

STANDING RULES OF ORGANIZATION

Revised: September 16, 2013

Washington Elementary School Parent Teacher Association
Mt. Lebanon School District
Mt. Lebanon, Pennsylvania

STANDING RULES OVERVIEW

- I. Copies of the current Bylaws and Standing Rules of Organization should be provided to each officer and committee chair immediately after appointment. These documents can be emailed to the officers and committee chairs.
- II. The current Bylaws and Standing Rules will be posted on the Washington Elementary School PTA website page and, therefore, available to the general membership.
- III. No Standing Rule will be an order that conflicts with our Bylaws, and items contained in the Bylaws are not to be referenced in the Standing Rules.
- IV. Standing Rules should be reviewed annually and revised as needed. The original adoption of a standing rule takes only a majority vote. Once adopted, however, standing rules become “previous action” and may only be changed, rescinded, or suspended by a majority vote with previous notice, or without previous notice, a 2/3 vote.

GENERAL INFORMATION

- I. **CORRESPONDENCE:** In case of serious illness or death of a faculty or board member (and/or their family member) and on other appropriate occasions, a note or card will be sent by the Corresponding Secretary on behalf of the PTA and Washington School community. If approved by the Board, a more elaborate and expensive acknowledgment may be provided.
- II. **WASHINGTON NEWSLETTER:** The PTA keeps our families and school personnel informed about what goes on at the school through our newsletter called the *Washington Weekly News*, which is created weekly by the Newsletter Editor. This newsletter is filled with wonderful information such as important upcoming school dates, PTA news or events, community bulletins, and other updates that are provided through the input of Executive Board members and committee chairs. Families have the opportunity to receive an emailed copy of this newsletter by submitting their information through Constant Contact. Hardcopies of the newsletter, for those who do not have access to electronic mail, are available in the front office of the school.
- III. **PUBLICATIONS:** The President receives *PTA in Pennsylvania* and *Our Children* free of charge and is encouraged to circulate these publications among the Board members.
- IV. **PTA MEMBERS MAY ATTEND THE FOLLOWING:**
 - a. General PTA meetings

- b. PTA Council meetings
- c. PTA Council leadership training seminars
- d. Regional meetings
- e. State PTA convention and training sessions
- f. National PTA convention

SPECIAL PRACTICES & OBSERVATIONS

- I. **COUNCIL WORKSHOP:** All incoming officers and select Council committee chairs (Arts in Education, Bylaws, Cultural Arts, Environmental Concerns, Health and Safety, Human Relations, Juvenile Protection, Membership, Parent/School Education, Technology/Website, and Vision Screening) are invited to attend the PTA Council Annual Workshop at the expense of the local unit (Washington Elementary School PTA).
- II. **COUNCIL LUNCHEON:** The current and incoming Executive Board are invited and may attend the Council Installation Luncheon at the expense of the local unit. Anyone making a reservation and then not able to attend is asked to reimburse the local unit for the cost of the luncheon.
- III. **PTA FOUNDER'S DAY:** The PTA Founder's Day shall be observed in February unless otherwise planned by the Executive Board. Past observances have been through the first floor display case or a historical piece about the local PTA submitted to the school newsletter, *Washington Weekly News*.
- IV. **RETIREMENT OF SCHOOL PERSONNEL:** If approved by the Board, the retirement of any school personnel can be acknowledged with a gift to that individual on behalf of the PTA. Past acknowledgments of dedicated teachers have included an engraved brick for our playground.
- V. **REFLECTIONS COMPETITION:** The Region 3 Spring Conference usually includes the Reflections luncheon for participants whose Reflections projects went to the State level. The local unit will cover the expense of the Reflections luncheon for the participant and two (2) guests, but not the associated travel costs.

HONORARY RECOGNITIONS

- I. The PTA Executive Board shall elect a person or persons to receive the Washington Elementary School (WES) PTA Service Award, the Pennsylvania PTA Honorary Life Membership Award, and/or the National PTA Life Achievement Award.
 - a. The **WES PTA Service Award** is bestowed in recognition of outstanding service and loving concern that has directly benefited the children of Washington Elementary School.
 - b. The **Pennsylvania PTA Honorary State Life Membership Award** is presented to individuals who have demonstrated outstanding leadership in the PTA, service to children, or

leadership in the fields closely allied with the PTA mission. This award includes a certificate, a letter from the PTA president, an oak leaf pinette, and complimentary one-year access to the Members Only section of the Pennsylvania PTA website. The request form and pin will be ordered by the Treasurer.

