

Committee Chair and Volunteer Opportunities for 2009/2010

Below you will see a list of many PTA programs and their descriptions that need volunteers throughout the year. We encourage all moms, dads, grandparents, and friends to volunteer.

If you have any questions regarding these programs, please contact Terry Moore at 553-0977 or mooretd@comcast.net.



Name(s): _____

Home Phone: _____

Cell Phone: _____

E-Mail Address: _____

Please return this completed form to your child's teacher by September 11, 2009.

**Based on your interest in the following committees, place a "C" for Chairperson or an "M" for member. **

"C" or "M"	Name	Job Description
	(NEW) WATCH D.O.G.S	(Dads of Great Students). WatchDOGS are fathers, grandfathers, uncles and other father-figures who volunteer at least one day each year at our school. You may read and work on flash cards with students, play at recess, eat lunch with students, watch the school entrances and hallways, assist with traffic flow, mentor students, and any other assigned activities where you actively engage with not only your child, but other students as well. More info go to www.fathers.com/watchdogs.
	Accelerated Reader	Coordinate & publicize the AR program, awards, incentives & prize store. A great way to help with this is to work with helping the younger children take the test, work in the morning at the prize store. Year round.
	After-school Enrichment	This person(s) would work with outside vendors/teachers/parents to bring afterschool excitement to the children. Variety of programs could include Chess Club, Drama Kids, Mad Science, etc.) Events are usually done during beginning of the year and then after January.
	Arts in Education	This person(s) would work with the STATE guidelines and information that is provided and make sure the children get this information. Create & maintain the cultural arts programs sponsored by the PTA, particularly "Reflections". This is a onetime event and ends by October – Our winners are awarded in April.
	Book Fair	As a chair you would work closely with school librarian, organize volunteers and handle \$ for the fall/spring book fairs. As a volunteer you can help with set up, take down or work either morning or afternoon. Help is needed for both the Fall and Spring Book Fairs.
	Bylaws	This person(s) will be a part of a committee that will review the current by laws we have and make any changes necessary to meet the needs of the school. Once updated then by laws will be sent to the State for approval. This would include meetings throughout the year. Must have it approved in by May 19th.
	Community Outreach.	This person(s) would demonstrate our care & concern for our community through events, education, communication, includes monthly "Far West End Press" articles that you work with the teachers or Chairs to gather information and pictures.
	County Council Delegate/Alternate	This person would attend County Council meetings & report back to the board. This is attending about 6 meetings total for the year.
	Family Fun Night	This person would work with our VP of programs and see what kind of FUN we can bring to the school for the year. You would plan or oversee family-friendly events, including movie nights. This would be about 2 or 3 times a year.
	Field Day	The chair would plan & organize Field Day with the P.E. teacher. Volunteers needed to help plan and organize this event. Helpers are also needed at the time of field day. Majority of the work is done from March – June.
	Hospitality	This person would plan & provide meals/activities for our staff to show our appreciation of their efforts. This includes monthly or bimonthly activities.
	Lay Advisory Delegate/Alternate	This person would attend Lay Advisory meetings & report back to board. This is attending about 6 meetings total for the year.

	Legislation	This person would relay legislative issues to the general membership, conduct voting on PTA proposed legislation.
	Newsletter	Compile, print & distribute the PTA newsletter. This person(s) would gather articles from school staff, teachers, board members, and committee chairs and place this information in a template that will be provided as well as past newsletters as examples. You can also make suggestions on a new look and feel. There will be a printed and online version. This can be distributed bi-monthly or quarterly.
	Parent Information	This person(s) would work with the school staff and Henrico PTA to maintain a Parent Resource area. The information would need to be kept current and to inform the parents that we have these great resources. The updates could be monthly, bi monthly or as often as is needed.
	Parliamentarian	Monitor operation of board & general membership meetings by following our by-laws and "Robert's Rules of Order". This is 7 meetings a year.
	Room Parent Coordinator	Organize and oversee room parents and responsibilities. Parents sign up for room parent at Open House in the teacher's room. You would then work with them by giving direction on the school year. You will have notes and other years information provided to you as a guide. This will be something that needs to work on all year.
	School Board Representative	Attend School Board meetings & report back to board. This is attending about 4 meetings total for the year.
	Special Printing	Organize, print & distribute PTA items, including school directory. This would include gathering information for the school directory, updating last year's information, and working with getting these printed. This happens at the beginning of the school year and distributed as soon as we can.
	Spirit Wear	Order & maintain inventory of "Spirit Wear". We need volunteers to work the shop during events which include Orientation, Open House, Back To School night and other PTA meetings. Suggestions on new items are also welcome. During PTA events yearly.
	Store Promotions	Coordinate collection, redemption & contests for Box Tops for Education, Campbell's soup labels, Ukrop's, Target, Tyson Chicken etc. We can use a different person for each Promotion or one person can work this. Some task includes sending the fliers home to collect the items, sending them in for reimbursement, and rewarding the class or student with the most. We would like to see the collection monthly.
	Ways & Means	Plan & execute "FUN" raising and Fundraising programs to help meet the monetary goals of our organization. <ul style="list-style-type: none"> - "FUN" raising includes the CICI's, Skateland, Chili's, etc .throughout the year. - Fundraising includes the big Fall Fundraiser. Happens during the entire year.
	Website	Maintain & update the GES PTA website.
	Volunteers & Parent Involvement	Obtain, organize & utilize our volunteers to help us reach our goals and support the school, coordinates end-of-year Volunteer Appreciation event. This person(s) would make sure our volunteer list is kept up to date and also make sure we have duties for the people who have donated their time. This time involvement varies.
	Yearbook	Advertise, take photos, collect orders, compile & distribute yearbooks. work closely with a publisher, as well as school staff members. Volunteers needed to help with taking individual class pictures and getting to the yearbook committee. The taking picture is throughout the year.