



Mechanicsville Elementary School

Carroll County, Maryland

Descriptions of Parent Teacher Association (PTA) Offices and Committees at Mechanicsville Elementary School (MES)

Please note that executive offices (marked with an *) have a two-year term. Other offices and committees serve a one-year term. If you are interested in serving as a committee member or a volunteer, contact the current committee chairperson/co-chairpersons who manages/manage the committee that you are interested in serving and current committee chairpersons are listed on the Mechanicsville Elementary School PTA Web site at www.mespta.org under the "PTA Officers and Committees" section. If you are interested in serving as an executive officer or chairperson/co-chairperson of a committee, then contact Paula Scarfone, chairperson of the Nominating Committee, at pscarfone@comcast.net or telephone 410-795-9221.

OFFICES

Committee Name	Committee Description and Responsibilities
President*	The President needs to attend the bi-monthly PTA meetings (is responsible for scheduling them, dates and times that are usually suited to their calendar and those of the PTA officers), run the meetings, and steer the PTA from month to month. During the summer before school starts, the President and all the PTA officers meet to discuss the annual budget and create one that is usually presented to the general membership at the first meeting for approval. The President acts as the head of the organization and, as such, represents the organization at meetings outside of the school, if necessary. Each month tends to have its own "agenda," such as, getting ready for school to start and the Ice Cream Social and receiving teachers' requests and suggestions; the fall fundraiser; holidays; getting ready for Mardi Gras; Fifth Grade Farewell; and getting ready for the next school year.
Two Co Vice-Presidents*	The Vice President(s) shall in their designated order perform the duties of the President in the absence or inability of that officer to serve. The Vice Presidents will each have an advisory role over specific committees. The determination of which committees will fall under each Vice President will be made by the Executive Committee at the September general meeting. This decision will be based on the goals set by the Executive Committee. The Vice Presidents will be the link between each committee and the Board of Directors.
Secretary*	The secretary attends all PTA meetings, recording the meeting minutes. After the meeting, the secretary types the minutes and e-mails it to all PTA Officers before the next PTA Meeting.
Treasurer*	The treasurer works with members, teachers and staff, committee chairpersons, bank personnel, and some companies that MES PTA deals with. The amount of work varies according to the time of year, but at least one day per week is needed just to check the mailbox for items that would determine how many more hours would be required that week. The treasurer meets with the president about every 10 days to get signatures and mail/disburse the checks. On average, the treasurer spends 3 hours per week during the lighter seasons and as much as 10-15 hours per week during heavy/multiple event weeks. The heavy weeks are scattered throughout the year. Mardi Gras is an all day event. There are periods when the Treasurer must collect money several times a week during various fundraising and other events. A trip to the bank follows each trip to collect monies. The number of hours for computer entry depends on how familiar the software is to the user. Attendance at PTA meetings is needed.
Teacher Representative	The Teacher Representative position is held by an MES teacher appointed by the MES Administration to serve as an interface between the PTA and MES teachers.

COMMITTEES

Committee Name	Committee Description and Responsibilities
After School Enrichment	After School Enrichment clubs and classes are held at Mechanicsville Elementary School after the end of the regular school day. These activities provide MES students with the opportunity to explore different interests and activities. Classes are currently offered in the spring and may last anywhere from 6-12 weeks. Responsibilities of the committee include: finding instructors and determining what classes are to be offered, contacting the instructors to establish pricing, maximum and minimum number of students needed in each class, times classes are offered and duration of the class, coordinating class scheduling with MES, and coordinating student enrollment.
Back to School Ice Cream Social	It is an annual event that provides free ice cream to parents and children to welcome them back to school (or to school for the first time) and the event is held during the first weeks of school. It's a great way for kids to get acquainted with their new teachers. The committee tries to get as many teachers as possible to participate in the serving of the ice cream. Responsibilities include: ordering the ice cream; making sure there are enough bowls, spoons, and napkins and toppings; set up; clean up; getting teachers signed up to volunteer; coordinating volunteer hours/schedule; picking up ice cream and toppings; hanging posters; communicating event to parents and students; coordinating with the custodial staff (use of facilities forms need to be completed); and coordinating with Susan Quinn in the kitchen to use the freezer space. This is a fairly easy event to coordinate. Two people can get the job done easily.

