



# BURTONSVILLE ELEMENTARY SCHOOL PTA

**SUPPORT, EDUCATE & ADVOCATE TO HELP OUR STARS SHINE BRIGHTER!**



## What We Do:

- \* We work with the school administrators and lend them our support to ensure that our children receive the best education and support that they need to succeed.
- \* We advocate for our children on issues relating to education and their well-being.
- \* We foster effective parent involvement through information sharing and training so that parents can provide the needed support to their children.

## Benefits of Joining the PTA:

- \* Your membership dues help us to fund many of our programs and initiatives that benefit our children.
- \* Your membership shows your commitment to the cause of supporting our children.
- \* Discount at PTA sponsored events such as, BOP Night, Pizza Bingo Night, etc.
- \* Opportunity to apply for Foreign Language Scholarship Program (FLES).

## Did you know ...

### In 2009-2010,

- \* We awarded 10 scholarships to 10 students who could not afford to enroll in our Foreign Language in Elementary School Program (FLES).
- \* We funded 4 Cultural Arts performances at Burtonsville ES.
- \* We sponsored our Destination Imagination (DI) team to compete in the Local, State and Global Competition.  
(Note: DI is a creative problem solving program)
- \* We helped fund the after school program at BES.
- \* We revamped the BES website to provide parents with current and useful information.

(Visit Our School Website at <http://www.montgomeryschoolsmd.org/schools/burtonsvilles>)

## INSTRUCTIONS:

1. Fill in the form below.
2. Cut the bottom half of this form, and return it with your money (check payable to "BES PTA" or cash) in an envelope labeled "PTA Membership"
3. Return the sealed envelope in the PTA dropbox in the School Office.
4. Membership cards will be sent home with your child.

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☐ Individual Membership (\$5)    ☐ Family Membership (\$10)    ☐ Teachers & Staff (\$5)    (PLEASE PRINT CLEARLY)

Name: \_\_\_\_\_ email: \_\_\_\_\_

Spouse Name: \_\_\_\_\_ email: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Child Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ ☐ YES, I would like to receive PTA electronic newsletter.

Cell Phone: \_\_\_\_\_ ☐ YES, I would like to donate money to the PTA \$ \_\_\_\_\_

## Volunteer Opportunities: We need your help!! Check box(es) below if you are interested in volunteering for the PTA.

### PTA REPRESENTATIVES

- |  |   |   |  |                                   |
|--|---|---|--|-----------------------------------|
| <input type="checkbox"/> MCCPTA Rep      | <input type="checkbox"/> Auditing Committee | <input type="checkbox"/> Giant/Safeway Coord. | <input type="checkbox"/> Sally Foster Coord. | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> East County Rep | <input type="checkbox"/> Book Fair          | <input type="checkbox"/> Hospitality          | <input type="checkbox"/> Scholarship         |                                   |
| <input type="checkbox"/> NAACP Rep       | <input type="checkbox"/> Box Tops Program   | <input type="checkbox"/> Membership           | <input type="checkbox"/> Spirit Wear         |                                   |
|  | <input type="checkbox"/> Cultural Arts      | <input type="checkbox"/> Misc. PTA Events     | <input type="checkbox"/> Star Polisher       |                                   |

### PTA COMMITTEES

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> General Volunteers | <input type="checkbox"/> Destination Imagination | <input type="checkbox"/> Newsletter        | <input type="checkbox"/> Teacher Appreciation |
| <input type="checkbox"/> 5th Grade Grad.    | <input type="checkbox"/> Directory               | <input type="checkbox"/> Nomination        | <input type="checkbox"/> Volunteer Coord.     |
|   | <input type="checkbox"/> Foreign Lang. Coord.    | <input type="checkbox"/> Room Reps. Coord. | <input type="checkbox"/> Website              |

### PTA USE ONLY

Payment Type:

☐ CASH    ☐ CHECK

Amount: \_\_\_\_\_

Check#: \_\_\_\_\_

\*\*\* SEE COMMITTEE DESCRIPTIONS ON BACK \*\*\*

## PTA REPRESENTATIVES DESCRIPTIONS

**MCCPTA Representative** - Participating in Delegate Assemblies and local PTA meetings, and serve as a crucial link between the PTA council and local PTA. Sharing information about what is happening across the school system with the members of the local PTA, and bring the perspective of local PTA members to the discussions at the county level.

