

PTO BOARD

After School Activities: Coordinate and implement registration and logistics for After School Activities taught by Spring Hill teachers or staff; act as liaison between teachers, parents and administration. Some record keeping and bookkeeping involved. Time is focused on 6-8 weeks in the fall and 6-8 weeks in the spring. One chair is particularly involved the week after registration (the organizer) and the other chair is busiest the week after that (computer spreadsheets and finances).

After School Administrator/Scheduler: Work with the chairs of all PTO-sponsored After School Activities to coordinate a "master calendar", in order to ensure that certain grade levels are not double-booked (i.e., 2nd Grade Rising Stars on the same afternoon as 2nd grade basketball). Oversee a fair registration process for all students, be certain that our after school space is not overburdened. You will work with Pat Ickert in facilitating the paperwork needed to secure space for these programs.

Art Appreciation: Assign volunteers and artwork to classroom teachers; plan, prepare and participate in orientation/training of volunteers and maintain the collection of artwork and materials for instruction in the classrooms. Bulk of the time commitment is late summer and early fall and again in late spring when materials need to be collected and reorganized for the next year.

Birthday Board: Create a monthly theme for the school's birthday board, which acknowledges student and staff birthdays.

Book Fair: Responsibilities include substantial preparation and organization prior to the Book Fair (which is usually scheduled for late October or November); setting up; being available for most of the week and taking care of distributing reorders and special orders that arrive after the conclusion of the Book Fair. Chairpersons must recruit people to schedule volunteers to work during Book Fair week, to do publicity, to act as book fair treasurer and to organize family and special events. Many hours involved for 4-6 weeks before, during, and after the Book Fair.

Box Tops for Education: Collect box tops from front office, count and separate into groups of 100. Fill out required form and mail. Check is sent directly to the school.

Bus Notes: Responsible for recruiting, training and scheduling volunteers to work in the office on a daily basis organizing the after school bus notes.

Character Ed Liaison: Active in "Project: Build a Better You" and serve as a liaison with the PTO and staff. Helps foster communication and coordination of events and volunteers.

Chess Club: Coordinate weekly student chess club and recruit parent volunteers. Duties include registration and acting as liaison with instructors.

Clinic Coordinator: Schedule volunteers to assist the clinic aide during the lunch period as well as coordinating student health screenings. Assist the clinic aide with special projects.

Community Liaison: Monitor public policy and community issues that impact the Spring Hill community. Work with the PTO president and appropriate school officials to identify priority issues and determine outside meeting coverage. Provide issue research, communications and public affairs recommendations to PTO board.

Community Service Partnership: (formerly Mosby Woods) Explore the possibility of partnering with a nearby school or community resource for a mutually beneficial relationship. This could involve volunteerism, joint community service projects, or other appropriate shared experiences.

Cooper Liaison: Act as liaison between Spring Hill Elementary and Cooper Middle School; advertise for 8th grade volunteers for Book Fair, Gift-Wrap distribution and Fun Fair and assist Spring Hill Guidance Office with "Middle School Transition Meeting". This meeting, for rising 7th grade parents, occurs in the spring and is held at Spring Hill. This job is most appropriate for a parent that has children in both Spring Hill and Cooper. Very low work load, both fall and spring.

Cultural Arts: Responsible for monthly Cultural Arts program for K-6. One full day (7:30am - 3pm) per month is required. Attend the CAPS three-day showcase in May, when performers give a short

presentation of their offerings. Present highlights to teaching staff, get their input and select performances. Busiest in September when calendar, budget and final selections are approved, typed out and distributed. Coordinate with custodial staff to reserve cafeteria, set up and clean up, and with the library staff for audio-visual needs.

Directory: Update and edit Spring Hill Directory. Review and edit school policies and procedures, update school calendars and class/teacher/staff lists. Act as a liaison with printer. Busiest time is late summer/early fall.

Foreign Languages : Coordinate teachers for the Spanish and French language programs with the Fairfax County Office of Adult and Community Education; register students for the appropriate classes and act as a liaison between teachers and parents in the program. Time commitment is in the fall and occasional issues that come up throughout the school year.

