

BROOKE GROVE ELEMENTARY SCHOOL PTA

COMMITTEE DESCRIPTIONS

<u>COMMITTEE NAME</u>	<u>COMMITTEE DESCRIPTION</u>
After School Activities	Coordinates and communicates with reps from after school programs. (Creative Adventures Art, KidsCo Xpress)
Art to Remember	Coordinates program with the art department to capture student art in various product forms for purchase. This fundraiser typically takes place in the fall to ensure products are available for holiday giving.
Audit Review	Reviews the books of the treasurer on a yearly basis.
Babysitting	Coordinates babysitting at PTA meetings and parent teacher conferences.
Birthday Board	Coordinates volunteers to decorate the bulletin board to celebrate monthly birthdays.
Book Fair	Responsible for coordinating, promoting, setting up and running the Fall and Spring Book Fairs.
Box Tops	Provides collection boxes to classroom teachers; develops and distributes flyers informing parents, teachers and staff of the Box Tops collection process, list of specified products and collection dates; submit trimmed Box Tops on time, along with the submission form.
Cafeteria Servers	Coordinates volunteers to help with serving lunch to the children on a daily basis.
Child Care Liaison	Works with the before and after care program to ensure that the needs and concerns of the BGES community are being met.
Directory	The school directory provides valuable information regarding student information, school guidelines and PTA activities. The Directory chair updates the handbook, calendar and information portions of the directory as well as arranging for the printing and distribution in October.
Display Case Coordinator	Coordinates materials being displayed in the cases closest to the gym and APR.
Eagle's Nest	The Eagle's Nest is the BGES newsletter that the PTA publishes on a bi-weekly basis. The deadline for the Eagle's Nest is currently 3:00 pm the Wednesday before the Eagle's Nest is published. A schedule of deadlines and publication dates will be circulated at the beginning of the year.
Eagle's Nest Circulation	Coordinates the copying of the Eagle's Nest on a bi-weekly basis.

Family Fun Night – Welcome Back Picnic	Coordinates this informal social event in September where families bring their own picnic dinner, blankets and lawn chairs. Families are asked to either donate drinks or desserts and the PTA provides a DJ.
Family Fun Night – Bingo Night	Coordinates an evening of Bingo for the entire family in October.
Family Fun Night – Bowling Night	Coordinates an evening of bowling for the entire family in November.
Family Fun Night – Craft Night	Coordinates the annual holiday craft making event in December.
Family Fun Night – Swim Night	Coordinates the annual swim night at the Olney Indoor pool.
Family Fun Night – Movie Night	Coordinates our annual movie night in March.
Farquhar MS Liaison	The Farquhar liaison generally attends the Farquhar PTA monthly meetings and reports back to the Executive Board with issues that may be of interest to the BGES community.
Fifth Grade Activities	Coordinates the 5 th grade promotion and activities, which generally include a picnic, t-shirts, memory book, promotion and pool party.
FLES (Foreign Language in Elementary School)	Coordinates before school foreign language program, including registration and class assignments, and scheduling of any parent volunteers that may be needed.
Gifted and Talented	Works with faculty to ensure that parents and teachers are fully aware of the range of gifted and talented programs offered to MCPS students. Serves as a resource for parents wishing to learn more about MCPS policies regarding gifted students.
Grocery Receipts (Giant/Safeway)	Coordinates signing Brooke Grove parents up for the grocery receipts programs. Develops a contest to encourage parents to sign up.
Hospitality	Provides refreshments for the New Families Dessert in October as well as the Principal's Meet and Greets held periodically throughout the year prior to monthly PTA meetings.
International Night	Coordinates this annual event showcasing the many different cultures and traditions of Brooke Grove's diverse community.
Kindergarten Orientation	Provides hospitality and support for the orientation program usually held in April or May.
Market Day	Coordinates marketing of program as well as distribution of order forms. Meets monthly to distribute food orders.
MCCPTA Delegates	Serve as the BGES PTA representatives for the work of the MCCPTA. Attend monthly MCCPTA delegate meetings and reports information at the monthly PTA business meeting.
Membership	Recruits parents/guardians to join the BGES PTA. The majority of activity takes place during the first few weeks of school. The membership chair is responsible for coordinating the annual PTA membership drive which includes distributing the membership letter, collecting and recording membership payments and distributing membership cards. Membership dues are used to meet the PTA's goals and objectives of supporting BGES.

Monthly Calendar	Prepares a monthly calendar of school and PTA activities.
Monthly Calendar Distribution	Copies and distributes the calendar on a monthly basis.
NAACP Parents' Council	Empowers parents to take a pro-active role in the education of their children.
Publicity	Handles publicity for all events. Makes posters for inside the school as well as coordinating signage for the Kiss and Ride area (the circular driveway in front of the school.)
Restaurant Nights	Coordinates fundraising nights with Olney restaurants.
Room Captain Coordinator	Coordinates all the class room parents. Provides training and materials to the room parents to guide their communication with their classroom parents.
Sally Foster	Coordinates gift-wrap fundraising program. This is the biggest fundraiser of the year and takes place at the beginning of the school year. Funds are used to support a large portion of PTA activities. Duties include the distribution of merchandise catalogs, the collection of monies, and the delivery of goods.
Science Share	Organizes the science share which is open to all students in all grades. The event displays the scientific/mathematical knowledge and creative talents of our students.
Special Needs	Attends meetings at the county level pertaining to the special education process and students. Reports back to the PTA as needed. Also collects and advertises county programs for children with special needs. Maintains a resource file for parents.
Spirit Wear	Manages the promotion and sales effort of BGES clothing. This fundraiser typically takes place in the late fall to ensure products are available for holiday gift giving.
Spring Dance and Teacher Auction	Organizes the annual school dance and silent auction usually held in May.
Staff Appreciation	The PTA has several ways to thank our staff for all they do. The PTA sponsors the back to school staff luncheon, quarterly staff appreciation events organized by grades, and staff appreciation week.
School Supply Kits	Works with staff to get updated school supply lists, distributes order forms and coordinates orders and distribution.
Variety Show	Organizes and runs the annual variety show.
Volunteer Coordinator	Organizes a list of PTA volunteers and provides all chair people with their volunteer lists. Also follows up with volunteers to make sure that they have been contacted by a chairperson. Ensures that all events have enough volunteers.
Webmaster	Manages and updates the BGES PTA web page.
Yearbook	Organizes the preparation of the BGES yearbook and coordinates its annual sales.