

CCES PTA COMMITTEE DESCRIPTIONS

COMMUNICATION

STUDENT DIRECTORY - This committee gathers and organizes student data, and oversees publication and distribution of the Crabapple Crossing Student Directory. Activities include the technical formatting of directory pages as well as contacting local vendors for ads to underwrite the printing costs. Much of the work can be done from home. Time commitment is required during early fall.

HOSPITALITY - This committee manages a budget to organize and provide refreshments and/or decorations for PTA sponsored meetings and programs, as well as meetings requested by school administration. Time commitment is moderate, but required only sporadically throughout the school year.

LEGISLATION - This committee provides the PTA membership with current information regarding local, state and federal legislative issues affecting our children's education. Activities may include attending meetings, distributing flyers in neighborhoods, and writing updates for the PTA newsletter. Time commitment is usually relatively limited, but depends on the issues that arise.

NEWCOMER ORIENTATION - This committee provides a warm, friendly welcome and accurate, comprehensive information to families who are new to Crabapple Crossing. Activities include conducting tours of the school and speaking to families to answer their questions. Some time is required throughout school year; however, requests are scheduled in advance.

NEWSLETTER - This committee is charged with publishing and distributing *The Corral*, a monthly newsletter designed to keep parents informed about important PTA and CCES issues, activities, accomplishments and opportunities. Much of the work can be done from home. Time commitment, though limited, extends throughout the school year.

PUBLIC RELATIONS - This committee strives to create a positive image of CCES PTA in the community by heightening awareness of the organization's goals and accomplishments, and by publicly recognizing the assistance of our Community Partners. Activities of the committee include writing press releases, creating signs and displays, coordinating vendor recognition, and utilizing whatever media presents itself as an outlet for such communication. Time commitment is moderate, and space throughout the school year. Much of the work can be accomplished from home.

ROOM REP'S - This committee serves as a link between class room rep's, teachers, and school administration to facilitate execution of PTA projects in the classroom and classroom social activities. The committee orients new room rep's and maintains updated room rep contact information to facilitate timely PTA communications to classroom parents. Some of the work requires meetings at school. Involvement extends throughout the school year; however, greatest time commitment is required at beginning of the school year.

SCHOOL SIGN - This committee communicates with school administration and PTA to determine what messaging should be placed on the school sign each week. Responsibility includes setting the lettering on the sign. Time required throughout the school year.

WAYS & MEANS

BOOSTERTHON - This committee manages the major fundraiser of the school year. The format will be a 'fun run' held during school hours where the students solicit pledges for each lap run. Activities of the committee include developing a budget and fundraising plan and coordinating efforts with Boosterthon to ensure maximum revenue opportunity. Time commitment is moderate, and occurs in the first four months of the school year.

BOX TOPS - This committee conducts an ongoing fundraiser in conjunction with General Mills' nationwide Box Top program, and Campbell's nationwide label program. Activities of the committee include creating monthly promotions and competitions to encourage classroom participation in the fundraiser; providing all necessary communication about each monthly competition in order to make parents aware of the program; procuring prizes for monthly competitions; counting and packaging box tops and labels donated for submission to the sponsoring companies; and staying abreast of program rules, promotions and changes so that submissions will yield maximum return. Time commitment is moderate and occurs evenly throughout the school year.

COLT FAMILY NIGHTS - This committee works with local entertainment vendors (e.g., The Cooler, Sports-a-Rama) to provide events to attract CCES families for an afternoon or evening of fun in which the vendor agrees to return some amount of profit in exchange for the school's promotion and patronage. Activities include identifying the vendors, negotiating a profitable arrangement, scheduling the events, promoting the events, and staffing the events, as necessary. Time commitment is moderate and is heaviest in the first three months of the school year.

COMMUNITY PARTNERS - This committee proactively develops relationships with individuals and/or organizations throughout the community to achieve goals that are mutually beneficial to those entities, as well as to CCES PTA, the school, and the community. Activities include managing PTA's involvement with national programs, such as those provided by Kroger, Publix and Target; soliciting funds and services from other vendors in the area; providing regular communication to the community partners and creating opportunities to profile their generosity; and coordinating with other PTA committees to fulfill their needs through community partner donations. Time commitment is moderate with periods of heaviest workload occurring during the first three months of the school year and the last month of the school year.

FALL FESTIVAL - This committee plans and implements a school-wide, family-centered event that promotes school spirit and community involvement while producing a profit to the PTA. Activities include developing and managing a budget, creating an engaging theme, developing a plan to support the theme, contracting with outside vendors, promoting the event, and securing and organizing large numbers of volunteers to man the event. Time commitment is moderate, and occurs in the first three months of the school year.