- c. The **National PTA Life Achievement Award** is bestowed very rarely to a person who daily lives out his/her commitment to children. It is the highest honor for one who acts as a tireless advocate for children’s education, health, and well-being. This award includes a certificate of recognition, a congratulatory letter from the PTA national president, and an elegant 10-karat gold lapel pin or tie tack. A sample press release will be provided for use in our local media. The request form and pin will be ordered by the Treasurer.
 - d. In February or March, the President asks the general membership for nominations for these awards so that the PTA Executive Board can discuss the candidate pool and choose the honoree(s) for the year.
- II.** The recipient(s) of the award(s) is honored during the PTA May meeting and congratulatory/thank you breakfast for the general PTA membership that is coordinated by the Recording Secretary and the Corresponding Secretary. A book donation shall be made to the school library in the honoree(s) name(s), which is arranged by the First Vice President.
- III.** Recipients of the awards shall be honored by the addition of his/her name and the award year on the Service Award Plaque on permanent display at Washington School. This task is handled by the Second Vice President.

OFFICER AND COMMITTEE CHAIRS & GENERAL OBSERVATIONS

- I.** Each officer and committee chair shall keep a detailed record outlining all activities of his/her committee and suggestions for his/her successor. This report, “Year End Office/Committee Report,” should be turned in to the Historian thirty (30) days after the project is completed. The completed report is passed on at the PTA May meeting.
- II.** Committee chairs who have upcoming events are encouraged to attend the general PTA meeting 1 to 2 months prior to the activity so that they can inform the membership about the status of the activity. If they are unable to attend the meeting, they are asked to provide an emailed copy of their update to the PTA President.
- III.** Committee chairs also will be responsible for taking pictures of their events, for taking down all publicity posters, and for ensuring that equipment and/or supplies are stored properly in the PTA storage room following their event.
- IV.** The president shall serve as ex officio member of all committees except for, as noted in the Bylaws, the Nominating Committee and Audit Committee.
- V.** Within the committee binder that is distributed to all committee chairs by the Historian, the following items should be available:

- a. Year End Office/Committee Report reports dating back at least 3 years, if available
- b. Current officer and committee chair list
- c. Current budget
- d. PTA tax-exempt certificate
- e. PTA Calendar
- f. Officer/Committee chair duties/responsibilities and copies of all correspondence, flyers, notes, etc., pertaining to the office
- g. General forms including the Request Funds/Reimbursement form, Deposit form, and Requisition for Job Request form (duplicating form)
- h. Procedure for Funding Committees and Tracking Donation Requests—submitted by the Ways & Means Coordinator
- i. Guidelines for PTA Expense Reimbursement, Cash Advances, and Payment of Bills—submitted by the Treasurer
- j. Cash Box Procedure and Money Deposit Procedure—submitted by the Treasurer
- k. Guidelines for Washington Weekly News articles and eblast notifications—submitted by the Newsletter Editor
- l. Notice of where the current Bylaws and Standing Rules can be located on the PTA website—submitted by the 2nd Vice President

VI. The complete list of Nominating Committee procedures are available in the Nominating Committee binder.

FINANCES AND BUDGET & AUDIT COMMITTEES

- I.** See Bylaws Article IX, Section 4, for the Duties of the Treasurer.
- II.** The checkbook will be reconciled each month by the Treasurer or an individual designated by the President or Treasurer. All checks require two (2) authorized signatures that include the Treasurer and President and/or First Vice President.
- III.** The Budget Committee shall meet as soon as possible after the March election of officers to prepare a tentative budget for approval at the PTA May meeting. The Treasurer is the chair of the Budget Committee.
- IV.** The Budget Committee shall be composed of at least six (6) individuals from the list shown below. Note that the “past” members may be the outgoing officer of the local unit for that year. *Mandatory members of the committee are denoted with an asterisk (*).*
 - a. President (*)
 - b. Treasurer (*)
 - c. Ways & Means Representative (*)
 - d. Member(s)-at-Large (*)
 - e. Past President (*)
 - f. Past Treasurer (*)
 - g. Any other Executive Board Member(s)
- V.** The Executive Board, at the PTA May meeting, shall appoint an Audit Committee of three (3) members (see Bylaws Article IX, Section 4). The List of Procedures for the Audit Committee is in the Washington PTA Audit Binder. At the completion of the audit, the binder and audit report

are returned to the Washington PTA President.