Book Club Donations	The purpose of the Birthday Book Club committee is to increase the number of new books that can be added to the Media Center by receiving donations. There are no specific skills needed but access to a computer is a must. The committee prints out about 600 book club letters (in color), places labels on the envelopes, and attaches the envelope to the letter. These envelopes are placed in each book that children receive on their birthday. Currently, middle school students help in order to get community hours. The chairperson works with Mechanicsville Elementary School's Media Specialist and the support room staff. This position runs all year and the chair usually emails the media specialist at least 3 to 4 times per week with the names and information received. The approximate number of hours per week is 1 with the help of middle school students.
Book Fair	Organizes the Scholastic book fair held in October. The majority of the funds raised are given to the Media Center to purchase books and other classroom materials. There are no specific skills necessary; however, the chair person should be organized and somewhat computer savvy. Before the fair, volunteers will need to be recruited and scheduled to help at the fair (the co-chair did this) and the fair must be publicized (flyers sent home, posters hung in the school, etc.). During the fair, books will need to be displayed and re-ordered and as books are sold, money must be handled, especially at family night. After the fair, the books must be shipped back to Scholastic and a simple financial form must be completed. Scholastic is very organized and quite a bit of information is online. The committee works with volunteers and Louise Robinson, Media Specialist, and the chair works with the Scholastic Field Representative and Sales Consultant. The fair is held for 2 weeks in October. During September, approximately, 1 day a week is necessary to prepare for the fair. During the fair, usually the chair and co-chair (sometimes only 1) are at school every day. Family night is held the second week and is open for approximately 4 hours. For 2 weeks, it is almost a full-time job. Once the fair is over, additional time is needed to distribute back-ordered books, approximately an additional 4-5 hours per week for 2-3 weeks.
Cultural Arts	The Cultural Arts Committee is responsible for tracking the PTA funds that are allotted to each team of teachers. At the beginning of the school year, each team leader from each grade is sent a letter stating how much money the PTA has budgeted for Cultural Arts. The team leader will inform the Cultural Arts committee what they have chosen and how much it will cost. Most Team Leaders do the legwork themselves, and Cultural Arts has to follow-up to see that it happens. Sometimes a call to an organization is necessary to make arrangements for a performance. This position requires initial start up of the school season by sending out the letter then after that the chairperson just needs to follow-up every other month or so.
Fall Fundraiser	The Fall Fundraiser is MES PTA's largest fundraising activity of the fall. Planning begins the previous school year when it is determined what fundraising activity will be done. The vendor/company is contacted and a contract is established as needed. Some organizational activities take place over the summer such as vendor meeting(s) and advertising/marketing planning. The Fall Fundraiser is promoted to MES families at Back to School Nights and the Ice Cream Social as well as through the PTA and MES newsletters. Ongoing communication with the principal and teachers is also the key to the success of the Fall Fundraiser. The principal is consulted re: promotional ideas, staff involvement, etc. The teachers are formally addressed at the first staff meeting of the year and are kept informed throughout the fundraiser. The Fall Fundraiser usually has a sales period in September with product pick-up in October. It has worked well coordinating the product pick-up with the Book Fair family night. Throughout the school year, online sales are promoted if the company offers such a program. To be successful, the Fall Fundraiser committee members must be organized, have good communication skills, and be willing to promote the activity in a variety of ways. The most labor-intensive period of time is late summer through fall: August: planning and promotion; September: sales packet assembly, distribution, and collection; and October: product and prize distribution, order follow-up (corrections, etc).
Fifth Grade Farewell	It is a celebration on the last day of school for the 5th grade class. Responsibilities to organize the event include collecting photos of the 5th grade class, coordinating a slide show presentation, designing and printing a program, arranging for a middle school representative to be present, and handling decorations and light refreshments. Preparations for the 5th grade farewell should start around March.
Goodwill	Sends out birthday, wedding, sick, and sympathy cards to MES staff and faculty. The committee also orders the cards. The cards are either placed in the teachers' mailboxes or mailed to their homes. The chairperson also sends flowers acknowledging births.
Homeroom Representatives (No committee chairperson is needed because a PTA vice president(s) will oversee the homeroom)	Homeroom Representatives act as a liaison between the PTA and the parents. Homeroom Representatives will be asked on limited occasions to contact parents when help is needed by a committee chairperson for such things as volunteers, donations or just passing on information. Ideally, there would be at least one Homeroom Representative for each homeroom classroom.

