

DARBY PTA Committee Chair Positions

MEMBERSHIP

FUNDRAISING

PROGRAMS

**California State PTA formal job descriptions can be found on their website:
www.capta.org, click on “running your PTA/PTSA”*

DARBY PTA Committee Chair Positions

MEMBERSHIP

The Membership Chair is in charge of promoting PTA membership throughout the year, although typically the Membership Drive is pushed at the beginning of the year. The Membership Chair will establish a membership goal or goals. He or she will choose a campaign with a theme and a motivator that will encourage our students to promote getting PTA members from home, usually with prizes.

The Membership Chairperson will need a committee to help with the campaign, advertising, and to monitor the number of memberships per class if there is a contest. The committee will, also, help record the memberships onto a printed list of members, along with an e-mail list and distribute the membership cards. The Membership Chair will need to make sure that membership dues are paid up to the PTA council by the due dates and to qualify for district awards.

DARBY PTA Committee Chair Positions

FUNDRAISERS

****These chairs work with the Vice President of Ways & Means**

With every fundraiser, the chairs make sure:

- That monies collected are counted and prepared for deposit in a timely manner
- Out-of-Pocket expenses are submitted to the Treasurer for reimbursement
- The event or activities are organized and staffed
- The event or activity is advertised (posters, marquee, Dispatch, fliers, etc)

Typical Annual Darby Fundraisers:

Jog A Thon

Typically held once per year, at grade-level PE times. All students participate and collect pledges per lap or a lump sum donation. 99% of pledges collected are profit to the PTA. Small expenses are incurred to purchase decorations and lap cards, etc. You coordinate the event and have a staff to help out. Fliers need to go out to the parents, envelopes and lap cards need to be made for each student. Music is played while the students run, Coach Sally helps to warm up the students, and popsicles are usually provided at the end of each grade-level's run.

Popsicle Room

Popsicle Room is typically open every Friday after school for approx. 30 minutes. Usually 2 adults are needed to man the 2 doors. Inventory supplies will need to be purchased. A deposit should be prepared every day there is a sale.

Pizza Sales

Typically held on Mondays after school for about 45 minutes. Pizzas need to be ordered and juice pouches, plates and napkins purchased. Pizza delivery receipts are provided to the Treasurer. A deposit should be prepared every day there is a sale.

Family Fun Nights

Family Fun Nights in the past have included: Restaurant Nights, Skateland, Darby Dodger Night, and McTeacher Night @ McDonalds. The Chair will make arrangements with the restaurants or organizations, create and distribute fliers, and manage the event with volunteers, if needed (like with Skateland and McTeacher Night).

Book Fair

Typically held in the Spring, and has, in past years, run 2 weeks and through Open House in April. Scholastic Books, Inc. has been the vendor. Gather a committee to help set up and take down. Scholastic delivers the books and miscellaneous inventory in large rolling cases that are easy to set up and provide holders to keep their miscellaneous items organized. The committee will also be needed with volunteers to man the book store. It generally requires an adult to watch the door, 2 adults to work the registers and a few more adults to work the floor. In the past, 3 activities are scheduled within the 2 weeks: Muffins for Moms, Donuts 4 Dads, and Pajamarama. Additional fliers/advertising and food are purchased for these activities. In addition, teachers and staff are requested to sign-up to read at Pajamarama.

Silent Auction

Typically held during Open House in the spring (April). The Chair will coordinate with the Room Parent Coordinator to arrange classrooms or grade levels to produce one or more themed baskets for auction. He or she will need volunteers to help wrap up the baskets and arrange the auction, payment collection and distribution of the baskets. In past years, the Chair has solicited for free event tickets or other donations to create additional baskets. The final sale prices for each basket should be on display the following school day, usually posted on the Parent Center door.

Penny Drive

The Penny Drive is throughout the month of February. Students bring in loose change from home to their classrooms collection container. The teachers have been the ones who have decided in the past who keeps the coins collected in the classrooms. If this is the case, the teachers count and keep their money to use for their class.

Typically, One or more additional fundraisers can be chosen to raise more money. Here are some sample choices:

Giftwrap, Cheesecake, Cookie Dough or other food fundraisers, Magazine Drive, Community Cards, Gift Card Artwork Fundraiser, Entertainment Books, Smencils, See's Candy, Holiday Shop, Spelling Bee / Spellathon, a second Book Fair, etc.

DARBY PTA Committee Chair Positions

PROGRAMS

****These chairs work with the Vice President of Programs**

With every program, the chairs make sure:

- The event or activity is advertised (posters, marquee, Dispatch, fliers, etc)
- The event or activities are organized and staffed
- Out-of-Pocket expenses are submitted to the Treasurer for reimbursement

Darby Reads

Darby Reads is a reading program that runs from October through March. The goal is for every student (and hopefully teachers/staff, too) to reach the gold medal level. The program encourages students to read by issuing reading log record sheets and prizes. The Chairperson will need a committee to regularly record classroom reading logs, issue prizes and to set up the Darby Reads Store in the spring for students to redeem their "Darby Dollars" for additional prizes.