- VI.** Money shall be budgeted for the elected officers to attend the State PTA Summer Leadership Training Session, the Region 3 Conferences, and the State Convention. Delegates, at the approval of the membership, may attend other conferences.

- VII.** A collection for the Homeroom Party Fund is made available as part of the Consolidated Fee Form that the 1st Vice President distributes in the summer mailer. The PTA provides three (3) parties—Halloween, Holiday, and Valentine—each school year for the students.
 - A. Adults are encouraged to contribute \$5 for each of their students attending Washington to help defray the cost of all 3 parties.
 - B. The money collected for this fund is equally distributed to the between all classrooms based on the number of students in the class. Homeroom party planners can use this money to purchase items needed for the party.
 - C. Any money remaining in the fund at the end of the school year can be used as best determined by the PTA Executive Board. In the past, a donation has been made to the Librarian to purchase award-winning books for the school library.

DUTIES OF OFFICERS

I. PRESIDENT

a. Standing Rules of Organization Description

i. Meetings

There are a minimum of five (5) meetings per month that require attendance:

- Monthly PTA meeting, except in the months of December, June, July, and August.
- Monthly School Board meeting; additionally, Council will request that each school select a month where that school will attend all Board meetings for that month.
- Monthly President meeting; the Council President will send out dates for meetings.
- Monthly Council meeting.
- Monthly meeting with the Principal.
- Monthly WES PTA Executive Board meeting.

ii. Ongoing Presidential Duties

- Provide articles to the school's newsletter, *Washington Weekly News*, including all upcoming events, PTA, school, and district news.
- Thank all the committee chairs after their event in the *Washington Weekly News*.
- Contact committee chairs 3-4 weeks prior to their event to check on progress and to see if they need any assistance.

iii. Monthly Duties

MARCH—APRIL

1. The election of officers occurs in March. Immediately after the election, begin calling PTA members to fill committee chairs and volunteer positions.
2. Complete and send names of officers required on Annual Statement Non-Profit Corporation form to State after annual March election.
3. Work with the current outgoing President on all remaining events. Meet to discuss WES Service Awards and State Life Membership Awards. Advertise in the *Washington Weekly News* for service award nominations from the general membership.
4. Prepare for service awards presented at the May PTA meeting.
5. Ensure the following officers are completing their tasks for the May PTA meeting:
 - i. **President**—Write the service award speeches and remind officers of their responsibilities.
 - ii. **1st VP**—Work with Librarian to purchase books for the service award winners, and work with Rec/Corr Sec to arrange for babysitting.
 - iii. **Treasurer**—Apply for the State awards, certificates/pins through PTA.
 - iv. **Recording & Corresponding Secretaries**—Plan the event. Responsible to order flower bouquets for each award recipient.

6. If you wish, choose a theme to share with the WES community for the next year.
7. Work with Budget Committee to set a budget for the next year. The new budget is presented at the PTA May meeting.
8. Plan some opening remarks for the Kindergarten Orientation/First Grade Meeting and prepare handouts that go in the orientation package for parents.
9. Plan Teacher Appreciation Week activities.
10. Work with outgoing President and 1st Vice President and incoming 1st Vice President to plan the calendar for the next year. The current 1st Vice President is responsible for the calendar and should arrange this meeting according to their timetable.
11. Prepare handouts for new committee chair binders to be distributed at the PTA May meeting. Give the following to Historian to put in binders: (1) List of calendar dates for next school year; (2) List of committee assignments and chairs; (3) Policies and deadlines for flyers and newsletter; (4) List of new officers and their phone numbers; (5) Each committee's budget; (6) President Letter; and (7) Expense/flyer forms.

