

Executive Board:

- Attend monthly PTA Board Meetings
- Attend General PTA Meetings
- Attend PTA training or other meetings scheduled by President
- Attend PTA organized school events/activities
(Freaky Friday is mandatory)
- Perform duties as listed in chair responsibilities
- Visit the Facebook page regularly and share events/info
- Train/transition your incoming chair

President: Sandra Miller

President-Elect: Meredith Glenn

Treasurer: Matt Rollins

Assistant Treasurer: Kim Brooks

Secretary: Tricia Craddock

Communications: Clay Gilbert

Fundraising: Ashley Flesher

Enrichment: Dargan Mudge

School Events: Kim Troyer

Program Coordinator: Abby Gary

Satellite: Callie Coleman

Past President: Kristy Way

Teacher of the Year: Patti Renwick

Executive Board- President

Responsibilities:

Oversee and provide guidance to all PTA Executive Board members/committees and activities, create agendas and conduct PTA meetings. Lead the school PTA toward specific goals chosen by the membership. Work closely with the school administrators to meet the goals of the school. Responsible for the accuracy of PTA information and compliance with PTA policies/bylaws. Responsible for PTA email account, E-blast, Teacher In- Service Day/Back to School, Tissue Tea, 1st Day Packets and Awards. Directly oversee Hospitality and SIC Chairs. Attend monthly SIC meetings.

Time Commitment:

3 year term (Year 1- President-Elect, Year 2- President, Year 3- Past President)

5-6 hours a week

President Committee- Hospitality

Responsibilities:

Reach out to new Sara Collins families who begin after the start of the school year and offer support. Support Dr. Burns with any coffee needs for special guests/meetings.

Time Commitment:

1 year term

1-2 hours a month

President Committee- Legislative Liason/SIC

Responsibilities: School Improvement Council (SIC) is a group of volunteers, school leaders and community leaders who meet monthly to support and advance all aspects of educating students at a local level. Meetings are usually held monthly and members are afforded opportunities to hear from legislators, educators and other people about current issues concerning our schools. SIC's focus is not on raising money but trying to, through advocacy, make Sara Collins the best it can be.

Time Commitment:

1 year term

1-2 hours a month

Executive Board- President Elect

Responsibilities:

Assist the President as needed with duties listed under President. Fill in as needed in the event the President is unable to attend or fulfill a duty under President. Facilitate school tours for new, incoming students and coordinate volunteers if unable to personally tour. Beginning in February of President-Elect year, secure a nominating committee to select your Executive

Board, work with the Assistant Treasurer to create your budget and fill the General Board.

Time Commitment:

3 year term (Year 1- President-Elect, Year 2- President, Year 3- Past President)

1-2 hours a week until February, 3-5 hours from February-May

Executive Board- Treasurer

Responsibilities:

Manage the PTA budget using Quickbooks Manager. Reconcile budget monthly, recording all deposits and checks written. Keep yearly budget figures up to date and print report for each Executive Board meeting. Check mailbox weekly and pay all invoices (refer to budget first) and daily during Freaky Friday. Check safe in office and deposit funds at the bank promptly. Help Assistant Treasurer with Freaky Friday the week leading up to event and at the event. Prepare cash boxes for school events and count funds (under dual control) after every event and deposit. Work with Merchant Representatives on accepting credit card payments at events and apparel sales. Update files- credit card information, insurance information and SC PTA information. Keep copies of every check written, deposits, statements, invoices, etc. for tax records and keep the notebook organized for annual tax advisor audit. Help Assistant Treasurer create budget for upcoming year.

Time Commitment:

2 year term (Year 1 as Assistant and Year 2 as Treasurer)

4-5 hours a week until Freaky Friday, 2-3 hours a week after

Executive Board- Assistant Treasurer

Responsibilities:

Lead treasurer role for Freaky Friday. Assist Treasurer during the remaining year with duties outlined above. Work with President-Elect to create budget for upcoming year in the spring.

