

# FROST PTA COMMITTEE DUTIES

<u>Title</u>	<u>Difficulty/Time Involved</u>
<u>After School Dance – 3 dances</u> <ul style="list-style-type: none"><li>• Coordinate volunteers to sell tickets before dance</li><li>• Coordinate volunteers to help during dance</li></ul>	
<u>Bingo – A Friday Night in Feb/March</u> <ul style="list-style-type: none"><li>• Solicit prize donors and cash sponsors</li><li>• Publicize in Frost, Woodson pyramid, and community publications</li><li>• Sell tickets by mail and in the cafeteria</li><li>• Sell pizza, donated baked goods and other items during bingo</li><li>• Should be co-chaired and/or volunteers who can head up specific areas such as refreshments, prizes or tickets</li></ul>	4/4
<u>Book Fair – twice a year</u> <ul style="list-style-type: none"><li>• Coordinate with Librarian</li><li>• Coordinate volunteers – can be done via email through the PTA website</li><li>• Easy volunteer chair position, requires long range planning of approximately 1 month out from fair to arrange volunteers</li><li>• Ability to use Excel or other spreadsheet program helpful</li></ul>	3/4
<u>Clinic/Health – Sept/Oct</u> <ul style="list-style-type: none"><li>• Coordinate volunteers to help with health screenings</li><li>• Reminding volunteers</li><li>• Help with screening</li></ul>	2/2
<u>Cluster 3 Parent Advisory Meeting – 3 Meetings</u> <ul style="list-style-type: none"><li>• Attend 3 meetings a year</li><li>• Report back to PTA anything of interest</li></ul>	1/1
<u>Directory Database – Sept – Nov</u> <ul style="list-style-type: none"><li>• Collect orders</li><li>• Coordinate with membership/web liaison</li><li>• Order directories</li><li>• Deliver to school</li></ul>	2/2
<u>Directory Distribution – End of Oct/Nov</u> <ul style="list-style-type: none"><li>• Arrange with the school to label directories</li><li>• Sort and deliver directories to first period classes</li></ul>	1/2

### E-Facts Editor – Monthly

1/2

- Collect articles for the E-facts
- Distribute to school
- Send request for articles to submission distribution list every other week
- Add calendar items
- After compiled, send to approval distribution list for okay
- Publish via Media Next (the Keep In Touch system) every other week

### Eighth Grade Dance – June

- Run by 7<sup>th</sup> grade parent
- Coordinate volunteers to help
  - Set up parents gym
  - Help at dance

### Field Day – End of Year

- Coordinate with school
- Coordinate volunteers to help that day

### Frost Beautification – twice (Fall and Spring)

1/2

- Coordinate with school
- Advertise and coordinate volunteers to help with school clean-up – may also be done via PTA website, so easy
- Purchase refreshments (work with PTA budget)

### Frost Family Festival – March – April

3/3

- Coordinate with school/cafeteria
- Coordinate volunteers to sell tickets and meals
- Order pizza
- Print and distribute flyers to feeder schools
- Collect order forms
- Works well with two people co-chairing

### Reflections

3/4

- Can be shared
- Send flyers home in school packets
- Promote this multi-medium contest to students, parents and teachers
- Send reminders to students/Creatively encourage participation
- Process entries ensuring rule compliance, selecting expert judges, notifying winners

### Special Ed. Liaison

2/2

- Answer any questions
- Coordinate lectures as needed

## Spirit Sales

4/5

- Work with printer for design
- Have flyers ready to go home at start of school
- Handle orders
- Gave this a 5 for difficulty just because of the length of time, number of orders and number of volunteers involved
- Ability to use Excel or other spreadsheet necessary
- Need to be ready to go with design by the end of August
- There is a file system set up for this
- Pick up and distribute to gym classes

## Staff Appreciation - May

- Coordinate with Hospitality
- Provide meal for the Frost staff
- Work within a budget

## Technology/Web Liaison - All Year

- Update and maintain the Frost MS PTA website

## Volunteer Database - Sept/Oct

- Work with web liaison
- Distribute volunteer data to all committees

## Woodson Community Coalition

- Attend monthly meetings (alternate between AM & PM)
- Report anything of interest to PTA
- Can be shared

## Frost/Woodson Liaison - monthly

1/1

- Attend Woodson PTSA meetings
- Report back anything of interest

## Giant/Safeway - Sept/Oct

1/1

- Arrange through school the winning class
- Arrange for pizza to be delivered
- Buy soda, paper plates, napkins

## Hospitality - throughout school year

3/5

- Number of events honoring different sets of folks throughout the year
- Send out email for food and drink donations
- Working a list of volunteers for contributions
- Help coordinate the teachers appreciation week
- Work within a budget
- One person job but is much more manageable with two

Magazine Sales – Sept-Oct 2/2

- Work with the school
- Coordinate volunteers to help with order collection
- Distribute prizes

Membership – Sept/Oct 3/3

- Coordinate with directory and web liaison
- Compile list; input membership data
- Maintain membership list

National Night Out – Spring 2/2

- Work with Washington Nationals to determine date
- Work with school to confirm date
- Sell tickets
- Distribute tickets

Odyssey of the Mind 2/2

- Registers with OotM International to set up school membership
- Sets up informational meetings
- Forwards information from OotM International to coaches
- Represents Frost at Regional