

# **20011-2012 Parent Commitments**

## **Classroom Commitments**

A half-day classroom commitment each week is the basic commitment for each child attending All City Elementary.

### **Morning Classroom Aide**

7:50-11:45am

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

### **Afternoon Classroom Aide**

11:30am-3:15pm

**Monday**

**Tuesday**

**Thursday**

**Friday**

**At least half of each commitment must be completed in the classroom. The exception to this is that families of new students are expected to complete their full commitment in the classroom.**

## **Out-of-Classroom Commitments**

Any Out of Classroom Commitment positions will be filled ONLY after the classroom commitment positions are filled. Our primary focus needs to continue to be the classroom, and the activities that occur in that context. All other positions are secondary, and will be filled after classroom schedules are complete.

<b>Wednesday Afternoon Enrichment Coordinator</b>	<b>140 hours</b>
Organizing enrichment activities and volunteers from 1:00 -3:15 every Wednesday	
<b>Musical Coordinator</b>	<b>130 hours</b>
Chooses play, casts and coordinates all committees for an all-school Spring performance	
<b>Choice Day Coordinator</b>	<b>100 hours</b>
Organizes 7-8 Choice Days that include 12-14 activities.	
<b>Parent Newsletter</b>	<b>100 hours</b>
Weekly newsletter for ACE families; Approx. 32-35 editions	
<b>Reading/Math Lab</b>	<b>90 hours</b>
Supervises silent reading (M-W-F) and math activities (T-Th) 7:30-8:00am	
<b>Playground Duty -Playground</b>	<b>90 hours</b>
Supervises the playground, 7:35-8:05am, Monday-Friday	
<b>Playground Duty – Drop-off</b>	<b>90 hours</b>
Supervises student AM drop-off, 7:30-8:00am, Monday-Friday	
<b>Book Fair Coordinator</b>	<b>80 hours</b>
Coordinates fall, spring, and end of year book fairs	
<b>Wednesday Afternoon Enrichment Leader</b>	<b>70 hours</b>
Plans and leads weekly enrichment activity 1:00-2:45pm, Wednesday	
<b>PTA Web Site</b>	<b>40 hours</b>
Responsible for updating and maintaining web site	
<b>ACE Family Directory and PTA Bulletin Board</b>	<b>40 hours</b>
Organize, compile and print directory of ACE families, updating as needed	
<b>Talent Show</b>	<b>40 hours</b>
Coordinates auditions and performances for annual event	
<b>Fall Festival Coordinator</b>	<b>40 hours</b>
Plans, coordinates and advertises this October event	
<b>Snowflake Shuffle Coordinator</b>	<b>40 hours</b>
Plans, coordinates and advertises this December event	
<b>Science Fair Coordinator</b>	<b>20 hours</b>
Plans, coordinates and advertises this event	
<b>Room Parent (K-3)</b>	<b>20 hours</b>
Three holiday parties; coordinate drivers for field trips; organize summer and winter social events; new family recognition	
<b>Room Parent (4-5)</b>	<b>5 hours</b>
Coordinate drivers for field trips and Kids Care; organize summer and winter social events; new family recognition	
<b>Banquet Coordinator</b>	<b>20 hours</b>
Coordinates ACE serving at The Banquet, usually mid-February; make arrangement for the next year's event.	
<b>Gala Luncheon Coordinator</b>	<b>40 hours</b>
Coordinates dress-up lunch at school around Valentine's Day	
<b>Boys Locker Room Supervisor</b>	<b>30 hours</b>
Supervision needed 8 times throughout the school year (Friday PM)	

**Making Parent ID's** **20 hours**

Take digital pictures of new parents and make their ID badges. Replace existing ID's when needed.

**Fundraising Coordinator** **40 hours**

Soup labels, Box Tops, Target receipts, Original Works, and any Advertising Sales

**Ice Cream Social Coordinator** **10 hours**

Coordinates all-school event, late August before school starts

**Farewell Picnic Coordinator** **10 hours**

Coordinates year-end picnic, mid-May

**First Monday Folders** **10 hours**

Responsible for getting Monday folders ready for the year for each class.

**Classroom/Substitute Lists** **10 hours**

Compile, distribute and update classroom sub lists, commitment schedules and class lists at the beginning of the year, and again, in December.

**Elected Position**

**President** **400 hours**

**First Vice President** **125 hours**

Presides in absence of president; reviews/revises ACE handbook; attends monthly board meetings and PTA meetings.

**Second Vice President** **70 hours**

Coordinates room parents regarding PTA functions; confirms childcare for PTA meetings; chairs nominating committee; attends monthly board meetings and PTA meetings.

**Treasurer** **100 hours**

Maintains PTA funds-receipts and disbursements as authorized by the PTA; prepares financial report; attend monthly board meetings and PTA meetings; organizes annual t-shirt/shirt sales.

**Secretary** **20 hours**

Records minutes of monthly board meetings and PTA meeting.

## **Appointed Positions**

### **Parent Commitment Coordinator** **130 hours**

Schedules classroom commitments and maintains out-of-classroom job descriptions. One year commitment that runs from January to January. Hours are counted in the school year following the January of appointment.

### **Parent Commitment Co-Coordinator** **70 hours**

One year commitment that runs from January to January. Hours are counted in the school year following the January of appointment.

### **Enrollment Coordinator** **75 hours**

Coordinates incoming Kindergarten class list; fills any student vacancies in 1<sup>st</sup>-5<sup>th</sup> grades with waiting-list families; conducts tours for prospective families. One year commitment that runs from January to January. Hours are counted in the school year following the January of appointment.

### **Parent Trainer (K-2) (all day first two weeks)** **75 hours**

Train parents first 10 days of school. (until 1:00pm on Wednesdays)

### **Parent Trainer (3) (all day first week)** **40 hours**

Train parents first five days school.

### **Parent Trainer (4-5) (mornings first week)** **20 hours**

Train parents first five mornings of school.

## **Required Extra Enrichment Hours (one per student)**

### **Choice Day Leader** **5 hours**

Coordinates an activity for 10-13 children on the third Friday of a specific month, 1:30-3:00 pm.

### **Fall Festival Activity Leader** **5 hours**

Coordinates a booth for the Festival

### **Snowflake Shuffle Activity Leader** **5 hours**

Coordinates a booth for the Shuffle

## **Enrichment Commitments**

One of the following enrichment commitments is required for each child attending All City. These commitments are not expected or encouraged to be cost prohibitive. However, the cost of each child's booth or activity is the responsibility of that family.

### **Fall Festival**

The annual Fall Festival is a carnival with games and prizes that is held at the school in late October. Costumes may be worn, but cannot be violent or scary to younger students. Parents propose (pending approval of the Fall Festival Coordinator), organize and supervise booths.

### **Snowflake Shuffle**

The Snowflake Shuffle is an annual holiday celebration designed to bring All City Elementary families together to share their own traditions and cultures. All families are encouraged to participate. In past years, children have made tree ornaments, designed gingerbread houses, decorated cookies, making lefsa, planted bulbs and sung and played holiday carols around the piano. Parents propose (pending approval of the Snowflake Shuffle Coordinator), organize and supervise booths.

### **Choice Day**

Choice Days are special learning experiences provided by All City parents on the third Friday afternoons on the dates listed on the school calendar. The goals of Choice Day are:

- To provide parent-developed, enriching learning experiences with a community focus for students.
- To provide multi-aged cooperative learning groups on which to develop and practice social and communication skills.

Choice Days may be field trips, craft projects, guest speakers, sports or many other activities chosen with learning as the guiding force. Parents propose (pending approval of the Choice Day Coordinator), organize and supervise activity, Children are allowed to request Choice Day activities on a rotating basis. Each activity allows for space for at least two children from every grade. Staff members, whenever possible, are assigned to accompany out of school activities.

Parents participating in Choice Day should arrive at school by 1:30 PM. Students will be dismissed for their activity at 1:45 PM and should be back in the classroom at 3:00 PM.

## ACE 2011-2012 Parent Outside Commitment Assignments

Job	Hours	Parent/Family
Wed. PM Enrichment Coordinator	140	
Musical Coordinator	130	Morrison and Mendel
Choice Day Coordinator	100	Steph Hanson
Parent Newsletter	100	Kristin Kollis
Reading/Math Lab (all days)	90	
Playground Duty AM-drop off (all days)	90	Brokenleg
Playground Duty AM-playground (all days)	90	
Book Fair Coordinator	80	Kristin Brown
Wed. PM Enrichment Leader	70	
PTA Website	40	Rhyan Rausis
ACE Family Directory - PTA bulletin board	40	Katie Wigg
Talent Show Coordinator	40	Jill/Phil Baker
Fall Festival	40	Steph Hanson
Snowflake Shuffle Coordinator	40	Andy McQuistan
Room Parent K	20	Shannon VanBuskirk
Room Parent 1st	20	Dori Heibult
Room Parent 2nd	20	Sarah Sarbacker
Room Parent 3rd	20	Tanya Rausis
Room Parent 4th	5	Jennifer Noble
Room Parent 5th	5	Stephanie Spader
Banquet Coordinator	20	
Gala Luncheon Coordinator	40	Joni Merkley
Boys Locker Room Supervisor (Fri swim)	30	Chad Noble