representatives.)	
Jump Rope for the Heart	Third, fourth, and fifth graders jump rope to raises money for the American Heart Association. The event is typically held in late February. Volunteers keep “an eye on” the students as they jump rope, sort water bottles, etc.
Just Say No	The Just Say No Club consists of all MES 5th graders. The Club’s purpose is to promote a healthy lifestyle, including the importance of the ability to “Just Say No” to drugs, alcohol, and tobacco. The students meet with the committee between 5-8 times a year, during the school day. The number of meetings is dependent upon the time availability as determined by the 5th Grade Team. Traditional events include “kid” singers, police k-9 presentations, and a game show at the end of the year.
Mardi Gras	Mardi Gras is a day-long, fun festival and fund raiser held at Mechanicsville on a Saturday in March. The event needs about 150 volunteers who work in shifts throughout the day. Volunteer opportunities include: running a game, selling food, painting faces, taking tickets, etc.
Membership	Handles PTA Membership forms and records. Attends Back to School Nights at MES in August to take membership dues and forms.
MES Volunteer Program (MVP)	The position consists of coordinating and/or leading training sessions at Mechanicsville Elementary School (MES) for parents who want to be volunteers at MES and in Carroll County Public Schools. Training sessions can be in the afternoon and/or evenings. In addition, MES Volunteer Program keeps supplies stocked in the MVP workroom and the media center workroom.
Nature Trail	Work to maintain or improve the Nature Trail at Mechanicsville Elementary School, as needed. Coordinate with the 5 th grade teachers or administration for curriculum relevancy. Maintenance my include weed pulling, mulching, and clearing of trail from tree limbs. Get volunteer groups to work on this.
New Student Kits	Mechanicsville’s school office sends a note home to the Chairperson that details a new student’s name, grade, and teacher. The Chairperson then prepares and delivers a Mechanicsville Elementary tote bag to the new student. The tote bag includes, but is not limited to, the following: 1 Mechanicsville Elementary tie-dye T-shirt; Mechanicsville bumper sticker; welcome letters/bios from the Principal and Assistant Principal; 2 coupons to have 2 free lunches with the Principal or Assistant Principal; and 2 coupons for free ice cream.
Nominating Committee	Each February, the nominating committee begins its work by contacting all current board members and committee chairs to determine a few things: if they plan to return to the same position in the following school year, would like to take a new position, or if they can recommend another person for a position. The nominating committee chairs create a spreadsheet that tracks filled and open positions and presents it at the March PTA meeting. Follow-up continues with searching for more people to fill positions and advertising positions in the newsletters. The committee chairs share the final list of open and filled positions and make sure to attend the May and September PTA meetings.
November Staff Dinner	Provides 1) dinner for the staff during the long day of conferences, usually the Monday before Thanksgiving break and 2) a small gift to each staff to show appreciation for all their hard work. Specific Skills or Tasks: (1) Computer (The invitations are done on the computer. Email is used to remind parents of the food items they are bringing); (2) Accounting (An expense report is generated and a copy provided to the PTA treasurer. The PTA provides \$100 towards the dinner and the rest of the money is supplied by the MES families as donations. Timing: This event takes place in November, but notices are sent out to the PTA newsletter in October and December. Mid-October letters are sent out to parents/guardians. Number of Hours: This can vary depending what gifts are provided for the staff. Making a craft takes longer. Ordering a gift is quicker. It takes time to organize all the forms coming in from the families and to send email reminders once the event gets closer. There is some time spent shopping for some of the items that you may need, such as paper items and decorations. On the day of the dinner, time is needed to arrange and decorate cafeteria, serve the meal, and clean up. On the day of the dinner, committee members usually arrive at the school around 2:30 pm and leave around 7 pm.
Pre-Packaged School Supplies	Pre-packaged school supplies are a convenient product offered through the PTA as a service to MES families. The process of offering pre-packaged school supplies is as follows: January: PTA meeting--discuss options with PTA members & principal/teachers, decide if it’s to be offered; February: contact the principal for grade-level school supply lists, send list to company; March: review company & teacher lists for discrepancies and discuss alternatives/options with company & principal, finalize lists, request price quotes & finalize package prices; April: advertise product to MES families; May/June: families order product (direct online order and ship to home option was chosen in 2008); and July: record sales, receive profit check(s) from company & forward it/them to PTA treasurer.
Play Day	Organizes an outdoor, fun-filled athletic day at Mechanicsville Elementary School for its students in May.
Political Liaison (Board of Ed, Legislative, CC PTA)	Monitors county, state, and national news and legislation that may directly impact MES. Monitoring includes gathering information from Web sites and newspapers. The Political Liaison chairperson updates the MES PTA on any relevant information. The time of year is year round. The hours are dependent on whether news and legislation exists that would be relevant to MES.
PTA Newsletter	The purpose is to create and distribute a bi-monthly PTA newsletter called the <i>Mustang Messenger</i> . The chairperson needs at least one other person to assist in editing, copying, and distributing the newsletter to students. The