WINTER PTA NIGHT/BASKET RAFFLE - This committee plans and implements a school-wide, family-centered evening event that promotes school spirit and community involvement while producing a profit to the PTA through a basket raffle. The event has been a dance or bingo night in the past. Activities include developing and managing a budget, contracting with outside vendors, promoting the event, and securing and organizing volunteers to man the event. Time commitment is moderate, and is heaviest in January.

STUDENT ENRICHMENT FUND/MEMBERSHIP - This committee manages planning, information processing and money handling for PTA Membership and donations to the Student Enrichment Fund. Some work is required prior to school opening in order to have forms printed and ready for Open House. Time commitment is moderate, with most of work completed by end of November.

ACADEMIC ENRICHMENT

BOOK PUBLISHING - This committee coordinates the activities of the Kindergarten through second grade Book Publishing classroom volunteers to provide information and supplies needed to produce books that are authored by the students. Activities of the committee include procuring the supplies necessary to produce the books (a budget is provided); conducting training sessions to teach parents how to bind a completed book; maintaining, updating and distributing a word processing template used to format a book's text; and fielding telephone calls to answer questions and provide support. Time requirement is moderate, but is limited to the timeframe between mid-January and late March each school year.

CURRICULUM ENRICHMENT - This committee serves as the PTA link to school administration to facilitate the acquisition of supplemental educational materials that are funded by the PTA. Members of this committee work with school administration to determine and prioritize curriculum, technology, and equipment needs; research availability, quality and price of various item sources; manage the procurement process for such items; and maintain communication to PTA Board and membership with regard to items purchased. Time commitment is moderate and is heaviest during the first four months of the school year.

FIELD DAY - This committee plans a school-wide theme and activities for the annual Field Day. The committee works under direction of the physical education department, and coordinates additional resources as needed from the music department, art department, media center, and individual classrooms. Members of the committee manage a budget and coordinate logistics of the event with school administration. Time commitment is moderate, and is required during the months of March through early May.

MEDIA CENTER – This committee creates the daily volunteer schedule for the Media Center, coordinates the two Scholastic book fairs held each year and develops and manages a budget. Media Center volunteers help children and teachers in locating resources for classroom projects, assist with book check in/check out, and help organize and re-shelve books. Shifts are available from 9:30 a.m. – 12:00 noon or from 11:30 a.m. – 2:00 p.m. each school day. Time commitment can be scheduled as desired, from as little as one or two days per month, up to one or two d days per week.

READ-TO-SUCCEED - This committee conducts a school-wide program that is designed to get children excited about reading, and to encourage pleasure reading on a regular basis. Members of the committee create a program to include a theme, time reporting, and incentives, within the framework of a defined budget. Activities include promoting the program, involving community partners as necessary, and providing administrative tasks needed to maintain the program. Time commitment is moderate, and though effort is required throughout the year, the heaviest workload occurs at the beginning of the school year.

REFLECTIONS - This committee conducts a local program that is in concert with the National PTA Reflections program, which is designed to give students an opportunity to creatively express themselves in the areas of literature, musical composition, photography or visual arts. Activities include learning about the theme, rules, and key dates of the national program; planning a budget; promoting the program and encouraging participation; recruiting judges; collecting and exhibiting entries; preparing winning entries for the next level of competition; and providing recognition.

Time commitment is moderate, with most of the work completed by the end of March.

GRANT WRITING – This committee works with the administration to find available grants and complete the applications for the grants.

TEACHER MINI GRANTS - This committee organizes and implements a program for teachers to be able to apply for small grants funded by PTA. Committee members develop and communicate criteria for grant application; solicit teacher response; coordinate application reviews; and select recipients of the grants. Most of the work is performed as a committee, and the period of heaviest involvement is August through October.

SCIENCE LAB - This committee is responsible for working with the teachers at each grade level to develop and schedule several science labs for each grade throughout the school year. Committee members develop labs that meet GPS standards with each grade level chair, coordinate lab schedules with each teacher, ensure that equipment and supplies for labs are purchased, set-up and removed at the end of the each lab and organize the volunteers for the individual labs. Time commitment is moderate with the heaviest involvement in August and during the weeks of labs.

STUDENT SERVICES

COLT FIVE & DIME (SCHOOL STORE) - The members of this committee organize and operate the school store that is open to students twice a month on Wednesday mornings before school. The committee manages a budget to purchase items for the store, staffs the store, and handles cash collections.