Making Parent IDs	20	Joni Merkley
Fundraising Coordinator	40	Kathy Anderson
Ice Cream Social Coordinator	10	Steph Hanson
Farewell Picnic Coordinator	10	
First Monday prep/folders	10	Jennifer Noble
Classroom/Substitute lists	10	Kayleen Lundquist
Science Fair Coordinator	20	Kayleen Lundquist
<b>Elected Positions - PTA</b>		
President	400	Scott Stearns
First Vice President	130	Stephanie Spader
Second Vice President	70	Chad Dykstra
Treasurer	100	Andy McQuistan
Secretary	20	Jennifer Garrietts-Masters
<b>Appointed Positions</b>		
Parent Coordinator (Jan – Jan)	130	Michelle Krier
Parent Co-Coordinator (Jan – Jan)	70	Stacy Chedester
Enrollment Coordinator (Jan – Jan)	75	Marybeth Tarabelsi
K -Parent Trainer (all day 1 <sup>st</sup> 2 wks school)	75	Pamela Madsen
1 <sup>st</sup> -Parent Trainer (all day 1 <sup>st</sup> 2 wks school)	75	Joni Merkley
2 <sup>nd</sup> -Parent Trainer (all day 1 <sup>st</sup> 2 wks school)	75	Marybeth Tarabelsi
3 <sup>rd</sup> -Parent Trainer (all day 1 <sup>st</sup> week of school))	40	Penny Bennett
4 <sup>th</sup> -Parent Trainer (a.m. 1 <sup>st</sup> week of school)	20	
5 <sup>th</sup> -Parent Trainer (a.m. 1 <sup>st</sup> week of school)	20	Jennifer Noble

## Enrichment Coordinator 140 Hours

### Job Responsibilities:

- Send out a letter at the beginning of the school year explaining enrichment.
    - Collaborate with parents of participating students regarding health care needs that may require special attention.
  - Every Wednesday afternoon from 1pm-3:15pm
  - Work with Enrichment Leader to organize program
  - Include a form for families to sign their kids up and explain expectations.
  - Prepare a list of students attending enrichment, update it each week and distribute it to:
    - The Principal
    - Secretary
    - Teachers
    - Parent Helpers.
  - Sign up opportunities 2 weeks in advance pertaining to the next month
  - Purchase and collect necessary:
    - supplies
    - fees
    - volunteers –needed to monitor activities
  - Clean up Activity Rooms
  - Monitor Students being picked up
  - Prepare updates when necessary.
  - Solicit volunteers to lead enrichment activities.
  - May be helpful to lock in 4 permanent activities for the year
- 
- **Names, Numbers, and Other Pertinent Information:**
  - Enrichment has included foreign languages, chess, KMO, knitting, etc.

## **Musical Director**

### **130 Hours**

#### **Job Responsibilities:**

Collaborate with parents of participating students regarding health care needs that may require special attention.

- Organization and selection of Spring Musical (Summer)
- Obtain scripts and royalties (Fall)
- Visit with principal regarding performance venue and performance date (Spring of year before)
- Creation of set design
- Costume design
- Editing of script (expansion or deletions) (December)
- Obtain scripts
- Selection of cast via auditions coordinated with 4<sup>th</sup> and 5<sup>th</sup> grade teaching staff- December
- Coordination and administration of rehearsal schedule for 9-13 weeks (give to students before holiday break)
- Organization of individual and group rehearsal times, dates, and locations as needed
- Arrange for sound system and lighting needs (Jan)
- Direct all rehearsals (Jan-Mar)
- Choreograph and rehearse songs for K-3 (Feb-Mar)
- Coordination ongoing with all staff, co-director, parents, and students
- Meet with PTA Board or Board Rep. to review budget etc.
- Work with set, costume, makeup and other committees (Feb)
- Coordinate K-3 stage rehearsal (Wed prior to show)

\*\*Co-director absolutely integral to completing this task. She/he coordinates all committee participants and executes all duties not directly related to rehearsal and performance.

in 2011, with the change of venue to RHS, Co-director (renamed Producer in my book) worked with RHS staff & Mr. D. to coordinate parking issues and facility usage

#### **Names, Numbers, and Other Pertinent Information:**

Amy Morrison and Mary Mendel '09-'10-'11

2011- Venue: Roosevelt HS. Randy Hanzman theatre director- VERY supportive, as well as Betty Krull (scheduling) and Connie Jacoby (parking). Microphones and monitors supplied by Sioux Falls Music again

2010- Venue: Axtell Park. Barb Saxton, Sioux Falls Music, provided sound system gratis. Barb Meyers, Axtell Park vocal music teacher was very helpful with auditorium needs. Jim Wood, USF Theater Dept, provided some set pieces last minute.

## Choice Day Coordinator

### 100 hours

#### Job Responsibilities:

- Work with Parent Commitment Coordinators to get a list of families and the month of their Choice Day.
- Make sure are 12 choice day assignments from parent coordinators for each month there is a choice day. Find dates of choice day by obtaining the ACE school calendar.
- Request to be informed of changes in the status of any families and choice day schedule and look ahead for year to make sure all families still enrolled at ACE.
- Summer you will need to start obtaining the choice day forms for September – usually do around the first day of school.
- At the beginning of the school year:
  - Send out notices of months, date, families assigned, and any offsite indications.
  - Adjust for any changes.
  - Make sure a copy of the choice day form is on the ACE website.
  - Visit with Mr. D to obtain the list of activities that will not be approved (mostly due to teachers already going to these places on yearly filed trips –such as firehouse by school.)
- Research monthly themes.
  - Work with the 1<sup>st</sup> VP to incorporate PTA Reflections for 1<sup>st</sup> 3 months.
  - Assist any parents with needed ideas.
- Each month:
  - Send out choice day signup sheets.
  - Send out choice day information sheets to any families who have not done a choice day in prior years.
  - Obtain filled out sheets from each family one month prior to the activity and be sure to date on bottom the day and time received by coordinator.
  - Review choice day form to ensure it is filled out correctly and signed. They will not be approved if plan for activity is not in detail.
  - Parents must ask if gym, art room, kitchen, or other special needs rooms are still available so keep track of what has been requested each month. Commitment forms get priority for certain rooms and if more than one family asked for the same room, go by date form turned in. If a parent asks for a room that is unavailable, they then need to change their choice day plans accordingly.
  - Turn in all 12 forms to Mr. D as close to 1 month in advance of choice day for his approval and follow-up as needed.
  - When turning in choice day forms to Mr. D, also turn in snack approval form for each activity and have all needed information filled out in advance.
  - Field questions.
  - Do follow up.
  - Once all forms are approved, notify each family and supply them with approval note.

- Forms are then distributed by the teachers throughout the classrooms for sign-up. You must use the same order of sign-up each year and a new blank form is needed in choice day folder each year for the rotation.
- Keep in touch with teachers to ensure choice day folder is making rounds appropriately and that the teachers get together to do final room and parent assignments in timely fashion. You will need forms back in time to copy and place a final copy in sponsor families Monday folder the week of their choice day or sooner so they know all students attending and can find any further drivers if needed.
- Also copy a complete set of all forms for teacher and staff (8). Place copy in Mr. D's box, one to Mrs. Helming, and then one in each teacher's box.
- You must also make a copy of the forms for all kindergarten and first grade students going offsite and send home in their Monday folder with note so their parent knows they are going offsite.
- Visit Choice Day.
- Follow up after Choice Day to see if all parties were satisfied
- Repeat each month.
- Keep a summary of each month's activities.
- Stay in touch with:
  - Teaching staff
  - Principal
  - Custodians
  - Office staff.
- Publish the monthly list of sponsors and program topics in the PTA newsletter (e-mail to newsletter coordinator).
- Call to remind all families of due date and assist with topics if needed.
- Call each family the week before the event to verify:
  - They received the form
  - To know if any children have special needs
  - If they are comfortable with the set-up for the event.

### **Names, Numbers, and Other Pertinent Information:**

Stephanie Hanson '10-'11

Michelle Krier '08-'10

-Only 4 offsite spots are allowed each month. You must give preference to those that indicate offsite through commitment contracts. Commitment coordinators should be giving this information to you.

-If more than 4 ask for offsite in the commitment forms, you then can determine the 4 off site spots by the first 4 turned in. You need to put a note in the newsletter when this is the situation.

-Stay in contact with Mr. D on activities that seem to be repeated. Common is things such as geocaching, basketball, football, taekwondo, and so forth. You also need to look ahead to see if someone already put one of these same activities down on commitment form, as they will get priority rather than someone who turned in a form without checking.

-Parent must supply all needed items for choice day (students are not to bring art boxes). If they have a guitar, tennis racket, or similar items needed for choice day, sponsor family can contact the students attending to bring such items but is up to that parent to do so not the teachers.

-If a choice day involves a needed signed release, work with parent to get them the names of attendees as soon as possible and parent can then work to obtain the releases.

-Please make sure all choice day families know they are not allowed to use supplies already in the classroom or those of the teacher or school.

-If a family needs TV/DVD player, they can reserve with Mrs. Helming.

-With permission, it is ok to use smart boards or computer lab but be sure to check with Mr. D if referring to something on Internet, as security does not allow access to many sites.

-There is a maximum of 13 kids per choice day activity and no more than 3 from each grade.

-Parents must find own drivers for offsite activities. A teacher will be going with them as well and the teacher cannot also be a driver.

-If a Friday parent has a choice day, they do not need to find classroom subs.

-Friday afternoon parents are assigned to help out at the in school choice day activities and cannot also be drivers for another parent's offsite activities.

-If the art room is used for choice day, the parents need to review the map on top of the west wall white board and put tables in spots indicated when done (even if that is not how they found the room)

-All rooms used in school for choice day must be returned in the condition it was found at the beginning of choice day or better (pick up all trash, wipe down tables, etc.). Suggest they bring own large trash bags and remove their own garbage from the room as well.

-Make sure parents know all messier activities must be done on hard-surface floors and not carpet (especially kindergarten room.)

