for donations. Chair writes letter; find volunteers to be part of the committee who will help in making copies and sending them out. Chair collects reply cards & donations and sends thank you notes. This activity is done in conjunction with the **PTA President who will work as the co-chair**. Committee will involve room parents or one parent volunteer from each class to make calls to other families from that class to encourage participation in this fundraiser.

- **Passive Fundraising**
Grocery Cards: Vacant
Coordinating Giant and Safeway grocery card fundraising program. Grocery stores give donations to school based on the dollars of sales to registered individuals that designate our school. Volunteers distribute information about programs to parents, encourage grocery card registration and/or register parents on-line

Box Tops: Angela Greenfield
Coordinating Box Tops for Education program. Box Tops are coupons on participating products that can be turned in for cash. Volunteers distribute information about programs to parents, collect and count box tops and submit to program.

- **Sally Foster Giftwrap Fundraiser** Chair: Vacant Co Chair: Vacant
Fundraiser in conjunction with the Sally Foster company selling giftwrap and other items from their catalog. Each student/family is given materials to sell and a percentage of sales goes to the school. Volunteers provide information to parents and encourage participation, coordinate with Sally Foster, put together packets for each student, collect money and forms, enter sales information, and coordinate delivery of sold products to students.

- **T-shirt Sales** Chair: Vacant Co Chair: Vacant
Sell TPES logo t-shirts and magnets. Volunteers coordinate with print shop, put out sales forms to families, collect money, and coordinate delivery of items to buyers.



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Volunteer Form for PTA Committees

Name of Parent Volunteer: _____

Name of child & grade in 2009-10: _____

Contact Information of Volunteer:

Telephone Number: _____

E-mail: _____

Other: _____

I prefer being contacted by: e-mail Phone

Name of Committee interested in: _____

Please check what you would like to volunteer for in this committee:

- I would like to chair the Committee
- I would like to help as a Committee Member

Please explain: _____

Other Volunteer interests: (Please write below what other committees you are interested in helping with in order of preference)

Schedule and Availability details: (Please explain what days and time you are available including evenings & weekends, if required!)

Other Comments: (Please write anything else you would like to communicate to us):

