

# Stonegate Elementary School PTA, Inc

---

## Committee Descriptions

**PROGRAMS AND ACTIVITIES STANDING CHAIR:** Assist committee chairs with the planning of their programs and/or activities; collect plans of work from each chair to present to the Board of Directors for approval; monitor the progress of the program or activity; organize a list of PTA volunteers through a send-home survey; provide all committee chairs with a volunteer lists; work with committee chairs to ensure that all events have enough volunteers; ensure that all events and programs are properly promoted.

**After School Class Liaison:** Coordinate, advertise and communicate with representatives from the after school programs (Chess Club, Creative Adventures in Art, Creative Kids Drama, Mad Science, Language FUNdamentals).

**Breakfast with Dad:** Plan, advertise, set up/clean up, and run a breakfast for students and their dads on back to back mornings; solicit food donations from the public.

**Cultural Arts (Student) Programs:** Plan two cultural arts assemblies and two science/math assemblies for the school year; present proposed schedule to the Board of Directors by October 15; work with the PTA Board and Principal on scheduling and selection of the assemblies; advertise assemblies.

**Fall Picnic:** Plan, coordinate, advertise, and set up/clean up an informal social picnic in September where families bring their own blankets and lawn chairs.

**Family Fun Night:** Plan, coordinate, advertise, and setup/clean up events such as bingo, crafts, sports, food, etc. for Stonegate families to promote school/community pride and goodwill among the students, families and staff. This event is aimed to be a low-cost event for Stonegate Families. Any monies brought in will be used to offset event expenses.

**Family Science Night:** Plan, coordinate, advertise, set up/clean up, and run Family Science Night.

**Healthy Kids Spring Celebration:** Create a committee to coordinate, advertise and run any events planned. This event is aimed at nutrition, exercise and mental health.

**International Night:** Plan, coordinate, advertise, set up/clean up and run International Night, showcasing the many different cultures and traditions of our diverse community.

**Literary Festival Liaison:** Work with the Media Specialist to plan, coordinate and advertise the annual school Literary Festival.

**Science Fair:** Plan, coordinate, advertise, set up/clean up and run a semi-competitive science exposition.

**Spelling Bee:** Plan, coordinate, and advertise the Stonegate Spelling Bee. Set up an after-school program with parent volunteers to help prepare the student participants for the event.

**Variety Show:** Plan, coordinate, advertise, set up/clean up and run the annual variety show.

**Walking Club:** Plan, coordinate, advertise and run a walking club during recess for all children in grades kindergarten through 5<sup>th</sup>.

**Winter Dance:** Plan, coordinate, advertise, and set up/clean up the winter school dance.

***COMMUNITY OUTREACH STANDING CHAIR:*** Work as a liaison with the teachers and staff and PTA; compile a list of all the classroom room parents; contact all room parents to develop a classroom phone/email list to quickly update parents; assemble PTA welcome packet of current/useful PTA information and publications and update packets as needed; contact new families by phone or in person to welcome them to Stonegate; explain benefits of PTA membership and volunteering.

**Farquhar Cluster Representative:** Attend Farquhar PTA meetings; report any pertinent information to the PTA; keep the school community updated on Farquhar happenings.

**Gifted/Talented Representative:** Work with the staff to ensure that parents and teachers are fully aware of the range of gifted and talented programs offered to MCPS students; serve as a resource for parents wishing to learn more about MCPS policies regarding gifted and talented; attend Montgomery County and MCCPTA meetings, as needed, to keep the PTA informed of any changes or updates regarding gifted and talented programming.

**NE Consortium Representative:** Attend NEC Cluster meetings; report any pertinent information to the PTA; join the NE consortium list serve; keep the Board of Directors aware of deadlines for submitting testimony.

**Special Education Representative:** Attend MCCPTA and other meetings pertaining to the special education process and students; report back to the PTA as needed; serve as a resource for parents wishing to learn more about MCPS policies regarding special needs.

**White Oak Representative:** Attend White Oak PTA meetings; report any pertinent information to the PTA; keep the school community updated on White Oak happenings.

**Celebrate with Books:** Advertise the Celebrate with Books program; collect forms to turn over to the Media Specialist and forward money to the Treasurer.