-If any family can no longer do the date assigned, they can find someone to change with by using assignment calendar passed out at beginning of year. They must then notify you of changes. If were offsite but switch where a month that offsite is filled, they are not allowed to keep their offsite activity. The maximum of 4 offsite choice day activities per date is a district policy and are no exceptions to this rule.

-Make sure all parents are reminded that parking cannot be done in front of the school during choice day as this will interfere with the FIC busses. This holds true for anyone coming to the school not from the ACE community as well to help out on a choice day.

## PTA Newsletter Coordinator 100 Hours

### **Job Responsibilities:**

- Set-up:
  - One month prior to start of school, coordinate with PTA President and Principal regarding 1<sup>st</sup> newsletter. (Last year, PTA President wrote the 1<sup>st</sup> newsletter and sent out
- Minimum of 2 weeks prior to start of school, coordinate with PTA President and Principal in regards to:
  - Their correct e-mail addresses.
  - E-mail is not filtered as spam (important when sending to school district).
  - Confirm computer program - Publisher/Word/Adobe.pdf?
  - Create Newsletter template – refer to previous year.
  - Obtain basic information that needs to be in EVERY newsletter (deadline for submitting, website link, etc)
  - Check on date of 1<sup>st</sup> issue.
  - Determine “Schedule” of when principal, superintendent, pta president will be submitting the “main” article for the newsletter
- Production Time-line:
  - Determine deadline for content – last year was Friday at 12 p.m.
  - Work with principal to determine when final draft needs to be ready for review by Principal and Secretary
  - Principal will send back confirmation or revised “final” newsletter.
  - Final newsletter was then forwarded to the web page coordinator by the principal
- Often an e-mail would come late that was relevant to the newsletter that would need to be added. Thus, the deadline was never enforced.
- Content:
  - E-mail was received from various parents regarding ACE activities and important issues which would be included in the newsletter. Editing performed as needed.
- Usually newsletter is one page (front and back). One time this past year, it did go to a second page.
- Material from the school district would come once a month and was usually too long to fit. A reference to the school district website could be used instead.
- If there is extra space, newsletter coordinator is responsible for “filling”. Could use humor or relevant parenting information. Suggest asking Principal for direction on where to get this information to make sure it can be used in the publication.
- Suggestion: Go through the Handbook with the Principal at the beginning of the year and find out which Handbook Highlights he wants and sketch out a time schedule. This will save you and the Principal time. Just have the handbook sent electronically and can cut and paste quickly.
- Distribute final approved draft to the principal.

### **Names, Numbers and Other Pertinent Information:**

- Contact John Etrheim (371-1858) and he will help set-up the template and provide access to old issues for reference. May be able to assist with Publisher software if needed.
- Spader 10-11
- - for reference. May be able to assist with Publisher software if you do not have it.

## **Reading/Math Lab 90 Hours**

### **Job Responsibilities:**

- Be in library by 7:25am.
- Change the signs, pull out the books or games (depending on the day) and set out the sign-in.
- If it's reading day, sit down in view of the door and read.
- If it's math lab day, grab a game that a group can play and set it up. (Kids will usually ask to play.)
- Direct kids on keeping coats and backpacks out of the walkways.
- Set a good example. If a child cannot behave, ask him/her to leave, but tell him/her you would love to see him/her again tomorrow.
- When the bell rings, make sure the kids clean up the room and put away books and games.
- The kids will line up at the door. Dismiss them and remind them to come back again.
- Journal who attends each day and turn journal in to the 2<sup>nd</sup> VP for PTA Board Review.

### **Names, Numbers, and Other Helpful Information:**

The Worlie Family '08-'09, '09-'10

## **Playground Duty – Drop Off 90 hours**

### **Job Responsibilities:**

- Children and parent safety.
- Keep the line moving in a safe and efficient manner.
  - 3 cars at a time
- Make sure crosswalk is being used properly by students and parents.
- Be aware of Daycare next door with cars going against the flow of traffic.
  
- Hours:
  - 7:30-8:00
  - Monday – Friday
  
- Prepare to be outside in all weather conditions.
- Offer assistance to children who may be having a difficult morning.
- Learn children and parent names to greet each morning.
- Report to 5<sup>th</sup> grade teacher and /or principal regarding continual violations of the morning drop off procedure.
  - Knowing names is needed so a reminder note can be given to family by safety patrol, which is run by 5<sup>th</sup> grade teacher.

### **Names, Numbers, and Other Helpful Information:**

2009-2010

Mon-Fri Krommendyk

2010-2011 (volunteer)

Monday - Dill

Tuesday - Gongopoulos

Wednesday - Dykstra

Thursday - Mor

Friday - Merkley

## **Playground Duty – Playground 90 Hours**

### **Job Responsibilities:**

- Hours – 7:35-8:05 Monday – Friday
- 1 to 10 students are already on the playground at 7:35
- Supervise student until the 7:55 bell rings, then assist in lining up procedure.
- Must be comfortable in correcting children's poor choices to assure safety.
- Assure all backpacks and lunch boxes are picked up after students have lined up.
- If weather is rainy or below zero, then supervise students in gym until 7:55 bell then dismiss students to class.
- Check front / drop-off area to make sure all children have arrived and are not locked out.

### **Names, Numbers and Other Helpful Information:**

Fleming 09-10

## **Book Fair Coordinator**

### **80 hours**

#### **Job Responsibilities:**

- Prepare, copy and distribute newsletter advertisements
- Put up posters
- Create book fair web page
- If you can, attend a Scholastic workshop in October and/or January which provides insight into new products/promotions and awards attendees with additional perks. One workshop provides us with \$25 in fair gift certificates, \$100 in books and \$20 in vouchers. These perks don't show up in any literature!
- During the book fair, a door prize drawing is used to distribute the perks provided by Scholastic.
- Stay in regular contact with the Scholastic service rep which provides additional info on perks and procedures and enables us to schedule delivery and pick up of the fair to suit our schedule.
- Special orders and other books may be ordered from our Scholastic rep during the fair for overnight delivery.
- On the day before the sale, the fair needs to be unpacked and set up, then partially put away for the night. On each sale day, the fair need to be spread out and merchandised. Sales generally begin as soon as school gets out and goes until after the final conference of the day. At the end of all but the last sale day, the fair needs to be partially put away for the night. At the end of the final sale day, the fair is packed up and readied for the driver to pick up per the agreed-upon schedule. (usually the next day)
- Count the money each night to ensure that there are no surprises.
- If the teachers are taking books for the "book fair profit", a tally needs to be kept on the sales during the fair. At the fair's end, the total "book fair profit" per teacher needs to be available, so the teachers know how many books to pull from the fair.
- If the teachers are taking cash or vouchers for the "book fair profit", all books may be packed up at the fair's end. Subsequent coordination with Scholastic and the teachers is necessary to complete the process of obtaining the "book fair profit".
- Credit card receipts need to be totaled at the end of the final fair day and returned to the office first thing the next morning for pick up by the fair delivery man.
- Door prizes are generally delivered to the classrooms before school on the day after the fair.
- The final book fair paperwork needs to be completed as soon as possible after the fair and returned to Scholastic along with a check from the PTA.

#### **Names, Number, and Other Helpful Information:**

Krisitn Brown 08-09, 09-10, 10-11

**Enrichment Leader  
Foreign Language  
70 Hours**

**Job Responsibilities:**

Collaborate with parents of participating students regarding health care needs that may require special attention.

- Enrichment is every Wednesday 1:00pm – 2:30pm
- Assist instructor with language proponent of the program
- Work with the Enrichment Coordinator
- Communicate with families regarding the program
- Enrichment Coordinator position must be filled first before this position can be filled.

**Names, Number, and Other Helpful Information:**

'10-'11 Nan Baker and Shannon VanBuskirk

## PTA Website Manager

40 hours

### **Job Responsibilities:**

- Must have
  - a computer
  - internet access
  - scanner
  
- Maintain domain name and hosting.
- Updating the weekly newsletters from teachers
  - Some teachers' newsletters need to be scanned.
- Updating the PTA weekly newsletter.
- Posting the monthly PTA calendar.
- Uploading Choice Day forms.
- Uploading any and all content that is approved by the PTA.
- Create access to appropriate links that could be used by ACE families
  - lunch menu, etc

### **Names, Numbers, and Other Helpful Information:**

- This past year Kelly used Front Page 2003 Software.
- Domain name and website hosted with Go-Daddy.com.
- Hall Family '08-'09
- Rausis '09-'10 and '10-'11

## Directory/Bulletin Board

40 hours

### Job Responsibilities:

- Obtain photos of All City families to put in the ACE Directory.
  - Review current picture file, and contact families directly whose pictures are obviously out of date.
- Contact PTA President and/or Principal to:
  - find out if “old” digital photos from previous year can be used in directory
  - find out where to locate yourself at the Ice Cream Social
- **Start taking family pictures at the Ice Cream Social in August.**
- Have a Digital Camera at the Ice Cream Social
- Have a system to match pictures with the correct family name in the directory
- You need names of each family member and what grades their children are in
- Place announcements in PTA newsletter to obtain any pictures that were not taken at the Ice Cream Social
  - You will need to do numerous reminders
  - You can accept a hard copy if you have a scanner
- Picture deadline to be turned in – September 15<sup>th</sup>
- Directory goes to digital publication – October 1<sup>st</sup>
- Be in contact with the Enrollment Coordinator to find out if any new families have joined the ACE family.
- Once the directory is done:
  - Print out one hard copy on good photo paper and ask to have it laminated at school then hang on the PTA Bulletin Board
  - Email the PTA President, Principal and Website Coordinator a copy of the directory to be e-mailed out. That person will have to obtain the class lists from whoever is doing that to make the mass e-mail of the directory to each family.