MAY

1. Attend Teacher Appreciation Luncheon.
2. Brainstorm with officers to plan speaker programs for next year.
3. Attend Mt. Lebanon Council Workshop held in early May. You should strongly encourage all other elected officers and council chairpersons to attend.
4. Preside over PTA May meeting with outgoing President. Present new budget and vote. In addition, present programs for the coming year.
5. Outgoing President will elect the Audit Committee.
6. Complete President's Report and make sure President binder is updated.
7. Send thank you to Central Duplicating at the high school for all of their work.
8. At the PTA May meeting, solicit volunteers for the summer mailing in August. Make sure the Recording Secretary writes the names down so you can contact them later in the summer when you have the summer mailing date set.

JUNE

1. Attend School Awards Day assembly.
2. Contact Membership, Safewalk, 1st Vice President (Consolidated Fee Form), Human Relations, Fall Family Picnic, Odyssey of the Mind, and Homeroom Parent Committee Chairs regarding the flyers they want to put in the summer mailing.
3. Contact Human Relations Chair regarding Newcomers' Reception.
4. Review summer mailing instructions and start to get together the necessary information for the mailing.

JULY

1. Review all materials (i.e. Information Bulletin, Money Matters) from State PTA and distribute to appropriate committee chairs or officers.
2. Contact Kindergarten Coffee Chair for invitations to coffee. These can be sent out by the chair or usually the building secretary sends them out with a special kindergarten mailing.

AUGUST

1. Assemble all materials for summer mailing and mail to Washington families at least three (3) weeks before the start of school.
2. Meet with Principal to discuss first PTA meeting and set up a regular schedule of meetings with the Principal for each month.
3. Contact Human Relations Chair and prepare Newcomers' packets. You can use the same President's "Welcome" letter and volunteer form that was included in the Kindergarten Orientation packet. In the past, a gift of "A Note to School" notepad and Washington pencil or magnet, etc., were given to each new Kindergarten family and new family. The Human Relations Chair will assemble these Welcome gifts to be distributed at the Newcomers' Reception.
4. Preside over the Newcomers' Reception. The Principal will develop the agenda. Remind the Human Relations Chair to arrange for 5th grade tour guides.
5. Work with Ways and Means Representative on the fall fundraiser(s).
6. Verify the inclusion of the "Mt. Lebanon Library Summer Reading" form in the *Washington Weekly News* for students to turn in to the Librarian with the Washington Reads Chair.
7. Work with the Newsletter Editor and Principal to ensure the first newsletter is sent out the first week of school.
8. Contact any new committee chairs.
9. Check with Safewalk Chair and Recess Activities—Outdoor/Craft Table to make sure they are both ready to start the first week of school.