**East County Cluster Representative** - Cluster coordinator for the Paint Branch cluster within the Northeast Consortium. Reports on cluster meetings to the BES PTA.

**NAACP Representative** - Represent BES at NAACP county-wide meetings, communicating back to the school and teacher community.

## COMMITTEE DESCRIPTIONS

**5th Grade Graduation** - 4th grade parents plan and host 5<sup>th</sup> grade graduation. Decorations, light refreshment and cake are offered after the graduation ceremony.

**Auditing Committee** - Audit/review of the PTA financial records, and prepare written report indicating whether the records are complete and accurate, with advice for change if necessary. (CPA preferred, but not required). Auditing committee is expecting to convene at the end of fiscal year (June). Guideline & forms will be provided.

**Book Fair** - Coordinate book ordering, money collection & distribution, and book fair events.

**Box Tops** - Manage and encourage participation in Box Tops for Education program.

**Cultural Arts** - Coordinate evaluation of and scheduling of school assemblies, focused on educational entertainment.

**Destination Imagination** - Promote DI program; recruit DI team Coaches & members to represent school in creative problem solving competitions.

**Directory** - Compile directory contents, create & coordinate school directory publishing activities with printing company, and distribute School Directory.

**Foreign Language in Elementary School (FLES) Coordinator** - Coordinate scheduling and registration for the Foreign Language Elementary School Classes. Generally three languages offered: Spanish, French and Mandarin Chinese.

**Giant/Safeway Coord.** - Promote BES designation for Giant, Safeway, Superfresh and Target spending program.

**Hospitality** - Volunteers are needed to help arrange and oversee refreshments for various PTA meetings and programs.

**Membership** - Conduct the annual PTA membership drive (mostly at the beginning of the year). Coordinate payments and membership cards. Maintain repository of membership information.

**Misc. PTA Events** - Volunteers are needed to help with various PTA sponsored events, e.g., Spring Fling, International Nights, BOP Night, Ice Skating, Pizza/Bingo Night, etc.

**Newsletter** - Obtaining information from PTA meetings, committee chairs and school to ensure parents are notified of upcoming activities. Publish monthly newsletter and manage PTA ListServ.

**Nomination Committee** - Consist of three (3) members, elected by PTA Executive Board. Nominating committee shall nominate an eligible person for each office to be filled and report its nominees to the general membership at least ten (10) days prior to election meeting in June. Election shall be made by the majority vote of the Executive Board.

**Room Reps. Coord.** - Plan and coordinate classroom parties throughout the year.

**Sally Foster Coord.** - Coordinate selling and distribution of Sally Foster.

**Scholarship** - Administer scholarship selection process for BES students who need financial assistance to attend extracurricular activities sponsored by the PTA.

**Spirit Wear** - Coordinate ordering and distribution of school spirit wear, e.g., t-shirt, sweater, etc.

**Star Polisher Award** - Collect, evaluate and vote on BES Star Polisher Award nominee.

**Teacher/Staff Appreciation** - Volunteers are needed to help plan and prepare special activities for staff and support staff.

**Volunteer Coordinator** - Act as a centralized resource for PTA committees, school and teachers to identify and recruit volunteers on an as-needed basis.

**Website** - Maintain BES and PTA website, and keep the website content current and up-to-date. Upload Newsletter and meeting minutes. to website.

**Yearbook** - Photograph at different school events throughout the year. Compile Yearbook contents & photographs. Coordinate yearbook publishing and distribution.

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**General Volunteers** - Not sure where to sign up? You can volunteer to help out wherever there is a need. The Volunteer Coordinator will call you as needed. May be in areas of playground, lunchroom, office staff, and hearing & vision testing, media center or classroom.

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# THANK YOU FOR YOUR SUPPORT TO THE PTA

You can use our interactive membership application located on the BES Website ...

\* Goto -> <http://www.montgomeryschoolsmd.org/schools/burtonsvillees>

\* Click on PTA link -> Membership Form