### Any names, numbers and/or other pertinent information:

- Jennifer Noble 10-11
- Stephanie Spader 08-09 and 09-10

## **Talent Show**

### **40 hours**

#### **Job Responsibilities:**

- **Produce Talent Show**
- **Coordinate all information with PTA board and teachers prior to distribution.**
  
- Notification of students and parents of talent show schedule
  - auditions
  - main performance
  - sign-up sheets.
- Send information home one month before show
  - include sign up sheets
- Arrange production facilities:
  - Stage
  - Gym
  - Sound system
  - Piano
  - Etc
- Notify entrants of audition schedule and location
  - one week before show
- Conduct auditions and note production requirements:
  - Music
  - Equipment
  - Etc.
  
- Set up stage, equipment, guest seating, line up performers in order of performance.

#### **Any names, numbers and other pertinent information that would be helpful:**

'10-'11 Jill and Phil Baker

- School secretary and principal – 367-6120
- School directory to contact entrants and parents

## **Fall Festival**

### **40 hours**

#### **Job Responsibilities:**

##### Fall Festival

- Coordinate PTA fundraising event for all ACE families to enjoy carnival booths, costumes and contests.

#### **Timeline**

##### **6 weeks prior**

- Obtain a list of families that will have a booth from parent commitment coordinators
  - All families assigned to Fall Festival MUST have and run their own booth
- Find out Festival date and post the date in the Newsletter:
  - At least one month prior
  - Numerous times before the event

##### **4 weeks prior**

- Send an informational flyer to all families in the Monday folders:
  - In this flyer inform families of:
    - Date
    - Times
    - What to expect- type of booths & buying tickets, etc.
- Send email to families with booth
  - Ask for booth idea if not indicated on spring sign up
  - If received idea, confirm
  - Description of what/who/when/why/how/where Fall Festival takes place
- Approve booth requests
  - Give priority to families who had a booth the previous year and would like to continue with that idea.
  - Avoid duplicates of events to offer variety. Be prepared to have some ideas to offer families if needed.
  - Find out who needs any special arrangements: water, table, chairs, electricity
  - Fourth Grade will have the food booth
    - They will need table set up so people can sit and eat
- Arrange with PTA to have tickets and set a price for the tickets
  - Have PTA provide members to sell tickets and collect money
  - Provide buckets at each booth to collect their tickets
    - buckets are upstairs in the gym area
- Contact PTA Treasurer to order prizes (traditionally out of Oriental Trading Company)
- Arrange for the gym on that date with Principal
- Check in PTA closet in lounge to see what “stuff” we already have

- EX: Halloween music CD purchased 2010

### **3 weeks prior**

- Confirm with Mr. D about custodial help and what areas can be used for Festival
- Advertisement in PTA newsletter
- Purchase non-candy prizes
- Continue communication with families
- Check with Mrs. Pierson about food booth
- Check with PTA president or treasurer about ticket prices and prize prices
- Check with Mr. Skogstad about using polyspots for Cake Walk

### **2 weeks prior**

- Continue communication with families
  - If unable to confirm with family about their responsibility contact Parent Commitment Coordinators
- Advertisement in PTA newsletter
- Create a map with placement of booths
- Purchase or make posters (ticket prices, “do not enter”, etc..)
- Purchase prizes for contests if approved
  - Example from 2010: Barnes & Noble gift cards
    - Costume: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> - \$20, \$15, \$10
    - Pumpkin decorating: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> - \$20, \$15, \$10
- Purchase ribbons for contests
- Confirm with Mr. Skogstad about use of gym
- Check with Mr. D regarding use of microphone and sound system

### **1 week prior**

- Send out new flyer to participating families with map and time to set up
- Call each family to make sure they are set

### **Day of Event**

- Decorate entry

- Set up sound system
- Clear out lounge and cover equipment
- Block hallways not in use
- Tear tickets into strips of 20
- Hang posters
- Set up 2 chairs and grocery bag (with number of area on it) for every spot
- Set up one lunchroom table for eating and large garbage cans
- Turn on manual blower so it won't get too hot in gym
- Fill prize buckets and distribute
- Greet each family and direct to their spot
- Announce winners of contests and thank people for coming
- Stay and clean up

Make it fun! May try to create a theme and encourage costumes.

**Names, Numbers and Other Helpful Information:**

Kathy Anderson 10-11

Kathy Vasa 09-10

## **Snowflake Shuffle 40 Hours**

Snowflake shuffle:

- This is a family event to celebrate the Holidays with all of the families through socializing with:
  - craft booths
  - fun events for children

Event Time Schedule:

- This event is scheduled for the first weekend of December
- The event is held from 2:00PM - 4:00PM

Staff duties required to successfully complete this project.

- Chairperson
- 25 families to set up run and tear down their booth.

We have everything from ornaments, paper chains, foam trees, bag decorating, cookie decorating, hot chocolate cups and Danish paper hearts.

- All families assigned to Snowflake Shuffle MUST have and run their own booth

The following are ideas for coordinator and would be the coordinator's responsibility (NOT assigned to a family as their 'booth')

- Decorate the entrance and gym.
- Have Santa Claus there
- Take pictures of kids with Santa.
- Coat check booth.
- One family to help set up and tear down. We would ask that they be there about 1:00PM. To help families set up and stick around to help clean the room.
  
- One family to have the center table set up in the center and holiday decorate it so families can bring treats.
- We ask in the newsletter to invite all families to bring a holiday favorite treat for all to share. Lemonade was served this year.

Planning:

The PTA committee contacted me with the names of families assigned to have a booth. This is typically at the beginning of the school year.

October:

- Contact Principal to reserve the gym.
- Contact parent coordinator for list most updated list of family participants.

November:

- Contact families about their commitment to Snowflake Shuffle and explain what it is and explaining what the commitment entails.
- The second week of November place calls and emails to all families reminding of commitment
- ask about family traditions they can share for snowflake shuffle event
- Find out if any booths need electricity

- draw a map diagram to show families where to set up booths.
- Santa Claus should be in the gym to provide better supervision.
- Reminder in newsletter to parents about talking with their older children, not to spoil the magical time of believing in Santa Claus.
- Place article in PTA newsletter to inform and remind all about event.
  - Last week before the event, I contacted all families by phone or email to check in with them before the event.

The day of the event:

- Open doors at 1:00PM
- Set up and decorate
- You want all of the booths to be set up by 1:45PM.
- We encourage the booth vendor families to bring own tables.
- Folding chairs are provided.

2:00PM to 4:00PM – let the fun begin.

- Chairperson walks through to assist to make sure everything is running smoothly.
- Chairperson also had Christmas music playing and was able to make announcements.
- Shortly before 4:00PM thank everyone for coming and start tearing down at 4:00PM.
- Make sure you have enough volunteer help for clean up. Typically many parents help. No janitor was present this year! Floors were swept, mopped and garbage was hauled out to dumpster.

Expenses or income:

- We ask the families to provide their booth items at no cost to the school or the PTA.
- The parents are very good about donating these items, as long as they know it up front.
- The treats are donated.
- We do NOT charge any money for attendance or participation of the booths.

**Names, Numbers and Other Helpful Information:**

Steph Hanson 10-11

Kathy Anderson 09-10

## **Room Parent K-3 20 Hours**

### **Job Responsibilities:**

- Send out letter at the beginning of the year asking for \$3.00 in party money from each of the students. (\$1.00/party)
- Find drivers for field trips – talk to teacher.
- Call parents for field trips, classroom notices, etc.
- Find people to help with surprises for teachers (such as Birthday/Christmas).
- Party Planning:
  - Fall Party
  - Christmas Party
  - Valentine Party.
- Check with teacher at least one week ahead of party. She usually has ideas about when and what she wants to do, but is looking for food and game suggestions.
- Buy supplies for parties with party money. May need to ask parents to help out with baking or supplying food items.
- You also need to be there for the party.

### **Names, Numbers, and Other Helpful Information:**

- Find out from the PTA when the teachers' birthdays are

## **Room Parent 4-5 5 Hours**

### **Job Responsibilities:**

- Keep in touch with teacher regarding all activities needing drivers. Check number of drivers signed up a week in advance of any field trips, including Kid's Kare, Starbase, etc, and offer to help secure drivers for remaining needed spots.
- Keep in touch with teacher regarding any needed last minute reminders to students/parents by use of email, texts, or phone calls.
- Teacher recognition: Holiday gift, birthday, and teacher appreciation are especially important. Decide if will have group or individual activities for these events and keep in touch with parents of class regarding same. Find out teacher birthday from the PTA.
- At least two weeks before class parties ask teacher if anything specific is needed or if you can help organize.

## **Banquet Coordinator**

### **20 hours**

#### **Job Responsibilities:**

#### **Timetable**

- Date is reserved in February one year before
  - a. Confirm date in school calendar or call the Banquet
- December – meet with contacts at Banquet to plan menu
  - a. Usually pick meal that costs \$400
- Order food
  - a. check with banquet contact as to when this should be done
  - b. tax free benefit if the Banquet does ordering (or in the past meat, etc. was donated by ACE family) last year the Banquet ordered
- January – begin fund raising
  - a. Article in Newsletter
  - b. Note in Monday folders
  - c. Historically \$5 per family (some will give more)
    - i. Ask for donations from ALL families K – 5<sup>th</sup> not just 4<sup>th</sup> and 5<sup>th</sup>
  - d. Collect and count money and give to PTA treasurer. Banquet will send bill to school after the event. We gave all of the money to the banquet, which allowed for any extra donation.
- February – recruit and organize volunteers
  - a. Put sign-ups in the 4<sup>th</sup> and 5<sup>th</sup> grade classrooms
    - i. If additional adult volunteers are needed ask all families K – 5<sup>th</sup>
  - b. Need 6-7 adults at 2:00pm to prepare meal (last year done at 3:30)
    - i. Need 1-2 of the adults at set up able to lift heavy boxes
- Day of Banquet
  - 2:00 p.m. – prepare meal
  - 2:30 p.m. – prepare tables
  - Arrange for parent volunteer to lead devotion
  - 5:15 – 8:30 p.m. – serve and clean-up

Every child that signs up must have parent or guardian. Requires about 35-40 people to serve.