SEPTEMBER

1. Check with Volunteer Coordinator on organizing volunteers for School Picture Day.
2. Attend Homeroom Parent Meeting.

OCTOBER

1. Perform duties as needed.

NOVEMBER

1. Work with 2nd VP on co-coordinating lunchtime clubs.
2. Elect Nominating Committee.

DECEMBER

1. Host brunch for PTA Board Members.

JANUARY

1. Contact Winter Carnival Chair to check on progress and see if any help is needed.

FEBRUARY

1. Nominating Committee presents slate of officers.

II. FIRST VICE PRESIDENT

a. Standing Rules of Organization Description

- Attend Executive Board meetings and PTA general meetings.
- Serve as alternate to the PTA Council meetings in the absence of the President.
- Collaborate with Council, coordinate, and complete all aspects related to preparation of the District Calendar.
- Maintain PTA boxes in the front office by making new box labels when flyers are issued and generally tidying the area as needed.
- Schedule rooms at Southminster Church or other venue(s) for the September Homeroom Parent meeting and the PTA May meeting as soon as the calendar is approved.
- Work with WES Administrative Assistant to reserve Washington rooms needed for all PTA events for the entire calendar year. Ensure room reservations are communicated to the District and also is responsible to submit any date changes.
- Edit and distribute the local unit's Consolidated Fee Form and track responses via a database that is then shared with the PTA Treasurer, Directory Chair, and other appropriate persons. Provide this form to all staff and faculty as well as guardians.
- Prepare PTA Membership Cards, send membership information to PTA District Council and coordinate membership card distribution with the Directory Chair.
- Write a letter to the Parking Authority informing them of the dates of all of Washington's evening events (i.e. evening PTA meetings, Open House, Variety Show, etc.) so parents can get .25¢ parking at the South Garage. If any of these dates change throughout the year, inform the Parking Authority of the new date via a letter.
- Keep the reduced rate Parking Stamp and make it available to patrons of evening meetings and at events at Washington School.
- Order and distribute "PTA Meeting Tonight" stickers to teachers for distribution.
- Order books to be donated to the school library in the names of the 1) outgoing President, 2) WES Service Award recipients, 3) Honorary State Life Membership Award recipients, and 4) others individuals as appropriate (see Standing Rules, Honorary Recognitions).
- Order a book to be donated to the school library for each PTA guest speaker and announce the selection following his/her presentation.
- Plan joint meeting/speaker with Mellon 1st Vice President if determined appropriate.
- Work with Teacher Playground Supervisors (or PTA Faculty Representative) as the Recess Activities—Indoor (Equipment) Coordinator to ensure that games, balls, activities, etc., are available during lunchtime indoor and outdoor recess.
- Act as the Inventory Manager of the PTA storage room and work with Executive Board and committee members to keep room organized.
- Complete other duties as assigned by the PTA President.

III. SECOND VICE PRESIDENT

a. Standing Rules of Organization Description

- Attend Executive Board meetings and PTA general meetings.
- Is responsible for revising the Bylaws no less than every five (5) years and the Standing Rules of Organization as needed following all procedures required of the state and national PTA organizations.
- Upon completion of the above revisions, transfer current versions of these documents to electronic media (disc) and provide a copy of the disc to the President and place one (1) disc in the 2nd Vice President binder.
- Beginning in November, perform the Lunchtime Club Coordinator activities including 1) development of club timeline with input from individual coordinators, 2) development and distribution of master sign-up form, (3) scheduling and communication of room assignments for each club, and (4) communication of guidelines to club leaders.
- Is available to assist the Treasurer in counting money after events or as needed.
- Have the Service Award and Honorary State Life Membership plaques engraved following the PTA May meeting.
- Have names added on Past President and National Life Membership wall hangings.
- Complete other duties as assigned by the PTA President.

IV. TREASURER

a. Standing Rules of Organization Description

- Attend Executive Board meetings and PTA general meetings.
- Complete all tax filings as required on a yearly basis, including the federal Return of Organization Exempt from Income Tax (990) and the state Institution for Purely Public Charity Registration Statement.
- Work with 1st Vice President, Fall Family Picnic Chair, and Membership Chair on data from the “Washington PTA Consolidated Fee Form.”
- Work with committee chairs to be prepared for their financial needs, e.g., cash boxes for events and other similar money requirements.
- When a new Treasurer is installed at the PTA May meeting, the “past” Treasurer will complete routine transactions through the end of the current school year. The “past” Treasurer also will provide the newly chosen Audit Committee with a “final accounting” report. This report could satisfy the Bylaws requirement of presenting an annual report to the organization (see Bylaws Article VII.)
- Complete other duties as assigned by the PTA President.

V. RECORDING SECRETARY

a. Standing Rules of Organization Description

- Attend Executive Board meetings and PTA general meetings.
- File past meeting minutes in the Recording Secretary binder.
- Obtain a copy of the current membership list for use during the election period.
- With the assistance of the Corresponding Secretary, organize all aspects related to the PTA May meeting that thanks the PTA members for all that they have done for the school, students, and faculty throughout the year. Planning includes advertising of the occasion;

making arrangements (or requesting donations) for the food, thank you flowers for awardees, decorations; and other event-related preparations.

- Serve as backup for the Corresponding Secretary in order to distribute e-mails to the general school population in his/her absence.
- Complete other duties as assigned by the PTA President.