**Translation Liaison:** Compile a list of parent volunteers willing to translate written materials for the school and PTA; provide verbal translation at meetings and phone calls for the school. This list shall include but not be limited to Spanish, Korean, Chinese and Vietnamese.

**Memorial Gardens Liaison:** Maintain the landscaping of the memorial gardens (the area inside the traffic circle at the front of the school).

**Newsletter “*Sharkbytes*” Editor:** Write, collect and edit articles, produce and distribute *Sharkbytes* for students to take home with them each month or as needed; forward the document for inclusion on the Stonegate Elementary School website.

**Recess Equipment Liaison:** Work with the PE teacher on purchasing indoor and outdoor recess equipment for the year within the PTA's budget.

**Staff Appreciation:** Work with the PTA Board to coordinate and carry out staff appreciation activities.

**Yearbook:** Collect pictures from parents of school events; take pictures of school events and activities; prepare the layout; advertise and distribute a quality yearbook; collect and record funds from the yearbook sales; turn over money to the PTA Treasurer.

**MEMBERSHIP STANDING CHAIR:** Recruit parents/guardians through the annual PTA membership drive, which includes distributing the membership letter; collecting and recording membership funds and distributing membership cards; updating the PTA membership roster; maintaining a current membership list that must be available at PTA meetings; filing membership with National PTA; collecting and submitting money to the PTA Treasurer.

**WAYS and MEANS STANDING CHAIR:** Research and recommend fundraising events to fulfill the goals and budgeted needs of this PTA; support the committee chairs of each fundraising project and/or activity; present plans of work of each fundraising project and/or activity to the Board of Directors; serve on the Budget Committee.

**Book Fair:** Coordinate, advertise, set up/clean up and run the Fall and Spring Book Fairs.

**Boxtops Coordinator:** Collect Box Tops for Education from families; develop and distribute flyers detailing the collection process, a list of specified products and collection dates; submit trimmed Box Tops; keep records of funds to be received and any other programs or rewards we can receive.

**Campbell's Labels Coordinator:** Collect Campbell's labels from families; develop and distribute flyers detailing the collection process, a list of specified products and collection dates; submit trimmed Labels; keep records of funds to be received and any other programs or rewards we can receive.

**Directory/Handbook Coordinator:** Produce a PTA directory regarding student information, school guidelines and PTA activities; plan, publish and distribute the directory to Stonegate parents, students, faculty and staff by September. A misuse statement must appear in the directory. Ads are sold to cover the cost of the production of the directory.

**Directory Ad Sales:** Solicit local businesses to buy ads to be placed in the PTA Directory/Handbook.

**eScrip (Safeway)/Giant A+ Bonus Bucks Coordinator:** Coordinate and advertise promotion for signing parents up for the grocery receipts and grocery card programs.

**Printer Cartridge Coordinator:** Collect used ink cartridges to be turned in for a refund or to be recycled.

**Sally Foster Catalog Fundraiser:** Plan and coordinate the fundraiser with the Sally Foster sales representative; advertise the fundraiser internet order campaign; and plan the kick-off for PTA Orientation Night.

**Shark Shack:** Order, stock, set up/clean up and run the sale of all Shark Shack items; advertise its existence and days/hours of operation; keep an accurate account of sales and purchases; turn over funds to the PTA Treasurer in a timely manner.

**Silent Auction:** (Odd year event, ie: 2011-2012) Plan, coordinate, advertise and run a silent auction in conjunction with Family Fun Night.

**Spirit Wear Coordinator:** Purchase, advertise, sell and distribute Spirit Wear; keep an accurate account of sales and purchases; turn over funds to the PTA Treasurer in a timely manner.

**Election Day Bake Sale:** Plan, advertise, set up/clean up, and run a bake sale on election morning; solicit food donations from parents and the public.

***MCCPTA Representative (2):*** Attend monthly MCCPTA meetings; inform the PTA of pertinent information; represent this PTA by voting on MCCPTA issues.

## **SPECIAL COMMITTEES**

**Bylaws Committee:** Elected by the Executive Committee when the by-laws are up for approval or as needed; make the necessary changes and present a report to the general membership.

**Nominating Committee:** Three members elected by the Executive Committee to present a slate of Executive Committee candidates for the upcoming PTA election.

**Executive Committee:** Consists of the Principal and all elected officers; President, VP's treasurer and Secretaries.