

## Frost PTA Committee Duties (As of September 2021)

Title of Event	Steps Required to Execute Event	Begin Planning	Event Date / Time
<b>8th Grade Celebration</b>	Secure DJ Develop theme Work with school to confirm a date Advertise and sell tickets Decorate School Coordinate volunteers	January	Last Friday in May
<b>Bingo Night</b>	Secure prize donation Advertise Sell tickets Plan for food	Fall	March
<b>Book Fair</b>	Coordinate with Librarian Establish SUG to schedule volunteers for each book fair	Month before each fair	One in the fall; another in the Spring
<b>Clinic Health Parent Aide</b>	Work with school health to identify volunteers for various school health screenings	Month before each school-sponsored screening event	Year round
<b>Food4Thought</b>	Work with school social worker to collect food donations Lead a team of volunteers to prepare bags for weekly food distribution to students	August	Weekly once school starts
<b>Frost Family Festival</b>	Advertise and collect pre-orders for the Festival Order pizza Coordinate volunteers for pizza and treat distribution during FFF	December	January or March
<b>Frost/Woodson Liaison</b>	Attend Woodson PTSO Meetings on behalf of Frost Collect and share information on upcoming events and points of interests	August	Monthly
<b>Membership</b>	Collect new PTA memberships Report on membership numbers to VA PTA Work with Directory coordinator to create and distribute directory (whether print or online)	August	Really busy from August - October.

<b>News You Choose: PTA</b>	Collect weekly announcements for PTA Newsletter Share announcements with Frost Secretary for e-distribution	August	Weekly
<b>Outdoor Spaces</b>	Beautify the exterior of the school with flowers and grounds cleanup Buy and plant flowers and bulbs Coordinate with school Coordinate volunteers	September	Clean up in the fall: beautify with flowers in the Spring
<b>PTA Grants</b>	Manage Fall and Spring Teacher and Staff Grant Program Create Applications and deadlines Coordinate distribution of information to staff w/ Frost secretary Collect applications keeping track of requests vs. budget Meet with Principal to identify which applications to present to membership Present to PTA membership for approval Follow-up with applicants about process to fulfill request and reimbursement Coordinate reimbursement requests with treasurer	August and January	August - October January - February Follow-up throughout the year
<b>Read-A-Thon</b>	New Virtual Fundraiser in 2021 Develop plan and incentives Coordinate with School Secretary and Reading teachers Promote event to families Develop forms for students to keep track of reading logs Follow-up with top readers	2-months prior to determined Read-A-Thon Date	TBD (Was held in February 2021)
<b>Reflections Program</b>	Follow guidelines and deadlines from VA PTA Reflections Program Promote this multi-medium contest with families and students Process entries; notify winners	August	Reflections deadline usually October Coordinator is involved through November
<b>Restaurant Nights</b>	Schedule monthly Restaurant Nights, where proceeds contribute to PTA fundraising efforts Contact restaurants interested in hosting Advertise to Frost Families Coordinate check payment from Restaurant	September	Monthly or as determined
<b>School Board Liaison</b>	Attend School Board Meetings Provide brief report at PTA Meetings		Throughout year as School Board meetings are scheduled

<b>Skate Night</b>	Schedules and promotes two or three ice skating events at Fairfax Ice.	Develop plan in August	
<b>Special Ed Liaison</b>	Coordinate with Frost Special Ed Dept Chair Answer any questions Coordinate lectures as needed		
<b>Spirit Wear Coordinator</b>	Work with printer for design Identify items to offer for sale Get approval from PTA President & Board Develop flyers; advertise to families Collect and process orders Coordinate Sales throughout the year (Family Festival, during lunch, etc.) Coordinate volunteers for sales throughout the year	Items ordered by end of August (determine if pre-ordering or ordering online, especially with limited storage due to Frost construction)	Very busy at beginning of year Year-long
<b>Staff Appreciation / Hospitality</b>	Develop Year-long Hospitality plan Send emails / SUG for food/drink/monetary donations/volunteers Coordinate Staff Appreciation Week activities Work within a Budget	Develop Plan in August	Various activities throughout the year, depending on plan

<b>Student Directory (printed in 2019-2020; online in 2020-2021)</b>	<p>Determine Directory Format (Print or online)</p> <p><b>Print Directory:</b>  Collect student list / info from school Secretary  Coordinate directory orders w/ membership (all PTA members receive 1; some order additional copies)  Coordinate with Art teachers for students to create cover artwork  School Administrators select top 5; PTA Board picks winning art for cover  Identify printer to format and print directory  Coordinate with Sponsorship Sales to collect sponsorship artwork to put in directory  Order directories; coordinate with membership to create labels for distribution  Sort, label, and delivery directories as instructed by school Admin (was distributed to Falcon Focus teachers)</p> <p><b>Online Directory</b>  Collect list / info from School Secretary  Upload to online directory system selected  Alert PTA members about accessing online directory</p>	September	Distribute before Thanksgiving
<b>Volunteer Coordinator</b>	Help identify volunteers needed for various activities throughout the year Create master list of volunteers; distribute to committee leads	August	As needed throughout the year
<b>Webmaster</b>	Outside vendor		