Time Commitment:

2 year term (Year 1 as Assistant and Year 2 as Treasurer)

5-6 hours a week until Freaky Friday, 1-2 hours a week after

Executive Board- Secretary

Responsibilities:

Records all business transacted at each meeting of the association (General and Executive) as well as any other meetings called by the President and provides completed minutes to the President within 2 weeks of the meeting. The Secretary will send meeting agendas out to the Executive Committee via email prior to each meeting. During Executive Committee meetings, the secretary will present the prior meeting minutes for approval. The Secretary will also oversee the Sara Collins school directory and PTA Membership list.

Time Commitment:

1 year term

1-2 hours a week

Secretary- Sara Collins school directory

Responsibilities:

Compile contact information for families who wish to be in the Sara Collins directory and distribute directory before December 1, 2017.

Time Commitment:

1 year term

1-2 hours a week, from home, up until December

Secretary- PTA Membership list

Responsibilities:

Compile PTA membership list and complete required reporting to SC PTA

Time Commitment:

1 year term

1 hour a week, from home

Executive Board- Communications Coordinator

Responsibilities:

Oversee communication between the school, parents and the community at large. Facilitate communication on various platforms. Oversee all Communication Committees.

Time Commitment:

1 year term

2-3 hours a week

Communications Committee- Facebook/Social Media Administrator

Responsibilities:

Update the Sara Collins Facebook page as needed with at least 4-5 posts per week.

Time Commitment:

1 year term

1-2 hours a week from home

Communications Committee- School Photographer(s)

Responsibilities:

Take photographs and compile photos from others for use throughout the school.

Time Commitment:

1 year term

1 hour a week (varies) at school

Communications Committee- Yearbook Editor

Responsibilities:

Use Herff Jones software to produce the Sara Collins Yearbook.

Time Commitment:

1 year term

2 hours a month (at home and school), more intense time commitment in March when the book is due to publisher

Communications Committee- Assistant Yearbook Editor

Responsibilities:

Assist the Yearbook editor.

Time Commitment:

1 year term

1 hour a month at home, more intense time commitment in March when the book is due to publisher

Communications Committee- Yearbook Sales

Responsibilities:

Communicate ordering information for the yearbook and handle all orders.

Time Commitment:

1 year term

3-4 hours in the spring at school and at home

Communications Committee- Scout's World News Editor

Responsibilities:

Publish four issues of the school newsletter throughout the school year. Issues coincide with the end of the school quarters and Freaky Friday. Distribute newsletters to classroom teachers.

Time Commitment:

1 year term

4-5 hours per issue at home and school

Communications Committee- Website Coordinator

Responsibilities:

Maintain and update the PTA website

Time Commitment:

1 year term

1-2 hours a month from home

Communications Committee- Scout Mascot

Responsibilities:

Wear the Scout outfit at various school events. Kids love when Scout comes to events! You are a rock star!

Time Commitment:

1 year term

1-2 times a month at school or community location

Communications Committee- Scout's Pack

Responsibilities:

Help raise awareness for events at the school (the week of events). Walk carlines, be visible, dress up and have fun.

Time Commitment:

1 year term

1-2 times a month at school

Communications Committee- Public Relations

Responsibilities:

Submit articles and pictures to various news organizations for publication.

Time Commitment:

1 year term

2-3 hours throughout the year from home

Communications Committee- Marquee

Responsibilities:

Every Friday during the school year, change school marquee at the top of the front carpool line. Dr. Burns will supply the wording for the week.

Time Commitment:

1 year term

Once a week throughout the school year at school

Communications Committee- Bulletin Board

Responsibilities:

Update the PTA bulletin board 4 times a year with news, pictures, etc.

Time Commitment:

1 year term

1-2 hours each quarter

Communications Committee- Event Flyer

Responsibilities:

Create a flyer for upcoming events to be given out at school events (example: Breakfast Buddies) to promote the next event/PTA meeting.

