
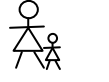




















Top 20 Swansfield PTA Committees

Consider becoming the chair (or co-chair), or a member of one or more committees. That's what makes our PTA a success!















The lists below are broken into categories, and further described with the following images:

What do the pictures mean?	
	=Time sensitive position, has multiple due dates or one large due date
	=position possibly easier than others to do with younger children at home
	=much of the work can be done from home
	= job requires a computer
	=job can be time-intensive at times
	= chair (or co-chair) position known to be open for next year
	=some night meetings required, or an evening event










Top 20 Swansfield PTA Committees

Academic Based Committees							
Carson Reading Room							
<p>The Carson Reading Room Coordinator works closely with staff at beginning of school year to set up grade-level time slots and expectations for earning time in reading room. Committee duties include:</p>							
<ul style="list-style-type: none"> ➤ Coordinating volunteers ➤ Scheduling students in room 				<ul style="list-style-type: none"> ➤ Setting up reading incentive programs ➤ Bulletin boards 			
Cultural Arts							
<p>Attend showcase in March. Plan cultural arts events within given budget. Meet with staff to determine which programs best fit with curriculum. Schedule programs with performer after receiving approval from assistant principal. Arrange for equipment or other needs of performer.</p>							
Science Fair							
<p>Plan and advertise the annual science fair, which culminates in an evening event. Encourage student and class participation. Track student progress.</p>							

Top 20 Swansfield PTA Committees
















Activities for Healthy, Happy, Engaged Students							
Afterschool Classes							
Plan and organize after school classes for fall and winter sessions: set schedule, get teachers and volunteers, and work with Asst. Principal on classroom assignments. Copy and distribute registration forms, collect forms and payments as they come in, and post rosters in the office. Maintain communication with families and staff.							
Health Committee and Striders							
Organize events and programs that foster the health of families and students, including physical activity, general health, nutrition, safety, and environmental issues. This includes the implementation of the Striders walking program where students walk during recess one day per week.							
Volunteer Coordinator							
Solicit and maintain the database of parent volunteers, contact and coordinate volunteers as necessary for PTA and school activities or special projects as needed, and identify volunteer needs through communication with teachers, staff, and other PTA committees.							
Hospitality							
Plan, purchase and set up/ clean up for events at school that require food and drinks. Solicit donations of food from PTA parents when appropriate. Events include the Teachers' breakfast in August, teachers' dinners during parent teacher conferences, Provide snacks for students during MSA and SAT 10 testing, and other PTA activities.							

Top 20 Swansfield PTA Committees










PTA Communications							
PTA Newsletter							
Gather information and write newsletter every other week. Copy and distribute newsletter to staff and parents. Distribution is mostly electronic.							
Web Page							
Keep PTA Web site current with news, homework lists, resources for students, and information about the school. <i>Suggested Committee Size: 6 plus chair (one parent from each grade to gather up to date information.)</i>							
Outside Sign Notices							
Post upcoming events on sign out front of school, typically once per week.							

Top 20 Swansfield PTA Committees

Family Events and Efforts

Swansfield Swings Night (Family Fun Music Event)							
Swansfield Swings/Rock/Calypso/Jazz Night. Plan and work with the music teachers to acquire outside entertainment, secure venue, advertise, sell tickets, set up, clean up and arrange refreshments for purchase at the event.							
Family Fun Events							
Plan family fun evening activities for the enjoyment of Swansfield families.							
International Night							
Plan Internationally focused events and presentations in the school culminating in an International Night, which showcases the nationalities represented in the school as well as countries that the students have studied or families have visited.							
Membership							
Run fall membership drive, collect membership dues, distribute membership cards, and maintain current membership list.							

Top 20 Swansfield PTA Committees

PTA Ways and Means							
Fall Fundraiser							
Decide on main PTA fundraiser for the year. Organize and advertise fundraiser, choose incentive prizes, collect funds and orders, work with the fundraising company to submit and receive orders and distribute to families. May choose to do other small fundraisers throughout the year as needed, usually for specific areas.							
Cash Back Programs							
Encourage parents to sign up for programs at grocery stores and other retail outlets that give funds back to the school, collect and send in box tops and recycle printer cartridges. Publicize through fliers and information in the newsletter.							
Market Day							
Promote the Market Day Frozen Food Fundraiser. Distribute monthly food deliveries.							
Scholastic Book Fair							
Select dates for the fair, advertise, organize volunteer staff, set up and disassemble the fair, schedule classes to visit, and keep track of all finances.							

Top 20 Swansfield PTA Committees

Other

PTA Howard County Delegates



Represent SES PTA at Howard County PTA meetings. Council attempts to address more global/county-wide issues and advocate large scale projects. Requires monthly evening meetings. We typically have 2 delegates.

Teacher Appreciation



Identify ways to appreciate teachers and administrators throughout the year and especially during Teacher Appreciation Week in May. The current committee puts on a Staff Treat with a variety of food one afternoon each month, in addition to a week of give-aways and a lunch during Teacher Appreciation Week in May. Solicit donations of food and gifts from families and businesses.