

ADVOCACY COMMITTEE (active November through May of each school year)

- Review Section 8.4 of the By-Laws and assure all specifics are met.
- Develop and organize meetings, activities, and programs to further the goals and purposes of the PTA.
- Work to improve communications and relationships between school staff and families.
- Identify and implement ways to educate families and caregivers on important issues related to the health and educational success of their children.
- Work to make each child's potential a reality.

AUDIT COMMITTEE (active throughout the year)

- Review Section 8.2 of the By-Laws and assure all specifics are met.
- Note that this committee is to be comprised of at least three members. Check signers and their family members may not serve on this committee, nor may the outgoing or incoming Treasurer.
- Responsible for the audits and financial reviews described in Article 11 of the bylaws.

FESTIVAL (active three months before and one month after Fall or Spring Festival)

- Coordinate the date, and related rain date, for the Fall or Spring Festival with the President and the Principal prior to the beginning of the school year for inclusion in the annual Calendar of Events.
- Recruit numerous committee members to assist with planning and execution.
- Review the details of prior festivals and outline a plan for the current festival. Keep detailed records about all things related to the festival for use in later years.
- Present the broad outline to the Board and obtain approval for any financially-related details, such as cost for entrance, tickets, concessions, etc.
- Obtain approval from outside locations if the festival is to be held elsewhere besides the school grounds.
- Plan, organize, and execute all details, keeping the President updated as to status.
- Coordinate acquisition of inflatables with the Fundraising Chairperson, if appropriate. Assure that liability insurance is obtained by the Board if inflatables are used.
- Work closely with Volunteer Coordinator regarding need for and acquisition of sufficient volunteers to execute the event, and to assure any requisite approvals are in place well in advance of the event.
- Coordinate with Principal to determine expected level of participation of teachers and staff, and then coordinate that participation from the teachers and staff.
- Assure Board members are assigned to any duties requiring money handling, that adequate change is available for those locations, and that appropriate record keeping is maintained.

- Make arrangements for dual counting of all money and turning money over to Treasurer or other designated officer for deposit immediately following the event.
- Store games, prizes, etc. in a secure location following the conclusion of the event, and assure the Board knows where those items are stored.

FUNDRAISING (active throughout the year)

- Review a variety of fundraising opportunities and select a few of the best to present to the Board members for evaluation, selection, and approval.
- Contact fundraising companies and work out details for fundraising event(s).
- Coordinate the Fundraiser Kick Off event/timing with the Principal. Distribute details of the fundraiser(s) to students and their families following the Kick Off event, including clear instructions and information about any incentives.
- Handle distribution of any incentives to those earning them. Announce prize winners at appropriate times to highlight support of the event.
- Coordinate with Principal the return of the money and orders from the students to the school, and provide instructions to the teachers and staff as to how this will be handled.
- Collect orders and related money with a second person present, count all money and review all orders, then reconcile any differences.
- Submit the proceeds for deposit by the Treasurer or other designated officer.
- Plan delivery date and time with Principal and President, and arrange for all deliveries with the fundraising company.
- Work with Volunteer Coordinator to get help handing out fundraising goods (i.e., cookie dough, catalog items, etc.) to the student families.
- Assure for proper record keeping of distribution of goods (receipt by purchasers), and handle any discrepancies that arise at time of distribution.
- Coordinate acquisition of inflatables for Festival, if earned as one of the incentives.

GRANTS & DONATIONS (active throughout the year)

- Work with different committee chairs to find out what is needed for upcoming school events and programs.
- Write letters, make phone calls, or visit local business owners to request donations (i.e. food for festivals, prizes for contest, auction baskets, etc.).
- Work with Board members and staff to identify potential grants, and work with teachers to help write grants for Old Richmond.

HOSPITALITY (active 1 month before and 1 month after activities)

- Identify which events will be conducted for the year which need refreshments or will be hosted by the Hospitality Committee.
- Coordinate with the appropriate officer or committee chairperson to define what refreshments are needed for which event.
- Arrange to provide these refreshments at each event (PTA Social, Pastries for Parents, 5th Grade Party, etc.), either through purchase or donations of the food and hard goods. .
- Work with Volunteer Coordinator and Student Council Sponsor to get volunteers to serve at the events.
- There is a budget for this chair.