Time Commitment:

1 year term

1 hour each month from home

Communications Committee- Translator

Responsibilities:

Translate event/PTA flyers in Spanish for each event.

Time Commitment:

1 year term

2-3 hours each month from home

Executive Board- Fundraising Coordinator

Responsibilities:

Oversee and assist with all SCE fundraising and community events. The current fundraisers are Apparel, BINGO night, Box Tops, Family Fun Nights, Freaky Friday (main fundraiser), Pay It Forward, School Store, and Scout's Rock. Obtain monthly reports or updates from each fundraiser chair to report on at each Executive Board meeting and to ensure all information is collected for eblast, flyers and social media. Attend all events and work directly with Treasurer for money collection. Field all requests to Sara Collins for fundraising opportunities.

Time Commitment:

1 year term

Large time commitment leading up to Freaky Friday, then 2-3 hours a week after

Fundraising Committee- Freaky Friday Chairs (2)

Responsibilities:

Freaky Friday is the main fundraiser for Sara Collins PTA and occurs on the first Friday in October. Freaky Friday is run by two co-chairs, who start organizing the events in January of the previous school year. The co-chairs are responsible for planning the event, securing the event location, securing rental items, and forming committees of volunteers to help run the event. This is an all hands on deck event. The FF chairs will form their own committees and chairs which include the following: Corporate Sponsorship, Silent Auction, Volunteer Coordinator, Booth Chairs, Set Up and Breakdown.

Time Commitment:

1 year term

3-5 hours a week from January-August, Heavy during September and October

Fundraising Committee- Apparel

Responsibilities: Apparel is in charge of designing and ordering all SCE shirts, shorts, socks, water bottles, etc to sell in the school store. They are also responsible for selling these items at school events such as Meet the Teacher and Open House and filling orders from the first day packets

Time Commitment:

1 year term

1-2 hours per week during the summer and the beginning of the school year when designing and ordering items. Availability at Meet the Teacher and Open House events to sell items.

Fundraising Committee- School Store

Responsibilities: The school store volunteer works alongside Mrs. Elliott and the 5th grade helpers to keep the store stocked with supplies, tracks incoming money and ensures helpers are following school store guidelines. The volunteer places orders for supplies online using a pre-approved school account (no need for reimbursement).

Time Commitment:

1 year term

2-3 hours per month

Fundraising Committee- Book Fair

Responsibilities:

Work with Mrs. Brown to coordinate and plan 2 book fairs a year. Create flyer and distribute to teachers. Coordinate volunteers for book fair.

Time Commitment:

1 year term

3-5 hours

Fundraising Committee- Grants

Responsibilities: Research and apply for appropriate grants for Sara Collins. Complete necessary reporting once a grant is secured. Provide grant information to the Communications Chair for press releases and other recognition.

Time Commitment:

1 year term

2-4 hours a month at home

Fundraising Committee- Family Night Out

Responsibilities:

Plan at least 2 family fun nights at area restaurants for Sara Collins families. Create a flyer and distribute to teachers 2 weeks prior to the event. Provide information for eblasts, and social media and invite Scout to the event. During the fun nights, the restaurants give 15-20% of the

proceeds back to the school. The goal for the year is to raise at least \$500.

Time Commitment:

1 year term

2 hours per event

Fundraising Committee- Scout's Rock

Responsibilities:

Create and maintain the Sign Up Genius for Scout's Rock. Block out any dates needed for PTA before sending out to the school.

Time Commitment:

1 year term

1-2 hours at the beginning of the school year

Fundraising Committee-Box Tops

Responsibilities:

Copy and distribute the Box Top flyers (templates available) to the teachers twice a year (September and February). Collect all the box tops, count and submit to Box Tops in groups of 50.

