

## **FDES PTA Committee Description**

### **5<sup>th</sup> Grade Coordinator:**

Helps plan and implements special events for all 5<sup>th</sup> grade classes including the end of the year Fifth Grade Celebration

**Bulletin Board:** Use your creativity and love for arts and crafts to design our PTA bulletin board once a month or special holidays/events.

**Carnival:** This is the schools biggest event. It takes place in the spring. Plan and implement a night of rides, concessions, and activities for the end of year school wide celebration with the help of the PTA.

**Father Daughter Dance:** Plan and coordinate a school wide event that includes vendors, music, snacks, decorations, etc.

### **Fundraiser:**

Plans and implements annual fundraising event needed to support all PTA activities and programs.

### **Holiday shop:**

Plans and implements week-long holiday store for students to buy holiday gifts.

### **Hospitality/Teacher Appreciation:**

Plans hospitality and appreciation activities for FDES faculty and staff members throughout the school year. (ie. Early release snacks, Teacher appreciation week)

### **Membership:**

Manages all membership efforts for the PTA, including the development of materials and programs to solicit new members from families and others in the community and maintenance of the membership database.

**Mother/Son Event:** Plan and coordinate a school wide event that includes vendors, snacks, decorations, etc.

### **Room Parent Coordinator:**

Develops and distributes the Room Rep guidelines, conducts annual Room Rep meeting, and communicates with Room Reps throughout the year to coordinate events at the school and/or find volunteers from each class for various PTA events.

**School Supplies:**

This committee coordinates the school supply kit ordering. Market a pre-order school supply program to our school for the next school year. Receive the school supplies and distribute at the start of the school year.

**Spirit Nights:**

Plan and coordinates after-school family events with various businesses throughout the year.

**Spirit wear:**

Handles the procurement and sales of all spirit-related merchandise for the PTA, including working with vendors on idea development and bid solicitation, ordering and managing inventory, and selling merchandise at PTA events throughout the year. Also oversees and supports the school with the selling of class shirts.

**Walk to School Day:** Coordinates the fall Walk to School Day for Fort Daniel Elementary school.

**Yearbook:**

Creating the FDES Yearbook is a year-long labor of love. The committee photographs school events and uploads photos to design website, completes the layout, coordinates 5th grade ads, manages the promotion of yearbook sales and distributes the yearbook.