Fun Fair: Responsibilities include recruiting volunteers to fill committee positions of various activities offered on Fun Fair day. Chairpersons choose a theme and a date, and fill out necessary paperwork. Initial committee meeting is held in December.

Gift-Wrap: The Gift-Wrap chairpersons attend a dinner in July, and start preparing packets in August. Chairs should be available for New Parent Night in August and Back-to-School nights in September. Gift-Wrap sales begin in mid-September and delivery is in November. Duties include promotions, teacher/classroom incentives, morning show plugs and organizing volunteers to assist with tallying and distribution.

Junior Great Books: Coordinate an eight-week, after-school reading enrichment course, including soliciting and training volunteer instructors, handle registration and order and distribute supplies. Enrollment begins late fall for a January start date.

Hospitality: Responsible for providing refreshments and decorations for back to school nights, curriculum nights and other events where parents are invited to school functions. Also responsible for planning and organizing the "Welcome Back to School" breakfast for teachers and the Teacher Appreciation Luncheon held in early May. Bulk of time commitment is in fall and late spring.

Landscaping: Enhance the exterior of the school by maintaining current plantings and adding annuals and perennials as necessary. The job includes coordinating gardening projects with parent volunteers, Bi-Line articles, "Receipts for Plants" program, working with teachers and students who may have school or community based projects, and monitoring the irrigation system.

Library: Coordinate with librarian to schedule volunteers (usually a bi-weekly rotation) and arrange an end-of-year library volunteer luncheon. Moderate time commitment in beginning of school year to make calls and set schedule with a minimum time commitment periodically through out the year to arrange substitutes and additional help for Virginia Young Reader luncheons.

Longfellow Liaison: Act as liaison between Spring Hill Elementary and Longfellow Middle School; advertise for 8th grade volunteers for Book Fair, Gift-Wrap distribution and Fun Fair and assist Spring Hill Guidance Office with "Middle School Transition Meeting". This meeting, for rising 7th grade parents, occurs in the spring and is held at Spring Hill. This job is most appropriate for a parent that has children in both Spring Hill and Longfellow. Very low work load, both fall and spring.

Membership: Responsible for collecting PTO membership dues by soliciting the families, faculty and staff by printing and distributing letters and envelopes at the beginning of the school year. Must keep track of membership dues as well as additional donations. Busiest for the first 4-6 weeks of the school year.

Newspaper Advisor: Ideally works with a team of parents (two or more) in helping the students to craft the newspaper content. It represents an opportunity to help students develop their curiosity, creativity and writing abilities. Responsibilities include soliciting for 5th and 6th graders interested in participating in a year long commitment to the school Newspaper. Conduct 3 to 4 after school meeting with the student staff to plan content and themes, review all student body submissions, and layout the content for each edition of the Panther Press. Also, works as liaison with the printing company and distributes final edition to the classroom teachers.

Odyssey of the Mind Coordinator: Recruit coaches, organize teams and provide judges. The time commitment includes establishing the teams (September-October); registering teams for regional competition (December); and preparing for the regional tournament (March). If the team is successful at the regional level, you will need to get judges lined up and teams prepared for the state competition (April) and national competition (Late May/early June).

Outside Sign: Publicize events or other matters of interest to the school community by changing message on a weekly basis.

Parent Ambassadors: Responsible for welcoming new parents to Spring Hill, acting as a liaison between the registrar and the new families by contacting them as they register at school. Helping with Back-to-School night and assigning language ambassadors to call families as needed. Majority of time is at start of school year.

Parliamentarian Advises the PTO Executive Board regarding the Roberts Rules of Order for running meetings, voting, and amendments, and gives legal advice to the PTO on issues as they arise.

Programs: Researches speakers and/or topics for parent education, arranges for space and time on school calendar, and puts notice of meetings in weekly Bi-Line and calendar.

Publicity: Maintains contact with local newspapers and press to provide coverage of certain Spring Hill events.