Time Commitment:

1 year term

4-5 hours per Box Top campaign

Fundraising Committee- Pay It Forward

Responsibilities:

Create a fundraiser at Sara Collins for the community (ex: Washington Center). Students collect change during one week of school and all the money will go to the recipient. The goal is \$1000.

Time Commitment:

1 year term

2-3 hours developing the fundraiser and during lunch each day for 1 week of the school year

Fundraising Committee- Bingo Night

Responsibilities:

Create and organize the Bingo Night. Flyers will need to be created and distributed 2 weeks prior to the event and include pizza order on the flyer. Order pizza, waters, and paper products. Work with Dave to set up cafeteria. Mrs. Frampton has provided prizes in the past and will need to coordinate with her ahead of time. Dr. Burns usually calls the Bingo numbers at the event. Work with the treasurer to secure cash boxes and coordinate all volunteers needed for the event (check in desk, BINGO cards, pick up pizza, etc.). Make sure all information is on social media and scout is invited.

Time Commitment:

1 year term

4-5 hours

Executive Board- Enrichment Coordinator

Responsibilities:

Oversee all programs under Enrichment (Lego Robotics, Sizzling Saturdays, Tuesday Tutoring, Wellness Team, Breakfast Buddies, Mentoring Program, Lunch and Learns) and check in regularly with each chair. Attend program events and assist where needed. Make sure all event information is given to the Communications Chair.

Time Commitment:

1 year term

2-3 hours a week

Enrichment Coordinator- Lego Robotics (2)

Responsibilities:

Volunteers preferably have an engineering or computer programming background. The Co-Chairs of Lego Robotics are required to facilitate the Lego Robotics program by leading fourth and fifth grade students that are chosen by the classroom teachers. These students are chosen based on test scores, programming acumen and behavior. A SCE faculty member is also required to be involved in the program. Students ideally would begin meeting in September twice a week after school for approximately 1.5-2 hours per meeting time. This is required in order to adequately prepare for the Greenville County Lego Robotics competition in December.

Time Commitment:

1 year term

3-4 hours per week from September through December

Enrichment Committee- Sizzling Saturday

Responsibilities:

Work closely with Mrs. Frampton in order to plan two Saturday school wide events for our school. Create flyers and distribute to the teachers 2 weeks before each event. The first Sizzling Saturday takes place in December and is the Reindeer Run and Roll. This is a day that the school celebrates wellness by completing a course around the school grounds and eating a healthy snack. The students enjoy having their noses painted red like Rudolph and are even given a special trinket to put on their running shoe following the run. The second Sizzling Saturday takes place in May. On this day the students are invited to bring their bikes, roller skates, scooters, or tricycles and ride them in the bus circle at the school. The Kona Ice truck is hired to come distribute snow cones to the participants.

Time Commitment:

1 year term

2-3 hours per event

Enrichment Committee- Tuesday Tutoring (2)

Responsibilities:

The chairs of Tuesday Tutoring are required to attend every week on Tuesday mornings from 7:20am until 8:00am. The second grade teachers identify their students that require extra help in the areas of math and language arts. These students attend each Tuesday morning. The structure of the program is up to the chair person.

Time Commitment:

1 year term

45 minutes each week on Tuesday mornings

Enrichment Committee- Wellness Team

Responsibilities:

The Wellness Team consists of four health conscience parents that are willing to meet quarterly in order to complete wellness goals that are set in the first meeting at the beginning of the year.

Time Commitment:

1 year term

4-6 hours a year

Enrichment Committee- Breakfast Buddies (2)

Responsibilities:

Plan and organize 3 Breakfast Buddies events in the school year. Includes: booking a speaker, ordering chick-fil-a, creating and distributing flyers, securing volunteers for each event, securing cash box from the treasurer and attending the event.