Typically, the committee spends time every week running this great literacy program. The committee will, also, provide the gold medals and/or certificates, as well as possible top prizes, at the completion of the program.

School Dances

They are FREE to Darby families. The Chair will need a committee to plan the event. Things to consider: decorations, DJ (usually provided by Mr. T), food sales, bake sale, picture taking, other activities, etc. Typically, Darby holds a Valentine's dance on a Friday near Valentine's Day. The Chairperson and committee will plan a set-up and clean-up crew, as well as coordinate with the Plant Manager for lighting and bathrooms open.

PTA Reflections Program

This is the National PTA Reflections Program to recognize artistic achievement of students. The goal of the program is participation in and appreciation for the arts. The Chair will distribute information about the program and the paperwork needed to submit an entry according to the theme chosen by the national PTA for that year. He or she will coordinate a space to display the schools' entries, as well as provide materials and staff to ensure objective judging. The Chair will issue ribbons or certificates to the participants and winners, as well as coordinate submitting the winners to the district level for judging.

Spook-A-Rama Festival

This program has been typically held in the Fall (October) and it usually is planned close to Halloween so the students can wear their costumes at this festival. Games and activities are planned and candy or token prizes are given. The festival has been held on Saturdays as well as on a school day, during the students' day. The scope of this favorite festival needs to be planned by the Chair and cleared by the Executive Board. The Chairperson's staffing and supply needs of this event can be smaller or much larger, depending on the scope chosen.

Red Ribbon Week

Red Ribbon Week is the nation's oldest and largest drug prevention program. Students wear red ribbons or bracelets and pledge to lead a drug-free life. "Just Say No To Drugs" week. Typically coordinated with a teacher, the Chairperson will need to coordinate or provide some volunteers for a few activities that might arise for that week (usually not needing too many volunteers).

Science Night

This event has been typically held at the end of May, after testing, and sometimes coordinated with the Science Fair. It is a family night of science exploration and fun. It usually has been held as a low-cost or free event for each adult/child pair. The science investigations are usually coordinated with and run by the teachers. The Chair will work with the teachers and will want to make sure that the night runs smoothly. In past years, the PTA has sold dinner food prior to the investigations beginning.

Talent Show and/or Play Production

Depending on the Chair and the committee involved, a Talent Show and/or Play Production can be planned. Information is to be sent home with all students. Scheduled auditions must be fair and open to all students. Typically, judging and, therefore, prizes are not given to one student over another. Participation acknowledgment is nice. In past years, there have been food/water sales or a bake sale during the Talent Shows.

School Assemblies

The Assembly Chair will bring in organizations, who put on assemblies, for the students with their teachers. Most tend to be educational. The Principal and teachers should approve them as assemblies take away from classroom time. The Chair will plan the assemblies decided with the teachers and Principal and then ask the Association to approve and pay for it, if needed. On the assembly day, the Chair and/or staff will make sure that any set-up work is done prior to the assembly.

School Spirit

The Chair of School Spirit may not need a committee. He or she plans fun spirit days for the students, like Crazy Hair Day, Backwards Day, Sports Teams, etc. Spirit can also include coordinating with or planning a student spirit team comprised of 5th grade or a variety of students who want to increase spirit at the school. The Chair will also encourage the student body to wear Darby Wear on Fridays.

DARBY PTA Committee Chair Positions

OTHER

Room Parent Coordinator

The Room Parent Coordinator chairs a committee of Room Parents from each classroom. Ensure that each classroom has a Room Parent and provide him or her with the Room Parent Handbook. Have each Room Parent prepare a class roster for class distribution. Assist the President or Committee Chairs with forwarding e-mails to the Room Parents, when needed. Assist committees by helping them solicit volunteers from the parent base.

Staff Appreciation Week

The 1st full week in May is National Teacher Appreciation Week. At Darby, we honor all teachers and staff with a week of activities to show our appreciation. The Chair will create a committee and plan the week of activities. In the past, the PTA has planned a couple days where the students show appreciation for their teachers mixed with a few PTA staffed food and/or gift activities.

Website

Darby has a website: DarbyPTA.com The “webmaster” will upload information onto the website, keep it updated and ensure that the annual hosting fees are paid on time.

**Can be done from home computer.*

Parent Involvement / Parent Center Coordinator

The Parent Involvement person is merged into the Parent Center Coordinator. The PC Coordinator has periodic meetings to attend from District 1 off campus. He or she will maintain the needs of the Parent Center, keeping resources available for parents. There are many resources that can be used to host Parent Meetings on a variety of subjects.

Student Aid

The Chair of Student Aid may or may not have a committee. Typical events that have fallen under Student Aid would be the M.E.N.D. Drive and Disaster Relief. If there is a request from a teacher or nurse for student aid supplies, the Chair gets approval from the PTA and coordinates purchasing and distributing the supplies.

Safety

The Safety Chair heads a committee of volunteers who review the safety needs of the school, where volunteers and/or money might be needed to provide safety for our students. The Safety Chair or someone from the committee should attend the school's Safety Committee meetings and report back to the Association their findings.