COMMUNITY OUTREACH - This committee reaches out for the purpose of helping CCES PTA be known and included as an “organizational citizen in good standing” throughout the community. Its activities vary depending on the current needs of the community and the creativity of the committee membership. Activities could include projects such as food and clothing drives and disaster relief, as well as volunteer programs in which students provide

services to agencies and charities. Time commitment is sporadic and somewhat determined by the level of involvement desired by the committee.

COPY CENTER – This committee creates a schedule of volunteers to staff the Copy Center from 9am – 12pm every school day except Thursday. Other activities include creating and managing a budget, as well as purchasing paper to replenish the PTA’s supply as needed throughout the year. Copy Center volunteers are taught to use a variety of equipment in the center to complete copy and laminating jobs for teachers and administration. Time commitment can be scheduled as desired, from as little as one or two shifts per month, up to one or two days per week.

HABITAT - This committee manages the integrity, cleanliness and safety of Crabapple Crossing’s Habitat, which is used by classes as an outdoor educational environment. Activities also include selecting new items to add to the Habitat, and helping parents and teachers use the resource productively by providing updated information about the Habitat’s contents. Time required is somewhat driven by the volunteer’s interest and by classroom requests for assistance. This is a perfect service opportunity for nature lovers.

HELPING HANDS - This committee is the PTA link and source of support to Crabapple Crossing students and their families who experience special needs because of financial difficulties or a family crisis (such as a house fire). This group coordinates donations and other assistance to students by working through school counselors and administration. Volunteers are not made aware of the recipients’ identities, except in the case of a tragedy that is already public to the community. The time commitment required is relatively minimal unless there is a family tragedy, and occurs sporadically throughout the school year.

OFFICE VOLUNTEERS - This committee creates a schedule of volunteers who provide additional front office help from approximately 10:30 a.m. until 1:00 p.m. each school day. Volunteers assist school visitors and perform a variety of administrative tasks. Time commitment can be scheduled as desired, from as little as one or two days per month, up to one or two days per week.

**PTA FAMILY FUN
MOVIE NIGHT**

This committee plans and implements a school-wide, family-centered movie night on the back lawn of the school. Activities include developing and managing a budget, contracting with outside vendors, promoting the event, and securing and organizing volunteers to man the event. Time commitment is moderate, and is heaviest in August.

COLT’S CUP

This committee plans and implements a 1 mile and 5K run coordinating with Northwestern Middle School and Milton High School. The free event is open to the whole community and takes place around the campuses of the three schools. Activities include developing and managing a budget, contracting with outside vendors, coordinating with the city of Milton and the administration of the three schools, promoting the event, and securing and organizing volunteers to man the event. Time commitment is moderate through most of the year but heavy in the weeks leading up to the event.

SCHOOL SUNSHINE – This committee paints the windows around the school seasonally and decorates the classroom doors for the teacher/staff person of the year nominees (in February) and the retirees (in May). Time commitment is moderate and occurs sporadically throughout the school year.

SPIRIT WEAR - The members of this committee organize and operate a service for students which sells a selection of clothing items branded with Crabapple Crossing insignias. Activities include selecting vendors, choosing the items to be offered, setting up a store that operates before school and at special events periodically throughout the school year, and managing the orders and monies that are received.

VIPS (VOLUNTEERS IN PUBLIC SCHOOLS) - This committee maintains an accurate monthly record of volunteer hours contributed at Crabapple Crossing. The record is compiled and sent to the North Fulton Council of PTA's and the Georgia PTA, and provides one measure of how our PTA and school are evaluated for excellence. This work can be done from home. The time commitment is moderate and occurs monthly throughout the school year.

VOLUNTEERS - This committee coordinates volunteer recruiting at the beginning of the school year for all of the PTA committees that still have outstanding needs, and prints volunteer name badges as needed throughout the year. It also maintains an updated list of parents that are willing to volunteer for a special need that may arise during the school year. This committee is most active at the beginning of the school year.

WINDOW GARDEN OF THE MONTH - This committee coordinates a group of judges to view the class window gardens on a monthly or seasonal basis. Other activities include creating and managing a budget as well as purchasing and distributing prizes to the winners. Time commitment is sporadic throughout the school year.

YEARBOOK - This committee takes and collects photographs throughout the school year, and assembles those memories into a lasting keepsake. Page layout is accomplished through an online program that is linked to the publisher, so at least some committee members should enjoy computer work. The committee is also responsible for tasks associated with promoting sales of the yearbook and coordinating its distribution to those who have purchased the book. The most significant time commitments occur at the beginning of the school year (for sales) and January/early February when the book must be finalized for the publisher.