VI. CORRESPONDING SECRETARY

a. Standing Rules of Organization Description

- Attend Executive Board meetings and PTA general meetings.
- Obtain and maintain e-mail addresses and develop mass e-mail list of the general school population, faculty members, and necessary outside contacts.
- Send electronic newsletter to school, faculty, and outside distribution contacts on a weekly basis and send e-blasts from PTA President and other PTA committee heads as needed.
- Send a note or card in case of a serious illness or death of a faculty or board member and/or their family member, and on other occasions as deemed appropriate (see Standing Rules, Special Observances).
- With the assistance of the Recording Secretary, organize all aspects related to the PTA May meeting that thanks the PTA members for all that they have done for the school, students, and faculty throughout the year. Planning includes advertising of the occasion; making arrangements (or requesting donations) for the food, thank you flowers for awardees, decorations; and other event-related preparations.
- Coordinate ink jet cartridge collections with the Collections Committee to be redeemed at Office Depot for gift cards that can be used for PTA supply purchases.
- Advertise and sell “A Note to School” notepads to parents at PTA general meetings and other school events. Reorder the notepads when supply is low.
- Serve as backup for the Recording Secretary to take minutes at a PTA general meeting in his/her absence.
- Complete other duties as assigned by the PTA President.

VII. HISTORIAN

a. Standing Rules of Organization Description

- Attend Executive Board meetings and PTA general meetings.
- Keep incorporation papers on file.
- Communicate with committee chairs and officers to remind them to complete reports and turn in binders at the end of the school year.
- Collect all year-end committee/officer reports prior to the PTA May meeting.
- Communicate with President to discuss the current copy of documents to be included in the committee/officer binders for the PTA May meeting.
- Prepare and assemble the updated committee/officer binders and distribute them at the PTA May meeting.
- Communicate with membership regarding reminders and instructions for capturing pictures at events and where to direct them after the event.

- Create the Washington History "Memory" Book each year.
- Maintain the PTA camera and purchase memory cards and batteries. Encourage PTA members and committee chairs to use the camera at all events.
- Complete other duties as assigned by the PTA President.

STANDING COMMITTEES and DESCRIPTIONS OF DUTIES

PLEASE NOTE: An asterisk (*) denotes a PTA Council Standing Committee.

Alternative Gift Market

Organizes charity donations given as gifts during holiday time in conjunction with the Holiday Shop. Selects child-oriented charities and recruits 5th grade volunteers to fill Alternative Gift Market orders.

Arts in Education (Reflections) (*)

Coordinates student entries for the Reflections program according to the State PTA guidelines. Attends PTA Council Reflection Committee meetings.

Bingo for Books

Coordinates this evening event during which families play Bingo and receive books as prizes. Also organizes the charity aspect in which participants donate books to a charity, i.e. the Pajama Program.

Birthday Socials

Coordinates monthly lunchtime birthday celebrations. During the student's birthday month, invitations are sent inviting him/her to have lunch and a birthday treat with the Principal.

Book Fair

Coordinates annual Book Fair with Scholastic Books which includes ordering books, setting up displays, and coordinating volunteers for day and evening events. (The Book Fair takes place the same night as Snuggle Up and Read.)

Book Sales—Quarterly

Coordinates quarterly sale of Scholastic Books via Scholastic book flyers. The first sale is held in September with the September flyer to utilize bonus points.

Breakfast Socials

Plans and implements breakfast activities with primarily male parent volunteers. There are two (2) socials, one held in the fall and one in the spring.

Bylaws (*)

The 2nd Vice President updates the local unit's bylaws at least every five (5) years. (Our last update was May 2011.)

Collections Team

Oversees a team of volunteer coordinators who promote and collect items for corporate rewards programs such as Box Tops 4 Education, Bottom Dollar Food Classroom Collections, Campbell's Labels for Education, Giant Eagle Apples for the Students, Ink & Toner Cartridge Recycling (this collection is handled primarily by the PTA Corresponding Secretary in conjunction with the Collections Team Chair), My Coke Rewards, Shop 'n Save S.E.E.D. Program, and Target REDCard (promoted by the Collections Chair but managed by the school principal). At the end of the school year, if appropriate, the coordinator chooses reward or gift options for the school in conjunction with the principal and PTA board.

Cultural Arts (*)

Selects, schedules, and attends the cultural arts programs and the school assemblies; publishes them in the *Washington Weekly News*; and works with the Fine Arts Curriculum Advisor to plan district shows. Must attend September meeting with District Cultural Arts Chairs or find a suitable replacement.