#### **Names, Numbers and Other Helpful Information:**

Marvella at the Banquet is your contact, 605-335-7066, 900 E 8<sup>th</sup> St

Jennifer Noble 10-11

# Gala Luncheon

40 hours

## Job Responsibilities:

- Work closely with Riccardo Tarabelsi at Westward Ho Country Club to plan event
  - Get a quote in writing as to how much each plate is going to be and confirm that gratuity is 20% of the food/drink charge.
  - Also confirm max seating numbers (was 350 people)
- In 2011 the cost per person was \$4. This didn't cover the expenses so there was talk about increasing this. The cost should be decided with help from the PTA president and Mr. D.
- Because of maximum occupancy at the WHCC the families will be allowed 1 ticket per ACE student and 2 extra tickets maximum. (i.e. a family that has 2 children at All City will get 4 tickets, a family that has 1 All City student will get 3 tickets). This will be NEW as of the Gala held in 2012 so be aware that former parents might still think they can bring younger siblings, grandparents, etc. The two extra tickets can be used by anyone in their family but can't have any more than 2 extra. Also...you will have to take reservations on a first come first serve basis because WHCC can't seat more than 350! Once you get close to having 300 people coming, you'll have to check the folders daily to ensure that the first come first serve is accurate.
- Put several announcements in PTA newsletter prior to event stating the cost of the event, date/time/place of the event and also the due date for the rsvp's.
- Send invites home in Monday folders several weeks prior to event
  - Transportation invite – lays out options for transporting each child to the event. One per child should be returned to their teacher.
  - RSVP invite – has family name, cost per meal and allows each family to rsvp to how many seats/meals they will need. One per family should be returned to the classroom for Luncheon coordinator to pick up and track.
- Make spreadsheet to keep track of families/how many meals/seats they need, how each child will be transported and who has paid.
- All money collected gets turned into the PTA treasurer and he/she will pay the WHCC after event is held.
- Invite all teachers/staff to attend – inform them of the cost if it's not covered by an ACE family or the PTA (which it typically has been)
- Make table assignments (try to assign families of different grades to each table to promote community/networking. Make table tents/cards with families' last names on them for seating purposes. Have a "map" of the room as well with families' last names on them for host/hostess (5<sup>th</sup> graders with the help of a few parents) to use in seating families upon arrival.
- Plan on 5-6 5<sup>th</sup> graders being host/hostess at the event. They should be supervised by a couple parents/adults to help find the families last names on the "map". It went quite smoothly but myself and two other moms helped the 5<sup>th</sup> graders to make the line go a little faster.
  - Approx 380 people attended this year.

## Names, Numbers and Other Helpful Information:

- Stephanie Spader '08-'09, '09-'10 & '10-'11

## **Boys Locker Room Supervisor**

### **30 hours**

#### **Job Responsibilities:**

- Arrive at YMCA at 12:50 pm on swimming days (usually 1st Friday of the month).
- Make sure doors to locker rooms are unlocked and walk through boys locker room and inspect. Teachers will handle the girls locker room.
- Meet students as they exit the bus and enter the YMCA. Set the tone immediately on what you expect. Teachers assist in this.
- Make sure the boys get in the locker room, change into swimsuits, and get down to the pool in an orderly, quiet fashion.
- Specifics to be aware of:
  - no standing on the benches
  - have boys spread out within locker room -- less talking and horseplay will occur
  - K & 1st: Help put towels over locker door -- helps them remember where they changed at. Be prepared to be help!
  - 2nd - 5th: All items must be in the lockers and shut.
  - Showers not required for K-3 before swimming.
  - Showers prior swimming required for 4th & 5th
  - All items must be in the lockers and students standing quietly in line before they can swim.
  - Be prepared to discipline - noise echos and they can get loud very quickly.
  - Escort boys down to the pool with assistance from ACE teacher
  - If there are any fathers helping, direct them on how they can help you. You are in charge of the room and let them know what you expect out of them.
- In the time between the bus returning to ACE and picking up the next group of students, free time. Usually watch kids or visit with teachers. After about 20 minutes or so, go to main entrance and be prepared to usher in the next group into the locker room. Follow the same procedure as described above. As they go down to swim, other students return to change.
- Motivate the students that have just finished to dry off, get dressed, and get loaded on to the bus. Those that have dressed form line in hallway – keep eye on them as well.
- Repeat process with the final group.
- As each group exists, check locker room for leftover clothing/suits/towels
- Job is completed by 3:05 pm

ORDER: 1. 4<sup>th</sup> & 5<sup>th</sup> Grade 2. K & 1<sup>st</sup> 3. 2<sup>nd</sup> & 3<sup>rd</sup>

**Names, Numbers and Other Helpful Information:** John Etrheim 09-10 & 10-11

## **Parent IDs 20 Hours**

### **Job Responsibilities:**

- Responsible for taking photos, making ID's and getting them Laminated for all parents who need an ID
- Many new kindergarten parents can be taken by attending the kindergarten orientation meetings
- The Farewell / Welcome Picnic in May is another good chance to get pictures
- At the beginning of the school year, place a sheet by the parent check-in, and have people sign up if they are in need of an ID
  - Have them include when they work in the classroom
  
- Speak with PTA President as to where you can locate yourself at the Ice Cream Social.
- Take pictures of individuals that are present
- Be prepared with a digital camera
  - A close up of the face works best for the badges
  
- Organize names with pictures to assure the correct name is on the correct picture
- Stephanie Spader used Publisher to make the actual badges and inserted them in plastic badge holders purchased from Baudville with approval from the PTA
  - Obtain the file from the previous year to see if you would like to use the same format
  - Badges that should be ready by the first day of school, unless people were missed at the Ice Cream Social
  - Place a reminder in the PTA newsletter that ID Badges are required for all parents or volunteers
    - Explain how you can either take their picture or have them send you a photo
    - When pictures filter in, make badges asap and get it to the parent sign in area
    - Stephanie Spader also purchased lanyard with the approval of the PTA. If they are gone more will need to be purchased.

### **Names, Numbers and Other Helpful Information:**

Stephanie Spader '08-'09, 09-10

Jennifer Noble 09-10, 10-11

## ACE Fundraising Coordinator 40 hours

### Job Responsibilities:

- Coordinate Redemption Programs
  - Box Tops for Education
  - Campbell's soup labels
  - Milk Jug Caps, etc.
    - Duties: Continuous advertising throughout the year to remind families to collect above items. Parent Newsletter is a great place to advertise.
    - Can offer prizes for student participation at various times throughout the year.
    - Provide information and instructions to families on what portions of labels need to be cut.
    - Monitor collection receptacle, emptying as needed.
    - Send in the labels according to each specific program.
      - Land O Lakes drop off is once per year at their Russell Ave location with 2000 caps minimum.
    - Include our business partner in advertising.
- Coordinate Original Works Fundraiser:
  - Either Pre-Christmas or 2<sup>nd</sup> semester fund raiser project
    - Coordinate with Principal and Art Teacher on project logistics
    - Promote to students/parents
    - Facilitate order forms, payment collection, order shipment and delivery of items

Timeline suggested if you want done before Christmas

- \* Contact Original Works near the end of July to get the timetables in place. Have them send the paper and ordering material to arrive before school starts.
- \* The ordering form needs to be made up, as this is not completed by Original Works because of their frequent price changes. This is placed in a packet along with the child's artwork during the fall conferences.
- \* Check with the individual Room Parents to see if they would like to work on a group project or purchase artwork for their teachers (example a classroom quilt with the quilt blocks).

- Coordinate Advertising Sales
  - Assist with Musical director and volunteers in securing advertising
- Develop potential fund raising opportunities
  - With direction from the PTA Board, potential ideas include: Pop Machine sales / Event Sponsorships / Scrip orders / etc...

### Names, Numbers and Other Helpful Information:

- Jennifer Noble 10-11, Kathy Vasa 09-10

## **Ice Cream Social**

### **10 hours**

#### **Job Responsibilities:**

- Find out last year's attendance from PTA president to get number count.
- Talk to principal and/or PTA president about
  - how many tables should be set up
  - where tables need to go
    - Carpool map
    - KARE4
    - Family directory pictures
    - Class sub lists
    - PTA membership fees
    - Spirit Wear
    - Lunch Deposits
    - Name badge pictures
    - Etc
- Arrive 45 minutes early to set up.
- Verify if PTA members will be there as well to help set up
  - The janitor can help set up lunch tables for the families to sit.
- Talk to school secretary about getting nametags.
- Have table set up in entryway with nametags and pens
  - Good idea to have someone man this station and to help new families
- Purchase from Sam's Club a large package of 9oz cups.
- In 2008, they went through 10 gallons of vanilla ice cream.
- 14 2-liters of pop were purchased. (root beer and strawberry) The ice cream was gone and two 2-liters were left over.
- The ice cream can be stored in the parent workroom freezers if there is room.
- The spoons were taken from the parent workroom. May need to buy them.
  - Check stock!
- Make sure you have ice cream scoops and napkins.
- Set up by opening window of kitchen in gym.
- Find two people to serve ice cream
  - Bring scoops
- Make the floats for people... not self-serve. Make some without pop.
- Start serving right away

- leave the cleaned ice-cream buckets for the kitchen after clean up is completed.
- If leftover ice cream is returned to ACE fridge and available for use, some of the teachers may want to use it for students so pass along information.