Time Commitment:

1 year term

3-4 hours per event

Enrichment Committee- Mentoring Program

Responsibilities:

Support Sarah Payne (in the Guidance Dept) by helping promote the Mentoring Program and finding volunteers to be Mentors. Once paired with a student, a mentor is required to come to school and either eat breakfast or lunch with the student once a week. During this time, you have a chance to really bond with the student, help guide them through problems with friends or siblings, or just be a listening ear. This program can be ongoing as well. You have the opportunity to continue with the same student for consecutive years if you really feel a connection with that student.

Time Commitment:

1 year term

1 hour a week if you are paired with a student

2-3 hours at the beginning of the school year to help promote

Enrichment Committee- Lunch and Learns

Responsibilities:

Plan and organize 2 Lunch and Learns during the school year (one in the fall and one in the spring). Secure a speaker, create flyers and distribute to the teachers at least 2 weeks prior to the event. Provide information for social media. The event takes place during the lunch hour and parents are invited to bring a lunch and enjoy their lunch while listening to a speaker that provides information that is relevant to parenting or education.

Time Commitment:

1 year term
2 hours per event

Executive Board- School Events Coordinator

Responsibilities:

Oversee school events throughout the year. Assist chairs in planning and organizing the events and securing volunteers. Make sure all event information is given to the Communications Chair.

Time Commitment:

1 year term
2-3 hours per week (heavy in the spring)

School Events Committee- Red Ribbon Week

Responsibilities:

Work with Mrs. Sarah Payne to organize the event (held in October), determine theme and giveaway items and coordinate volunteers for the week.

Time Commitment:

1 year term
3-5 hours

School Events Committee- Veteran's Day Lunch

Responsibilities:

Plan and organize the Veteran's Day Lunch in November. Create and distribute flyers for the teachers at least 2 weeks prior to the event. Work with the cafeteria to set up a drink station. Coordinate volunteers for check-in, direct and serve drinks to Veterans.

Time Commitment:

1 year term
2-3 hours before and during the Veteran's Day Lunch

School Events Committee- Love Luncheon

Responsibilities:

Plan and organize a special lunch during Valentine's Day week to celebrate our teachers and staff. Create a sign up genius for volunteers to provide crock pot soups, condiments and desserts. Work with cafeteria for salad and drinks. Work with Dave for set up.

Time Commitment:

1 year term
5-6 hours total

School Events Committee- Dr. Seuss Day

Responsibilities:

Plan and organize Dr. Seuss Day in March at Sara Collins. Create and distribute flyer for the teachers at least 2 weeks before event. Coordinate prizes given for best costume and work with Washington Center to plan parade

Time Commitment:

1 year term

3-4 hours total

School Events Committee- Grandparents/Special Friends Lunch

Responsibilities:

Plan and organize a Grandparents/Special Friends Lunch in March. Create and distribute flyers to teachers at least 2 weeks prior to the week. Coordinate volunteers to check in guests, decorate tables and serve drinks. Create a photo-booth wall poster.

Time Commitment:

1 year term

3-4 hours and during the event

School Events Committee- Family Arts Night

Responsibilities:

Work with Mrs. West to plan and organize Family Arts Night in March. Create flyer and distribute to teachers at least 2 weeks prior to event. Coordinate volunteers and artwork display.

Time Commitment:

1 year term

2-3 hours and during event

School Events Committee- Field Days (2)

Responsibilities:

Work with Mrs. Frampton to plan and coordinate Field Days held in April and May. Coordinate volunteers for lunch shifts, food donations and cafeteria to plan food offerings. Work with teachers to get tshirt orders.

Time Commitment:

1 year term

3-4 hours of planning prior to field days, full days for each grade level field day

School Events Committee- Volunteer Appreciation Luncheon

Responsibilities:

Plan and organize the Volunteer Appreciation luncheon held in April for our awesome volunteers. Coordinate lunch menu. Create and distribute flyer to teachers.

