

Contact Emily Glenn to join a committee – [emmysue@verizon.net](mailto:emmysue@verizon.net)

## Fullerton PTA Committee Job Descriptions

**Assemblies:** A chairperson who will work with the faculty members in charge to help in the decision making of multicultural, scientific, musical, historical, and other assemblies, (paid by the PTA), This is for the children's educational enjoyment.

**Award's and Lifetime Membership:** A committee gathered for the selection of dedicated volunteers chosen to be honored by the PTA.

**Bakers:** To supply needed food donation for all of Fullerton's special events.

**Birthdays:** Need to acquire a list of birthdays of the Fullerton students. Copy and distribute birthday cards on weekly bases to Mrs. A, the librarian. Also need to keep a box supplied with small gifts for the children as well.

**Drug Awareness:** During Drug Awareness week, a day is designated to making the children aware of the dangers of drugs. The whole school participates in a planned activity of your choice. A slogan is also needed to be placed throughout the school for all the children to see. Promoting a drug-free society and health conscience awareness. Ordering and distributing red ribbons or buttons during American Education Week.

**Fullertonian:** Collecting information from committee chairs, PTA executive board members, dates of importance, edit and publish all of the PTA information for the parents of Fullerton. Working with the administration for the approval of information that is going out to the parents is imperative.

**Fundraiser:** Present a selection of fundraising ideas to the PTA to fund a variety of activities and assemblies held throughout the year. Distribution of the packets, collection of orders, purchasing, and distribution of the products to the parents is part of the job. Also, will work closely with 2<sup>nd</sup> Vice President of the PTA keeping them apprised of any and all information needed.

**Funfest:** It's only the most important event of the year for Fullerton. The organization of a fun filled day with a carnival theme, and atmosphere. Giving kids a great day of crafts, prizes, games, and lots of fun. Chairperson is responsible for developing the theme meeting wit committee members to discuss and delegate jobs including food, crafts and prizes. Held the first week of June.

**Gardening:** Requires a green thumb to organize a team of various others with green thumbs to help in all aspects of the school gardens. Planting, weeding, digging, and

watering. Procuring the flowers is the hard part of the job. Donations are what we live on. Also take part in the organization of Earth Day.

**Greeter:** Friendly, outgoing person who enjoys people. You will work in the lobby greeting parents and students as they enter the building. Your job is to greet but also to assure that all that enters the school building signs into the proper log. Also will need to help on special occasions where we may have a large amount of parents entering the building at one time. The times required are either in the morning or afternoon. Morning shift is from 8:50am – 9:30am and the afternoon time is 3:15pm – 4:00pm.

**Holiday Craft:** You will need to come up with ideas for a craft that is grade appropriate. The craft must be of a festive nature. Purchasing the supplies and working with the teachers to plan a day, time, and location for the activity to be done. Also contacting volunteers to help with this event.

**Hospitality:** Hospitality chairperson is responsible to set-up donated snacks, coffee, sodas, and recruiting greeters for American Education Week, Kindergarten Round Up and anything else that may need a hospitable person. Contacting all baking volunteers to supply all the events with treats.

**Ice Cream Social:** Choose a date and coordinate it with the school and the committee chair of Membership. Send out invitation and purchase all supplies needed for the event. Contact volunteers to help with the purchase and the evening's events.

**Membership:** A person who is willing to design a theme and recruit parents, grandparents, and local businesses to join the PTA for a nominal fee which will enable us in providing all the extras for the kids. This involves recording members, collecting dues and distributing membership cards.

**Nominating:** You will need to send out information on open positions for interested individuals who would like to be a part of the decision makings of the PTA. Sending out letters to parents, gathering information on nominations and brining the information to the board on candidates of interest. These nominations are to be presented to the general members at a General PTA meeting.

**Reflections:** Coordinating a nationwide PTA Arts and Recognition Achievement Program for students to create original works of art in the categories of visual arts, literature, photography and musical composition.

**Scholarship:** Fullerton alumni are eligible to apply for scholarships given by the PTA towards college. This chairperson and committee gather the request from schools and in conjunction with the board determines the best route for issuing the four \$250.00 scholarships.

**School Sign:** Checking main school calendar regularly and organizing a group of volunteers to change the letters on the sign. Working outside in all kinds of weather.

**School Spirit:** Presenting school spirit items to the board for discussion, ordering items with the Fullerton logo such as pencils, clothing, and water bottles and items for the spirit cart.

**Teacher's Breakfast:** Planning a breakfast to welcome teacher's back to school in August. Duties include organizing the menu, shopping and setting up with the enlisted volunteers.

**Teacher's Luncheon:** To host a special event at the end of the year for the teacher's. Your job is to thank them for all of their hard work. Need to make up your own theme. Supplying special daily treats for the teacher's during the week of teacher appreciation. Procuring small gifts from businesses and parents to give to the teacher's as tokens of appreciation.

**Volunteer Coordinator:** Organizes two volunteer orientations, along with chairperson meetings to be held in September. Compiles a list of all committees and volunteers to give to each committee chairperson and PTA Executive Board. Totals volunteer hours from the volunteer book monthly. Helping to coordinate the May volunteer Tea to thank all the volunteers. Make sure that all total hours are turned into the County at the end of the year.

**Yearbook:** Someone who is willing to take a lot of pictures of all the events in the school. Collect and assemble all the photos to go into the yearbook. Work with the administration and staff to accomplish putting together memories for the children and their family.