**\*\*Make sure to turn in receipts to the PTA secretary\*\***

**Names, Numbers and Other Helpful Information:**

Stephanie Spader '08-'09

Masters 09-10

Chad Dykstra '10-'11

## **Farewell/Welcome Picnic**

### **10 hours**

### **Job Responsibilities:**

#### **General Info:**

Scope of Project: At the picnic, which should be held inside due to the need for a sound system and preventing any weather complications, the PTA president &/or principal will introduce the 5<sup>th</sup> graders and especially recognize the ACE families that will be leaving because there are no younger siblings. He will also introduce brand new Kindergarten families. This year they didn't recognize other ACE families that are leaving due to moving, etc...I would talk with the principal or PTA president about this and see if it's something they think would be nice to do.

Budget: \$200.00 but check with PTA. Present all receipts for items to the treasurer for payment. Receipts should be signed and marked for this event. PTA cannot guarantee payment for items in excess of budget. There is no cost to families for this event.

Date of Picnic: May, \_\_\_\_\_. This date is discussed and set by the PTA board.

#### **Steps Taken to Coordinate the Project:**

- Meet with the PTA Board to discuss and set a date and time (if not already planned.)
- Contact principal to see about using gym area and chairs and tables (at least a month in advance).
- Approximately 3 weeks before the event get an approval for an ad to be placed in the Monday folders.
- Place the ad in the Monday folders 2 weeks before the event. Advertise the time, date, who is invited, what to bring. Contact people to help with the project.
- Contact PTA President regarding the agenda. This is usually the President's responsibility, but still make the contact.
- Contact McDonald's for the cups, orange drink and containers 1 week in advance. 3 units will suffice.
- Do the shopping.
- Arrange for roasters.
- Bring plastic gloves for serving. These are usually obtained at no charge from Hy-Vee or Wal-Mart.

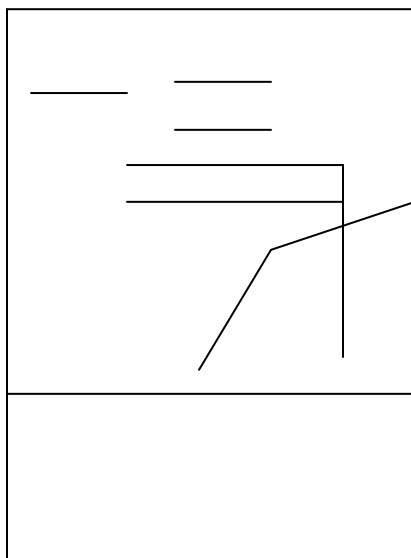
#### **Steps taken to implement the project:**

- Arrive to set up and get food ready.
- Arrange tables.
- Start serving at 6:00 (or start time).
- PTA president will start the program around 6:45.
- After the program, start taking the tables down and cleaning up as much as possible.

- Turn expenses into the treasurer for reimbursement.

Nacho Bar:

- Choose your meal plan:
  - We did a nacho bar which had great reviews.
- Bought the taco meat from Kim Schetnan with the Secret Kitchen. We purchased 30 lbs of meat. Some taco seasoned meat and some ground beef and mixed it. I would suggest getting another bag of plain ground beef because we came very close to running out. You'll need 2 cookers to warm meat up in. I started it in the morning because it was pretty much frozen still but someone has to be able to watch it/stir it throughout the day or it will burn.
- I placed sheets on the parent tables for other items to be brought such as: plates, napkins, forks, chips, lettuce, cheese, sour cream, salsa, and pop/water. I think you could just do pop instead of water because the pop went over much better.
  - 180 plates, napkins and forks worked well
  - 18 bags of lettuce worked well, had just a couple leftover
- - 21 bags of cheese worked well
- - 24 bags of chips was not enough, would suggest having about 5 more bags
  - 10 cases of pop is needed
  - 6 sour creams worked well, had a couple extra but a couple people brought more than 1 container or a very large container
  - 6 jars of salsa was not enough. I would suggest doubling that.
- I brought the bowls, tongs, spoons, aprons, etc. I would suggest bringing some dish towels to wash things up with. The school lunch room has very few of any of these things.
- Set up all lunch tables in the gym. I had them in this kind of a set-up:



- The book fair was set up during this time as well.
- Find a friend or two to help set up in the afternoon. The principal will tell Care4 (the afterschool program) that the gym is not available for their use (verify this).
- You will need two servers (one to place chips on the plates, and one to scoop one ice cream scoop of meat on the chips) and then at least one runner to re-fill lettuce, cheese, sour cream, salsa, napkins, forks, pop, etc....
- I used a glove to serve the chips and only served one handful on each plate. Nachos grow very fast with all the “toppings”.

**Everyone pitched in to help clean up and it went very quickly.**

### **Names, Numbers and Other Helpful Information:**

Tanya Rausis/ Jill Baker '10-'11

Jennifer Masters '09-'10

## **First Monday Prep 10 Hours**

### **Job Responsibilities:**

- Get Monday folders ready for the year for each class.
- Buy folders for each classroom (during school supply sales) according to the following colors:
  - K-yellow
  - 1<sup>st</sup>-red
  - 2<sup>nd</sup>-orange
  - 3<sup>rd</sup>-purple
  - 4<sup>th</sup>-blue (darker)
  - 5<sup>th</sup>-green
- \*\*make sure to turn in your receipts to PTA secretary\*\*
  
- Talk to Mrs. Helming about ordering labels for each student.
- Put labels on correct Monday folders.....upper right hand corner.
- Put PTA website information sticker on inside left pocket of each folder
- Make a label and folder for each teacher.
- Give Mrs. Helming a couple extra folders of each color for new students.
- Ask Mrs. Helming if she has any papers that need to go in the folders for the first day of school.
- Organize the folders with items from Mrs. Helming inside. Have the folders in each classroom before the first day of school. Going in the week before school starts or a few days before school starts works great.

### **Names, Numbers and Other Helpful Information:**

Sheila Etrheim 10-11

Michelle Krier 09-10

- Get what you can at Wal-Mart during back to school sale as around 1 cent each and what you can't get there go to other stores but get similar harder folders.
- Make sure to give an extra or two to each teacher in case get additional students plus one for the teacher.

## **Classroom Subs List -Includes Class Lists and Commitment Schedule 10 hours**

### **Job Responsibilities:**

#### 1) Class list

- Before school starts, put together a preliminary draft of each class list.
  - Print a hard copy before the Ice Cream Social for changes to be made
- Start with the lists from the previous year
  - either the paper copies or the computer file
  - Contact the ACE secretary (Ellen @367-6120) to obtain info about kindergarten or other new students.
  - Check if any address or phone number info has changed.
- After Changes have been made, print copy and place in appropriate classroom on parent table for parents to once again look over and approve
- Update lists in December.

#### 2) Commitment Schedules

- Contact Commitment Coordinator(s) to obtain info. This information should be finalized by the time school starts.
- Copy each class list (with sub and commitment schedules on back)
  - K-yellow
  - 1<sup>st</sup>-red
  - 2<sup>nd</sup>-orange
  - 3<sup>rd</sup>-purple
  - 4<sup>th</sup>-blue (darker)
  - 5<sup>th</sup>-green
- Update lists in December.

#### 3) Classroom Substitution Lists

- Before school starts, print a blank sub list for each class.
- Update lists in December.
- Put the class lists out at the ice cream social with a note asking for everyone to revise or ok their info.
- Before the 1<sup>st</sup> day of school, place each of these lists on the parent tables in each classroom along with a note asking for parents to pencil in any corrections needed and initial. If not initialed contact parents to update information.
  - Have all parents initial their information, if not initialed, contact the parents to update information
- After two weeks, pick up all the lists and make revisions. Provide PTA president with copies of each list and disk of completed work.

### **Names, Numbers and Other Helpful Information:**

Sheila Etrheim 10-11

Hoffmeyer 09-10

# SCIENCE FAIR COORDINATOR

## 20 HOURS

### Job Responsibilities:

The science fair is an educational opportunity for ACE students and families. This event is set-up for a full day and then additional time for families in the evening.