LANDSCAPING (active 1 month before and 1 month after activities)

- Consult with Principal to identify goals for the school grounds for the year.
- Set dates (in coordination with the Principal and the President) for the Fall and Spring Landscaping Day events, and assure they are properly advertised two weeks prior to the events.
- Purchase and/or obtain donations of needed landscaping products.
- Consider obtaining a sponsor for the events, who would donate products in exchange for being listed as a sponsor.
- Coordinate provision of incentives to students (CAT cash, tickets to festivals, class reward, etc.) for their participation.
- Solicit for committee members and/or work with Volunteer Coordinator to get volunteers to help with outdoor landscaping projects separate from the two Landscaping Day events.
- Maintain the flower beds in front year-round to maximize the beauty of the school.
- There is a budget for this chair.

MEMBERSHIP (active throughout the year)

- Work with volunteers or committee members to plan, conduct and promote membership enrollment throughout the year.
- Plan and execute a big membership drive at Open House.
- Determine incentives to inspire membership, and get Board approval for these incentives.
- Prepare all forms and informational letters related to membership and get approved by President and Principal prior to distribution.
- Collect dues and member information. Provide information to Treasurer so he/she can submit NCPTA portion of dues by the 15th of each month as required in the By-Laws.
- Obtain initial membership cards from the President, who will receive them via the mail at the school. Print each member's information on these cards and provide the completed cards to each member.

- Enter membership data into the National PTA Database located at www.ncpta.org. Request additional cards from this website as needed.
- Send unused membership cards back to NCPTA by May 15th of school year.
- Hold membership contest between the classes (e.g., Pizza or popcorn party for 100% participation, or largest participation in school, etc.).

NEWSLETTER (active 1 month before newsletter due each quarter)

- At beginning of year, solicit via flyer which families want a hard copy of the newsletter.
- Provide list of respondents to office staff to facilitate copying and sending home.
- Confirm or obtain new sponsor to cover printing costs for the newsletter.
- Send out email at least one week prior to the set “submission date” for the quarter, asking PTA committee chairs to write an article about any recent or upcoming events for their group.
- Remind PTA chairs, Principal and ORE staff of upcoming deadlines for newsletters.
- Work with publisher to organize/edit newsletter.
- Coordinate with ESL teacher to obtain Spanish translator and summarized/reduced Spanish version of newsletter for distribution and posting online.
- Assure newsletter is printed before noon Tuesday prior to Wednesday distribution date for families requesting hard copy.
- Assure finished newsletter is posted online at proper location.

NOMINATING COMMITTEE (active November through May of each school year)

- Review Section 8.3 of the By-Laws and assure all specifics are met.
- Comprise committee of at least two individuals who are current Board members and at least one individual who is not a Board member but who is a member of the PTA.
- Identify talented, motivated, and responsible individuals to serve as officers of the PTA the following school year.
- Prior to the last general membership meeting of the year, prepare a slate of nominees for officers of the PTA for the coming year, and provide to the President for posting 10 days prior to the meeting.
- Place these names in nomination at that meeting, and conduct the election as provided in the By-Laws.

ON-GOING FUNDRAISING (active throughout the year)

- Maintain the numerous ways Old Richmond can earn money or awards beyond the major fundraisers. (e.g., Can-Do Trailer, Box Tops, Campbell’s Soup Labels and Harris Teeter, Food Lion & Target cards linked to school)

- At Open House, have a table set up with product samples that have labels and Box Tops. Have a list of which products have labels/Box Tops. Invite representative(s) from Harris Teeter, Food Lion, and/or Target to link cards at Open House.
- Hold contest between classes to generate more labels and Box Tops. Give incentive party for winners--pizza, ice cream, popcorn, etc.
- Make arrangements to spend 2-3 hours one Saturday with volunteers to sign up customers at Harris Teeter and Food Lion.
- Research and identify other opportunities for ongoing fundraising, present to the Board, and implement if approved.

ROOM PARENT (active throughout the year)

- Give sign-up sheet to each teacher for use at Open House for classroom volunteers and room parent. Collect sign-up sheets and work with each teacher to select an appropriate Room Parent or Co-Room Parents for each classroom.
- Prepare form letters to be used by Room Parents throughout the year to elicit help from other parents for the events, and obtain approval of the proposed letters from Principal.
- Hold orientation meeting in September for Room Parents. Coordinate timing of this training with the Volunteer Coordinator's meeting. At the meeting, provide the approved form letters and explain their purpose.
- Send out email reminder to Room Parents for upcoming events (i.e., holiday parties, treat days, staff luncheons, and field day).
- Send out email reminder/instructions in March or April for K-4 Room Parents for field day planning.
- Send out email to 5th Grade Room Parents to get together with their teachers as a group and plan and execute field day.