Time Commitment:

1 year term

2-3 hours and during the event week

School Events Committee- Parent and Staff Party

Responsibilities:

Plan and organize the Sara Collins Parent and Staff Party in April. Find a venue, plan the theme and food offering. Create and distribute the flyer to teachers. Secure volunteers to assist in check-in.

Time Commitment:

1 year term

4-5 hours planning, 4 hours at the event

School Events Committee- Staff Appreciation Week

Responsibilities:

Plan and organize Staff Appreciation Week. Create theme and plan small events each day. Coordinate lunch at the end of the week. Secure volunteers.

Time Commitment:

1 year term

2-3 hours planning, 3-5 hours week of Staff Appreciation Week

Executive Board- Program Coordinator

Responsibilities:

Oversee all Grade Level Coordinators, who communicate with Room Parents and organize a room parent meeting in September. Oversee all information that needs to get to parents. Support and oversee chairs of the following: Health Room, Landscaping, Reading Program, Book Club (4th and 5th), Reflections, Grandparents & Special Friends Club, Singing Scouts, Student Recognition, and Dad's Club

Time Commitment:

1 year term

2-3 hours a week

Program Coordinator Committee- Grade Level Coordinators (6)

Responsibilities:

Communicate needs of the school and the PTA to the Room Parents. Must attend all general PTA meetings. Coordinate and plan a Meet and Greet at the beginning of the year for grade level.

Time Commitment:

1 year term

<1 hour a week

Program Coordinator Committee- Healthroom

Responsibilities:

Support the Healthroom by checking in with them once a quarter. Report any concerns or needs to Program Coordinator Chair.

Time Commitment:

1 year term
Minimal

Program Coordinator Committee- Landscaping

Responsibilities:

Coordinate any landscaping installation needs. Secure volunteers.

Time Commitment:

1 year term
Varies as needed

Program Coordinator Committee- Reading Program

Responsibilities:

Support Mrs. Morrissey and Sara Collins teachers/staff in implementing the reading program. Help plan and organize the end of year reading party. Secure volunteers.

Time Commitment:

1 year term
2-3 hours

Program Coordinator Committee- Book Club

Responsibilities:

Support Mrs. Brown with the 4th and 5th grade book club.

Time Commitment:

1 year term
2-3 hours

Program Coordinator Committee- Reflections

Responsibilities:

Communicate the Reflections contest at Sara Collins. Create and distribute flyers to teachers.

Time Commitment:

1 year term
3-5 hours

Program Coordinator Committee- Grandparents and Special Friends Club

Responsibilities: Compile a list of willing grandparents to volunteer at various times during the year. Provide open communication between grandparents and PTA.

Time Commitment:

1 year term
3-5 hours

Program Coordinator Committee- Chorus Mom

Responsibilities: Support Mrs. Matthews in coordinating the chorus. May be some evenings and weekends when the chorus is performing.

Time Commitment:

1 year term

3-5 hours

Program Coordinator Committee- Dad's Club

Responsibilities:

Organize and plan 2 Dad's Club events (one fall, one spring) for Dad's or other adult males to get to know each other. Coordinate volunteers to help with Mentoring Program, Freaky Friday set up and break down and other needs as necessary.

Time Commitment:

1 year term

3-5 hours

Executive Board- Satellite Coordinator

Responsibilities:

Help ensure all events and programs at Sara Collins are inclusive of all our students. Be a liason between PTA and Special Education. Coordinate PTA role in Special Olympics Clap Off. Meet regularly with Freaky Friday chairs to help create adaptive programming at the event.

Time Commitment:

1 year term

1-2 hours a week

Satellite Coordinator Committee- Special Olympics

Responsibilities:

Help Mrs. Taber plan and organize Special Olympics Clap Off.

Time Commitment:

1 year term

2-3 hours

Satellite Coordinator Committee- Freaky Friday Adaptive Programming

Responsibilities:

Work with Freaky Friday co-chairs to create an adaptive area for the Satellite Program at Sara Collins.

Time Commitment:

1 year term

3-5 hours