### Event Time Schedule:

This event is scheduled on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Beginning of school year check with Mr. D for the date

### 2 months prior

- Reserve gym
- Check with Washington Pavilion for city science fair information; follow up with Mr. D to see if ACE will be participating
  - Adjust theme if necessary
- Coordinate science fair timeline with 5<sup>th</sup> grade teacher and Mr. D
- Create or adjust entry form
  - Get forms, rules and guidelines, and evaluation sheets to 5<sup>th</sup> grade teacher for distribution to students
  - Supplies students must bring (table)
  - Indication of supplies they need (electricity)
- Set deadline for enrollment one month prior to science fair date, set withdrawal date two weeks prior to science fair
- Publish in newsletter, ACE calendar, and website
  - Include evaluation sheet(s) on the website
- Coordinate judges for the event if there will be judges
  - K- 4 will be evaluated, 5<sup>th</sup> is assignment and graded by teacher

### 1 month prior

- Ensure supply of ribbons and certificates
- Reminder in newsletter including where to get forms
- Gather forms from Washington Pavilion
- Inventory and order supplies (100)
- Continue communication with judges

### 2 weeks prior

- Reminder in newsletter include deadline
- Visit classroom promoting the event ~ have fun with it
- Create floor plan
  - keep in mind electrical outlet
- Follow up with judges
- Ensure Mr. D has contacted Kare-4 after school program

### 1 week prior

- Visit school daily to pick up forms
- Answer emails/ questions from parents or students
- Prepare evaluation forms

#### Week of

- Organize entry forms and begin program
- Prepare flyer/ map for event considering special requests & accommodations
  - Recommend waiting to print until the day of
- Print evaluation forms

#### Day of Science Fair

- Arrive at school by 7:00 am
- Mark off booth spaces with colored masking tape
- Organize set up of booths
- Direct students where to set up
- Move booths as necessary for that day's school functions
- Final preparation of flyer/map for the event
  - Copy, print and fold
- Arrive at school at 3:45pm for any late set ups and arrive again at 6:30pm
  - Set up program table and help participants get started
- Assist judges as needed
- Clean up

#### After the Science Fair

- Write notes for improvement next year
- Follow up with 5<sup>th</sup> grade winners and get them entered into Washington Pavilion Showcase
- Follow up with Mr. D and 5<sup>th</sup> grade teacher for improvement next year
- Assist winners with entry into Washington Pavilions Showcase as needed

Chad Dykstra 10-11

## **President's Duties**

### **400 Hours**

#### **Job Responsibilities:**

- Meet weekly with Principal during school year to discuss upcoming events and situations as they arise
- Preside over all PTA Board Mtgs. And set appropriate agenda for each meeting
- Provide weekly communication to ACE families as needed via PTA Newsletter/website
- Attend all outside commitment events—assist as needed with set-up/clean-up
- Be available to promote PTA's Role at ACE and thank all attendees/participants at all possible PTA Events
- Attend Points Committee Meeting in February
- Attend Outside Commitment Meeting for up-coming school year
- Oversee the following outside commitments – acting as the liaison between the PTA Board and the parent/family in charge of the outside commitment
  - Ace Family Directory
  - First Monday Prep Folders
  - Parent ID's
  - Ice Cream Social
  - Farewell Picnic
  - Classroom Substitution Lists
  - PTA Website
  - PTA Newsletter
  - Enrichment Program
  - Parent Coordinators
  - Enrollment Coordinator
- Upon completion of the above listed events, the President will follow-up with the parent/family responsible for the outside commitment and receive from them a completed summary of the event and an updated job description. These documents will be available at the PTA Board meeting following the event with any additional comments added to the report by the board and teachers. After the PTA Board meeting, the information will be passed on to Parent Commitment Coordinators for revisions as needed for the next school year.
- PTA Handbook
  - Be familiar with all ACE policies and by-laws
  - Prepare handbooks updated to be distributed at the beginning of the school year

- Work with Principal/ACE Staff with Handbook updates and revisions as needed
- Coordinate all PTA Board involvement in the following areas:
  - Community Relations
  - Parent Involvement
  - Legislative
  - Staff Appreciation
  - Student Learning/Achievement
  - Facilities Safety
  - Science and Technology
  - PTA Membership
  - PTA Activity Fees
- Assist Fundraising Coordinator in development and implementation of fundraising ideas
- Organize to have someone do an internal audit of the PTA funds at the end of the year
- Coordinate the Welcome Back Breakfast
  - Contact Principal to determine the date of the Welcome Back Breakfast
    - Usually the week before school starts
  - Determine the menu
  - Determine the number of people that will be served
    - Includes all staff
  - Plan, organize, and serve
    - Other PTA officers and parents may be asked to help
    - Moms in Touch have also participated in this event as well
- Purchase and present flowers at the all school musical

**Names, Numbers, and Other Pertinent Information:**

- Greg Dyer PTA President '09-'10
- John Etrhiem PTA President '08 -'09

## **PTA 1<sup>st</sup> Vice President**

**125 Hours**

### **Job Responsibilities:**

- Attend all monthly PTA Board Meetings
- Coordinate PTA Reflections Program
- Attend all outside commitment events -- assist as needed with set-up / clean-up
- Oversee the following outside commitments -- acting as the liaison between the PTA Board and the parent/family in charge of the outside commitment
  - Musical
  - Book Fair
  - Talent Show
  - Fall Festival
  - Snowflake Shuffle
  - Gala Luncheon
  - Banquet Coordinator
- PTA Handbook
  - Be familiar with all ACE policies and by-laws
  - Assist in preparation of handbooks updates to be distributed at the beginning of the school year
- Attend Outside Commitment Meeting for up-coming school year
- Assist PTA President with the following duties as directed
  - Community Relations
  - Parent Involvement
  - Legislative
  - Choice Day
  - Math and Reading Lab
  - Staff Appreciation
  - Student Learning/Achievement
  - Facilities Safety
  - Science & Technology
  - PTA Membership

- PTA Activity Fees
- Serve on the nominating committee for potential PTA Board Members
- Assist Fundraising Coordinator in development and implementation of fundraising ideas

**Names, Numbers and Other Helpful Information:**

Scott Stearns '09-'10

Mark Cotter '08-'09

## **PTA 2<sup>nd</sup> Vice President**

### **70 Hours**

- Attend all PTA Board Meetings
- Attend all outside commitment events -- assist as needed with set-up / clean-up
- Oversee the following outside commitments -- acting as the liaison between the PTA Board and the parent/family in charge of the outside commitment
  - Choice Day
  - Math/Reading Lab
  - Playground Duty AM-drop off
  - Playground Duty AM-Playground duty
  - Boys Locker room Supervisor
- PTA Bulletin Board
  - At a minimum update the board monthly
  - PTA Board will be used as a means to update the ACE volunteers of upcoming events, potential volunteering, fundraising, spirit wear, etc... opportunities available.
- PTA Handbook
  - Be familiar with all ACE policies and by-laws
  - Assist in preparation of handbooks updates to be distributed at the beginning of the school year
- Assist PTA President with the following duties as directed
  - Choice Day
  - Math/Reading Lab
  - Parent Involvement
  - Legislative
  - Staff Appreciation
  - Student Learning/Achievement
  - Facilities Safety
  - Science & Technology
  - PTA Membership
  - PTA Activity Fees
- Serve on the nominating committee for potential PTA Board Members
- Assist Fundraising Coordinator in development and implementation of fundraising ideas

### **Names, Numbers, and Other Pertinent Information:**

- Greg Dyer PTA 2<sup>nd</sup> Vice President '08-'09

# PTA Treasurer

100 Hours

## Job Responsibilities:

- Treasurer is the PTA membership chair.
- Organize and have all material ready for PTA sign-up at Ice Cream Social.
- Keep on top of membership – striving to be above 75%.
- Issue PTA cards to all paid members
- Send in proper forms to the state in regards to membership.
- Pay insurance, local, state and national dues.
- Market and sell ACE Spirit Wear.
  - Organize Spirit Wear orders
  - Collect funds
  - Place order
  - Distribute
- Manage the PTA checkbook.
- Deposit all checks and pay all bills as needed
- Track budget income and expenses items
- Organize collection of PTA dues
- Pay dues to city (yearly), state and national affiliations (monthly) until all memberships have been accounted for
- Pay Liability Insurance (yearly)
- Approve projects, expenses, reimbursements along with PTA Board
- Prepare budget with board input.
- Collect, count, and deposit all monies in bank account.
- Collect or verify monies for:
  - Yearbook
  - Book Fair
  - Gala Luncheon
  - Fundraisers
  - Special Events
- Do necessary shopping for Teachers for Holiday Parties and other special events
- Deposit and track monies form Citibank, Target, and Box Tops for Education
- Balance money market and checking account on a monthly basis and present to PTA at monthly board meetings
- Write checks for the expenditures that come in. Most are the same each year.
- Attend monthly Board meetings and bring a monthly report.

## Names, Numbers, or Other Pertinent Information:

- Spirit Wear - Innovative Promotions used 2010-2011 or visit with prior year Treasurer for vendor information.
- Spirit Wear – Sally and Jackie at Midstates Sportswear.

## **Timeline for Treasurer**

### **Weekly**

- Maintain P & L as needed

### **Monthly**

- Reconcile budget
- Prepare deposits as needed
- Write checks as needed
- Pay national and state dues for any memberships collected in previous month
- Attend PTA meeting, prepare account statement
- Collect items requested by teachers

### **June**

- Ensure all checks have been cashed prior to signature change

### **July**

- Change PTA President and Treasurer on signature card at Home Federal.
  - Documentation needed:
  - PTA minutes stating who new President and Treasurer are
  - Photo ID
- Set up budget forms for upcoming year
- Contact Innovative Promotions to set up upcoming spirit-wear items

### **August**

- Attend Sioux Falls Council PTA meeting to acquire new membership cards and update information
- Spirit Wear
  - Create order form to give to Mr. D one week prior to Ice Cream Social
  - Collect orders and submit master order
- Coordinate set up for the PTA table at the Ice Cream Social
  - With PTA board solicit PTA membership and collect activity fees during Ice Cream Social
- Organize membership/student donation envelopes to distribute and collect at Ice Cream Social
- Deliver 26 swim bags to Mrs. Swee by 1<sup>st</sup> day of school
- Deliver appreciation/supply checks to teachers NO LATER than 1<sup>st</sup> day of school

### **September**

- Sort and distribute Spirit-wear orders
- Continue to collect dues and donations, send out reminders in Monday folders
- Pay swimming fees

### **October**

- Pay liability insurance (due October 15<sup>th</sup>)