	chairperson creates the newsletter using his/her own software and then make copies of it for distribution at MES. The PTA Newsletter volunteers work with all of the PTA officers and committee chairs and the public. It is a year-round position, but there is usually a week of getting information from everyone, putting it together, editing and then copying and distribution, once every two months. Skills needed: computer skills and the ability to write clearly and well (Spell check does not catch all grammar and spelling mistakes.). The newsletter can include photos and other artwork, and can be as creative as the person wants it to be.
Redemption Programs	There are 2 aspects of the Redemption Programs: 1) <u>Grocery store and retailer side</u> : Participating merchants make contributions to Mechanicsville Elementary School based on the amount of money that is spent at various stores. This is done by registering a store savings card or credit card online. The committee keeps parents informed as to where and when to sign up for these programs and to encourage as much participation from parents as possible. 2) <u>Box Tops for Education side</u> : This fund raising program is sponsored by General Mills. Each product has a coupon located on the box. Coupons can be clipped and turned in for money for MES. The committee collects and counts the coupons and verifies expiration dates on all box tops and sends the valid coupons to General Mills for reimbursement. The box tops are collected in a bin in the MES lobby.
Spiritwear	Sells Mechanicsville Spiritwear items like shirts, etc. There are only 3-4 events per school year needed to sell Spiritwear. Sell PTA Pizza Hut cards at the Book Fair
Spring Luncheon	The Spring Luncheon is a way to thank the entire staff for all their hard work over the course of the year by providing them with a catered lunch in as much of a serene, adult atmosphere as possible within the Media Center. The PTA budgets about \$1500 for this event. It is held the first week of May. Typically, the lunch portion is catered. Monetary and dessert donations are collected from parents. A musician is hired to play soft background music. Harp and cello have been used. Drawings have also been done each year to award prizes to attendees, usually gift certificates. The drawing winners are done at each lunch shift and announced afterward. The responsibilities include: planning and coordinating all communications to parents, distributing invitations to staff, coordinating with the custodial staff (use of facilities forms need to be completed); overseeing the menu, musician, decorations, drawing prizes, and volunteers for set up, clean up and serving food at the event. This is a 2-3 person job.
Spring Picnic	The chairperson will have to: (1) Contact the principal to schedule a date. (2) Call the caterer/restaurant from the previous year and the DJ to book the date (and rain date). MES PTA has a standing contract with a restaurant, so the chairs follow the same contract regarding food, etc. (3) Send flyers home and collect/organize registration/money. (4) Send picnic reservation ticket home the week of the picnic. (5) Arrive early for the caterer and the DJ. Collect tickets as families enter. Clean up is next to nothing. The caterer really takes care of everything. There are copies of everything from the past that the chairperson and committee can use.
Staff Recognition	Throughout the school year there are special days of recognition for particular staff members such as National School Counseling Week. The responsibility of the Staff Recognition chairperson is to make sure each of the staff members receive acknowledgement at the appropriate time. For the past 2 years, donations to appropriate non-profit organizations and gift certificates along with a card of recognition have been given. This is a one-person job and is not time consuming. Most donations can be done online and gift cards can be purchased in bulk at the beginning of the year. The hardest part is following the calendar and making sure nobody is missed or a special date forgotten.
Technology and Web site Committee	Responsible for the maintenance and upkeep of the MES PTA Web site. Seeks out information from various committees on events and news for inclusion in the Web site. The main goal of this committee is to keep the Web site current. The committee helps with various other technology issues as they come up.
Yearbook	It produces, sells, orders, and distributes the yearbook. The committee recruits volunteers to help create and sell the MES yearbook. This includes taking pictures, creating layouts (a lot like scrap-booking online), and editing. Some of the function of committee members is coordinating a contract with LifeTouch, taking photographs at school events (volunteers help a lot with this portion), meeting 3 deadlines for production (December, February, and April), collecting funds, and distributing yearbooks.

For more information, visit the Mechanicsville Elementary School PTA Web site at www.mespta.org.