SCHOOL STORES (Spirit and PBIS) (active throughout the year)

- Review end-of-year inventory for both stores, assure all items are accounted for, and begin inventory system for current school year.
- Maintain accurate record of purchases and sales of Spirit Store inventory throughout the year and provide a complete copy of those records to the President for the official file at the end of the year.
- Operate Spirit Store sale at Open House and other times throughout the year.
- Coordinate with Principal and President the additional times throughout the year for Spirit Store sales, either at school/school events or through home order forms.
- Handle all advertising, purchases, sales records, and distribution of items sold re: Spirit Store. If help is needed, work with Volunteer Coordinator to obtain volunteers to help.
- Assure accurate record keeping of all money collected and provided for deposit.

- Coordinate PBIS Store with PBIS Committee and with Principal, and keep President updated as to the status of the store.
- Work with Volunteer Coordinator to staff PBIS Store stocking and/or distribution events, and assure workers are properly trained before they assist.
- This committee has a budget.

SPECIAL EVENTS (active throughout the year)

- Work with President and Principal before start of school to set dates for special events and programs, including in-school book fair(s) but excluding an annual festival.
- Plan special events, such as Multi-Cultural Night, Family Movie Night, or other family fun events, at least six to eight weeks in advance of the event. (See below for separate details for Book Fair.)
- Work with Volunteer Coordinator to get volunteers for different events.
- Prepare all advertising for the events to stimulate interest and elicit participation.
 - BOOK FAIR (Held in the fall and/or spring, the fair takes place during class time plus one evening each event for Family Night.)
- Work closely with Media Coordinator, who handles most of the logistics with the Principal and with the book company/provider of the fair.
- Recruit volunteers for the week to assist students with their book purchases. **The Volunteer Coordinator will help with getting volunteers.
- Recruit Board members for the week to handle all cash register transactions.
- Two weeks before the event, send home flyers with students describing the event and building excitement.
- Stock supplies for sales transactions.
- Manage all the financial aspects of the fair, including assuring sufficient change for cash registers, setting up cash registers, coordinating cash register operators, balancing out cash registers at day's end, preparing cash control sheet daily (always with a second person to sign sheet), preparing cash deposit daily, running financial reports daily, and balancing and preparing financial reports for the entire fair at the end.
- Assure Treasurer knows final total due to book fair company for timely payment.
- There is a budget for this chair.

STAFF APPRECIATION (active throughout the year)

- Meet with Principal and PTA President at the beginning of the year to set up dates for intermittent staff luncheons, such as Marvelous Monday or Wonderful Wednesday.
- Coordinate with Principal as to room location of the luncheons.
- Work with Room Parents to organize donations of food for the events (usually one meal per grade level is planned).

- Set up room and food, serve staff during their lunch times, and clean up afterwards. Work with Volunteer Coordinator to obtain volunteers to assist, as needed.
- Plan events with concurrence of Principal and President for Staff Appreciation Week in May, to include meals, prize drawings, small gifts, etc. Work with Volunteer Coordinator to obtain volunteers to assist, as needed.
- There is a budget for this chair.

VOLUNTEER COORDINATOR (active throughout the year)

- Work with Assistant Principal to establish who will do certain aspects of the approval process for new volunteers.
- Attend 2 volunteer meetings on Miller St. (one during the summer before start of school and another at midpoint).
- Write volunteer recruitment letter and send out at beginning of year.
- Collect names and contact information to be used when volunteers are needed. Maintain ongoing list of approved volunteers, and assure only approved volunteers are used at any school event.
- Plan mandatory volunteer training meeting, along with Assistant Principal, to be held in September. Assure all new volunteers understand the approval process and become approved for volunteerism at the school.
- Establish multiple means of communication to be used when requesting and tracking volunteers for school events. Consider use of sign-up webpage like SignUpGenius, etc.
- Request volunteer needs from all committee chairpersons and teachers at the beginning of the year to facilitate providing sufficient volunteers as soon as possible.
- Coordinate planning with Assistant Principal of a volunteer appreciation breakfast for the end of May.

YEARBOOK (active throughout the year)

- Research various yearbook companies and their related products and costs, and select a company for the year in coordination with the Board.
- Work with volunteers and committee members to take pictures at events and of groups throughout the school year.
- Set price for yearbook and take orders from students. Keep records of all orders and money paid, and assure all money is deposited to the PTA bank account in a timely manner.
- Gather pictures and work on layout for yearbook using special software.
- Send in pictures and information to yearbook publisher by deadline.
- Distribute yearbooks to students and staff.