Receipts Coordinator: Responsible for registering Spring Hill Elementary School with local grocery store receipts programs (i.e. Giant Food, eScrip (Safeway), and Harris Teeter.) Coordinating the effort to enroll Spring Hill families and friends into the various receipt programs. Time commitment is early in the school year.

Rising Stars Administrator: Responsible for facilitating the overall budget for Rising Stars; secure grade- level teacher contacts; complete and submit forms for use of school space; select and assist grade-level chairpersons.

Room Parents: Organize room parents for each classroom. Hold an orientation meeting for room parents to inform them of their responsibilities for the school year and about school procedures. Most of the work is done in September and October.

Science Lab: Maintenance of Courtyard, including organizing Fall and Spring clean-up and planting. Can be expanded to include special projects.

Scripts: Two parents volunteers coordinate the purchase, distribution and collection of funds from the sale of Giant gift cards. The first week of each month is the busiest with time spent filling orders, distributing cards and collecting checks.

Staff/Teacher Appreciation: Responsible for providing a token of appreciation to the school staff periodically throughout the year.

Special Events: Develop, plan and implement family evening programs. This is usually done three times per year and can include movie night and family pizza/game night.

Spring Hill Revue: (formerly Talent Show) Coordinate biennial student talent showcase including auditions, rehearsals, recruiting parent volunteers and securing performance space and dates.

Sunrise Liason: Coordinate activities between the school and Sunrise Assisted Living.

Teacher Workroom: Work with all teachers throughout the school by managing volunteers to do their copying, stenciling, or binding in one of two workrooms. Time commitment is ongoing through the year.

Technology: Provide input and technical advice relating to the acquisition and implementation of technology solutions at the school, most of which centers on Long-Range Planning Committee meetings,

two or three times per year.

Volunteers: Responsible for publicizing the various volunteer opportunities to parents and recruiting them; keeping a data base of all volunteers and responding to requests throughout the year; giving committee chairs the names of all who have volunteered to help; and keeping track of all hours given by volunteers for reporting to the county. Work with President-elect in the spring to update volunteer descriptions. Time commitment is heaviest at the beginning of school, then at the end for the county report.

Yearbook: Liaise with teacher representative to collect yearbook pre-order forms and keep an account of orders and money received. When books arrive, distribute to classes and conduct brief, open sale of any left over yearbooks.

All members of the PTO Board are expected to attend monthly PTO meetings and semiannual PTO General Membership meetings.

EXECUTIVE BOARD

President: Run monthly PTO meetings, Executive Board Meetings and semiannual PTO general membership meetings. Fill open PTO board positions, communicate any appropriate information to the entire PTO membership on a timely basis and write quarterly PTO Scoop. Responsible for regular communication with the administration and staff. Member of Long-Range Planning, Appropriations and Nominating Committees.

Vice President/Teacher Rep: Represents the teaching staff; acts as a liaison between the teaching staff and PTO.

President-Elect: Serves on the Executive Board, Long-Range Planning and Appropriations Committees. Chairs and chooses the Nominating Committee, which selects and presents a slate of officers and board members to the general membership of the PTO for a vote in the spring. The President-Elect should make a thorough study of the President's duties and responsibilities and become familiar with the By-Laws and the workings of the PTO.

Past President: Advise current president, and is a member of the Executive Board, Long Range Planning and Appropriations Committees. Much time in August through November, then lightens up.

Treasurers: Co-Treasurer 1: Responsible for disbursing PTO funds, maintaining the books and budget, creating financial statements. Time varies but is almost entirely on your own.
Co-Treasurer 2: Responsible for depositing checks and cash received on behalf PTO. Normally involves one or two weekly trips to the bank. Busy times are Gift Wrap tally, Book Fair week, and Fun Fair week. Also in charge of organizing and overseeing Appropriations Committee, which meets three times per year.

Recording Secretary: Attend all PTO Board and Executive Board meetings, write and distribute minutes from all PTO Board and Executive Board meetings, and maintain monthly files of all school and PTO fliers, bi-lines and notices.

Corresponding Secretary: Required to attend all meetings of the executive board and responsible for any official correspondence of the PTO. Time commitment is ongoing and related to the amount of correspondence (often minimal).