Directory

Compiles and produces student/faculty directory to be distributed to all PTA members in the fall.

Environmental Concerns (*)

Serves on the PTA Council Environmental Concerns Committee and creates awareness of environmental issues affecting Washington Elementary School.

- ***Earth Day:*** *Plans school-wide Earth Day activities.*
- ***Green Team:*** *Organizes school-wide recycling efforts.*
- ***Learning Garden:*** *Designs and implements classroom activities related to the Learning Garden, especially the spring seeding project. Schedules volunteers for the “Adopt-A-Garden” program during the summer months.*
- ***“Redd-Up:”*** *Organizes annual playground cleanup during the fall and spring.*

Fall Family Picnic

Plans all aspects of this fall evening event, a welcome gathering for students and their families. Coordinates the selection of the venue, publicity for the event, entertainment and games, food, and volunteers’ assistance.

Family Dance

Coordinates all aspects of this family activity such as decorations, refreshments, publicity, DJ, and “Top 10” student song countdown.

Field Day

Solicits volunteers and works with the gym teacher to coordinate school-wide outdoor games and activities for this year-end event.

Fifth Grade Fundraiser(s)

Coordinates a fundraiser or two for 5th graders with proceeds subsidizing the Camp Lutherlyn field trip. Examples of past fundraisers include:

- ***Election Day Bake Sale:*** *Organizes parents and students to contribute baked goods and 5th graders to staff the bake sale.*
- ***Back to School Bonfire:*** *Organized fifth grade families for a bonfire at Bird Park. Families provided snacks and gave \$20 donation for a fun evening with friends.*

Fifth Grade Recognition

Plans a special school-day event at the culmination of 5th grade in conjunction with the principal and the 5th grade teachers.

Fifth Grade Depot

In conjunction with the 5th grade teachers, plans and runs a monthly store at lunchtime to sell school-related supplies. Proceeds subsidize the Camp Lutherlyn field trip for 5th graders.

Health & Safety (*)

Provides health and safety programs for the students and parents during the school year, including displays on bulletin boards. Includes activities such as NRG Balance programs; Walk to School Week (October), Apple Crunch Day (October), and Go for the Greens Week (March).

Holiday Shop

Provides a unique holiday shopping experience for the students at a minimal cost. Responsibilities include purchasing all items, pricing the gifts, recruiting volunteers, and setup and cleanup. Runs in conjunction with the Alternative Gift Market.

Homeroom Parent Coordinator

Recruits homeroom parents for each homeroom and organizes the Homeroom Parent meeting in September. Coordinates ongoing communication to homeroom parent volunteers as needed.

Hospitality—Faculty & Staff Gatherings

A two-person committee that organizes the Faculty & Staff Welcome Back Breakfast in August and the Appreciation Luncheon in May during Teacher Appreciation Week.

Hospitality—Staff Appreciation

Organizes recognition of Principals Day, Custodial Workers Appreciation Week, Administrative Professionals Day, and Nurses Day. Coordinates collections for holiday gifts for the administrative assistants, custodial workers, and crossing guards. Purchases Variety Show Chairperson flowers and coordinates presentation for the night of the show.

Human Relations (*)

Plans the Newcomers' Reception for new WES families to be held in August and informs and educates new families regarding the Washington School community. Provides a welcome packet to any new student entering the school throughout the year and places his/her name in the *Washington Weekly News*.

Ice Cream Socials

Coordinates monthly ice cream sale event. Orders ice cream, creates event advertising, and recruits volunteers to sell at the after-school event.

Juvenile Protection (*)

Attends PTA Council meetings and provides safety and traffic information to the school community as needed.

Kindergarten Coffees & Kleenex

Arranges both the morning and afternoon gatherings for the incoming kindergarten families on the first day of Kindergarten.

Kindergarten Orientation

Assists the principal and kindergarten teachers in planning the spring orientation program for the incoming kindergarten children and their parents.

