

Frost PTA Committee Duties (As of June 2022)

Title of Event	Steps Required to Execute Event	Begin Planning	Event Date / Time
8th Grade Celebration	Secure DJ Develop theme Work with school to confirm a date Advertise and sell tickets Decorate School Coordinate volunteers	January	Last Friday in May
Bingo Night	Secure prize donation Advertise Sell tickets Plan for food	Fall	March
Book Fair	Coordinate with Librarian Establish SUG to schedule volunteers for each book fair	Month before each fair	One in the fall; another in the Spring
Clinic Health Parent Aide	Work with school health to identify volunteers for various school health screenings	Month before each school-sponsored screening event	Year round
Food4Thought	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
Frost Family Festival	Advertise and collect pre-orders for the Festival and help student services create flyer. Order pizza and purchase other snacks/drinks Coordinate volunteers for pizza and treat distribution during FFF	January	mid-February
Frost/Woodson Liaison	Attend Woodson PTSO Meetings on behalf of Frost Collect and share information on upcoming events and points of interests	August	Monthly

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Membership (see also Student Directory)	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.
News You Choose: PTA	Collect weekly announcements for PTA Newsletter Share announcements with Frost Secretary for e-distribution	August	Weekly
PTA Grants (VP)	Manage Fall and Spring Teacher and Staff Grant Program Create Applications, Staff Letter 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	September and January	September - December January - May Follow-up throughout the year
Read-A-Thon	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	February
Reflections	Follow guidelines and deadlines from VA PTA Reflections Program Promote this multi-medium contest with families and students Process entries; notify winners	September	Reflections deadline usually October Coordinator is involved through November
Restaurant/Food Truck Nights	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 - May	Monthly or as determined

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School Board Liaison	Attend School Board Meetings Provide brief report at PTA Meetings		Throughout year as School Board meetings are scheduled
Skate Nights	Schedules/promotes two or three ice skating events at Fairfax Ice.	September	
Special Education Liaison	Coordinate with Frost Special Ed Dept Chair Answer any questions Coordinate lectures as needed		
Spirit Wear Coordinator	Work with printer for design Identify items to offer for sale Get approval from PTA President & Board Develop flyers and advertise to families Collect and process orders Attend in person sales opportunities and coordinate volunteers throughout the year at events, during lunch, etc. Manage online Spiritwear (Squadlocker) stock and sales	Physical items order as soon as necessary	Year-long
Staff Appreciation / Hospitality	Develop year-long hospitality plan Send emails / SUG for food/drink/monetary donations/volunteers Coordinate Back to School, Staff Appreciation Week activities	mid-August	Various activities throughout the year, depending on plan

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Student Directory (printed in 2019-2020; online 2020-2021, not done 2021-22) (see also Membership)	<p>Determine Directory Format (Print or online)</p> <p>Print Directory: 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 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>Online Directory Collect list / info from School Secretary Upload to online directory system selected Alert PTA members about accessing online directory</p> <p>Sponsorship Sales Identify Sponsorship Rates Update Sponsorship form and materials Contact Past Sponsors & Prospects about opportunity Collect ads / logos</p>	September	Distribute before Thanksgiving
Twitter Page	Tweet PTA Updates throughout the year	August	As needed throughout the year
Volunteer Coordinator	Identify volunteers needed for various activities throughout the year Create master list of volunteers; distribute to committee leads	August	As needed throughout the year
Webmaster	Outside vendor		Year long
Website Liaison (VP)	Collect web updates from various Committees Identify content to update throughout site (meetings, contacts, etc.) Forward updates to Webmaster	August	As needed throughout the year