Lunchtime Clubs

The 2nd Vice President serves as the overall coordinator and recruits individual club leaders, develops the club timeline, creates and distributes the master sign-up form, schedules room assignments for each club, and communicates guidelines with club leaders. Volunteers for lunchtime clubs must obtain all clearances as required by the Mt. Lebanon School District. Some previous lunchtime clubs have included activities such as Bingo, Chess, Culture/Language, Fitness, Fly Fishing (grades 4 & 5), Junior Great Books, Lego, and more.

PLEASE NOTE: New ideas and club leaders are always welcome!

Membership (*)

Manages PTA membership drive via the *Washington PTA Consolidated Fee Form* which includes dues collection, PTA membership records, and distribution of the PTA Directory. The PTA 1st Vice President is responsible for Membership duties.

Newsletter Editor

Creates an electronic school newsletter, *Washington Weekly News*, that is distributed via email to parents, faculty, and necessary outside contacts.

Odyssey of the Mind

Coordinates teams of students and parent volunteers for training and competition leading up to the annual March competition. Volunteers for Odyssey of the Mind must obtain all clearances as required by the Mt. Lebanon School District.

Open House

Creates announcement flyer and organizes refreshments and decorations for this spring evening event. Coordinates with the art and music teachers to ensure volunteers are organized and the necessary support is provided to the teachers.

Parent/School Education (*)

Serves on the PTA Council Parent Education Committee and organizes parent education programs. Contributes parent education “topics of interest” to the *Washington Weekly News*.

Pittsburgh Pirates Night

Organizes the annual weekend Pirates night in the spring for the school community. Works with the Pittsburgh Pirates organization to choose the date and create the flyer. Submits ticket order and money, creates the seating chart, and distributes the tickets via students’ backpacks prior to the event.

Recess Activities—Indoor

Provides indoor activities for children on rainy or extremely cold days when outdoor play is prohibited. Organizes the indoor and outdoor game and activity inventory in the PTA storage room and orders supplies as needed.

Safewalk

Coordinates the Safewalk Program that, if your child is registered, verifies that your child has arrived at school in the morning. Creates summer mailing form and recruits and schedules volunteers for morning calls to absent students’ guardians who have not called the Safewalk phone line.

Snuggle Up & Read

Coordinates this evening event during which families are invited to the school to hear bedtime stories read by teacher volunteers. This is also a charity event encouraging students to bring pajamas to donate to the Pajama Program.

Technology/Website (*)

Updates the Washington School PTA portion of the district website and keeps the PTA abreast of technology updates in the school district.

Test Week Snacks

Organizes snacks for the students taking standardized tests. Works closely with the Principal to determine the best dates for snacks and the school nurse and teachers to verify the snack ingredient list for children with allergies.

Variety Show

Coordinates all aspects of the production of the annual student Variety Show where students perform an act of their own making such as a skit, dance, or song. The show is typically held in February and is performed twice—at a school assembly and at an evening event.

Vision Screening (*)

Recruits and organizes volunteers to be trained to assist with the preschool vision screening program. Volunteers for Vision Screening must obtain all clearances as required by the Mt. Lebanon School District.

Volunteer Coordinator

Serves on the PTA Executive Board as a non-voting member.

Issues a volunteer form to be sent in the summer mailing. Creates a volunteer database and distributes this information to appropriate committee chairs. Attends fall Volunteer Fair at the high school to recruit high school volunteers for WES events and thanks volunteers through the newsletter and thank you notes.

Washington Reads

Works closely with the school librarian on the following activities:

- *Drop Everything and Read (DEAR) Dress-Up Days*
- *Mt. Lebanon Library Summer Reading Club*
- *Guest Author Program*
- *Library Tree*

Ways & Means Coordinator

Serves on the PTA Executive Board as a non-voting member.

Develops annual schedule of fundraising activities. Reviews various fundraising requests and ideas on behalf of the PTA Executive Board. Tracks, coordinates, and appropriately acknowledges all PTA committee level requests for donations from local merchants. Also serves on the PTA Budget Committee.

Winter Carnival

Manages all aspects of this Saturday winter event. The carnival includes games, prizes, and food for the school students and their families. The chairperson arranges for subcommittee volunteers to handle the Chinese auction, food, games, tickets, and volunteer coordination.

Yearbook

Compiles, arranges, and distributes the yearbook for students at the end of the school year.