- Pay PTA Council Dues
- Continue to collect dues and donations, send out reminders in Monday folders
- Submit Spirit-wear order to Mr. D one week prior to Fall Festival
- Withdraw starter cash for Fall Festival ticket sales and hot dog stand (4<sup>th</sup> & 5<sup>th</sup> grade run food sales)
- Maintain booth and sell tickets at Fall Festival
  - Verify funds (less starter cash) when Fall Festival ends.
- Reimburse expenses for hot dog stand

### **November**

- Bookfair
  - Withdraw starter cash
  - Work with Bookfair coordinator to verify cash, checks, and credit card payments (less starter cash) Bookfair coordinator should fill out paperwork and present to treasurer for payment to Scholastic
  - Check for Scholastic Book Fair (quick turn around)
- Check for Original Works (quick turn around)
- Continue to collect dues and donations, send out reminders in Monday folders
- Collect Spirit-wear orders and submit master order

### **December**

- Sort and distribute Spirit-wear orders
- Work with staff on any holiday fund-raising events
- Assist with Snowflake Shuffle if needed

### **January**

- Create and maintain musical expense and income sheet
- Work with PTA board and coordinators of All-School Musical to collect donations and program advertising monies. Pay and reimburse expenses
- Get Spirit-wear order to Mr. D 1 week prior to distribution

### **February**

- Withdraw starter cash for Bookfair (same as above)
- Collect Spirit-wear orders and submit master order
- Sort and distribute Spirit-wear orders
- Maintain Musical expense and income sheet
- Gala lunch

### **March**

- Maintain Musical expense and income sheet
- Prepare proposed PTA budget for next academic year

### **April**

- Present next year's budget at PTA board meeting
- Withdraw starter cash for Bookfair (same as above)
  - Check for Scholastic Book Fair (quick turn-around)
- File E-990N with IRS (might be changing months)

## **May**

- Approve budget for following school year
- Watch for monies from Target and Box Tops for Education
- Work with End-of-year Carnival coordinator and student government in ordering supplies (if necessary) or reimbursing expenses
- Reimburse Farewell/Welcome Picnic expenses
- Return any unsold membership cards to State PTA
- Notify State PTA of next year's PTA Board members
- Pay swimming bill
- Ensure there are enough swim bags for incoming kindergarten class
- Finalize payments, account balances, etc for internal audit. (PTA president should assign someone to do the internal audit)
- File documents in manila envelopes in storage box (PTA cupboards in work room) and pass information to next treasurer.

## **Parent Commitment Coordinator (Appointed)**

### **130 Hours**

**Job Responsibilities:** Schedules classroom commitments, enrichment commitments, and assists Parent Co-coordinator to maintain/update outside classroom job descriptions.

One-year commitment that runs from January to January. Hours are counted in the school year following the January of appointment.

### **Timetable**

- October:
  - Appointment of new Commitment Co-Coordinator
    - Work with principal to find time table for appointment, including getting on PTA meeting agenda.
    - Place notice in Newsletter of position and need for statement from those interested.
    - Gather and organize panel of those interested.
    - Attend PTA meeting and present statements from those interested in co-coordinator commitment.
- November and December:
  - Visit with principal and confirm schedule for week 1 and week 2. Place several reminders in newsletters before Christmas break what week it will be once we return as this can be a problem for every other week parents.
- December or January: (It is possible this can now be earlier in the school year as we just added August 1 as deadline for evaluations from prior school year.)
  - Prepare for points meeting.
    - Gather evaluations from those with outside classroom commitments.
    - Compile information gathered from Outside Classroom Commitment Evaluations to present at meeting.
    - Touch base with principal and PTA in regards to setting up meeting in February to review outside classroom commitment points/hours.
- February:
  - Attend points committee meeting.
    - **IMPORTANT:** At this meeting determine timeline for Commitment Proposals to go out in Monday folders and for return date.
    - Also, set date for teachers planning meeting to determine outside classroom commitment job recipients. This meeting should take place within 2 weeks after the proposals have been returned.
  - Wait for PTA approval of proposed changes/additions/deletions to outside commitment points and if any changes are made, have updates made to appropriate outside classroom commitment information sheets and job descriptions through Commitment Co-Coordinator.

- Beginning of March:
  - Put note in the weekly newsletter telling people that commitment forms will be coming out soon and that they should start thinking about their commitment preferences for the following year.
  - Check with teachers to see if requests have changed from prior year in regards to parent volunteer numbers needed each day, both morning and afternoon.
  - Update Parent Commitment Proposals as needed.
  
- March:
  - Get together with commitment co-coordinator to prepare Parent Commitment Proposals and assemble for Monday folder distribution.
    - Copy Parent Commitment Proposal forms.
    - Color code for each classroom (use same colors as Monday folder for each grade or the colors of the classroom lists.) Colored paper is in PTA closet. Can purchase more if needed and turn in receipt to PTA Treasurer for reimbursement.
    - 3-hole punch proposals before distributed so can be placed in binder upon return.
  - Distribute Parent Commitment Proposals in Monday folders per date planned at Points Meeting with a due date of approximately one week later.
  - Place a weekly newsletter announcement to address any issues and to send a reminder on proposal due date..
  - In addition to proposals, oldest or youngest student in the family receives Out-of-Classroom Job Options and Brief Descriptions forms. Principal may also add Driver and Volunteer Forms.
  - Give kindergarten forms to school secretary (Mrs. Helming.) Kindergarten families new to ACE also need a copy of the enrichment options.
  - Go to Kindergarten Round-up to explain the Parent Commitment Proposals and to stress the importance of a quick return.
  - Prepare folders for each teacher for daily collection with central collection at School Secretary (Mrs. Helming.)
  
- Beginning of April:
  - As Parent Commitment Proposals are received, file forms in a large binder. Can obtain an old binder from PTA closet for new year. As proposals come in, file according to grade and last name in binder.
  - On the due date, collect all Parent Commitment Proposals and make phone calls to notify families whose forms are outstanding. Any proposals received after this date, label as LATE on top of proposal form.
  - Review Parent Commitment forms to identify:
    - Which families want the outside commitments;
    - Which families need outside class hours; and
    - Which positions need to be put in the newsletter asking for more volunteers.
  - Work on classroom commitment schedule

- Input 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices for all students on commitment schedule spreadsheet. Make sure to “save as” so always have a blank copy of commitment schedule too.
- Take the above spreadsheet and with a clean copy of the commitment schedule begin to solve the puzzle.
- Identify which families have children in more than one classroom. Start scheduling in the classroom that looks the most challenging. Leave the most flexible classroom for last.
- During this time you will also have your outside classroom commitment schedule meeting as described below. Use this time to show teachers a draft of their classroom commitment schedule and ask for any input or discuss any issues.
- Continue to work on schedule, taking turns with co-coordinator.
- Outside classroom commitment schedule meeting will be held while you are working on the commitment schedule puzzle.
- Prepare a list of all outside request and make copies for teachers, principal, and PTA representative. Also give them a blank form that has each job, the hours, and a blank spot for who gets each job.
- Meet with PTA President and teachers to fill outside class commitments. Keep in mind that it is best to try to distribute outside commitments between families in different classes. Scheduling will be difficult if several families take hours away from the same classroom. In classroom commitment time must be filled before outside commitment can be used.
- Outside commitments need to be filled first, so that we know which families will have less than a full in classroom commitment.
- Work on extra enrichment assignments—Choice Day, Fall Festival, or Snowflake Shuffle (one per student.)
  - Make grid showing each family’s preference.
  - 12 people for choice day are needed each month (there is not a choice day in Dec). Choice day must be filled first.
  - Need about 30 for fall festival.
  - Assign about 20 to snowflake shuffle.
- Beginning of May:
  - Preliminary commitments should be finished.
  - Check with each teacher to see if their in-class commitment schedule looks okay.
  - Make sure that each child has at least 135 hours per child.
  - Send out commitment agreement forms/contracts with a return due date of approximately one week later.
  - Include a job description and job evaluation with all those having outside commitments.
  - Include a note in the weekly newsletter regarding contracts are out and due date to return signed contract.
  - Expect a few calls regarding those with questions on their contracts and the commitment schedules.
  - Collection can be done in classrooms using same folders as proposal forms.

- Collect signed forms/contracts and file. Returned contracts are stapled to proposal forms in the binder.
  - Make sure that everyone has sent in a signed commitment agreement form which lets us know that they understand and take responsibility for their commitment.
  - Contact families with outstanding forms, until all forms are received.
- Mid May
    - Work with commitment co-coordinator to email all out of classroom commitment evaluations. Best to have co-coordinator email and work on gathering them with a deadline of receiving all by August 1.
    - Co-coordinator can update all job descriptions as received and then once deadline hits, prepare one document for principal that has all job descriptions in one continuous document.
- Summer:
    - Family circumstances may change. Try to fit new families in to holes in the classroom commitment schedule.
    - Keep in contact with Enrollment Coordinator as to changes in student enrollment. Let enrollment coordinator know of openings in each classroom as well as visit with teachers in advance to know what slot any new students should fill first in accordance with their academic schedule.
    - Modify commitment schedules as needed as well as assign new families to extra enrichment.
- August:
    - Continue to work with co-coordinator to obtain all offsite commitment evaluations by August 1.
    - Work with co-coordinator to update any job descriptions based upon returned offsite commitment evaluations.
    - Gather information from evaluations in regards to offsite commitment hours for points committee. (If anyone feels the hours do not reflect work done it goes to point committee for review.)
    - Present a list of all job descriptions to principal in one continuous document.
    - Prepare for Welcome Back Ice Cream Social—give most recent classroom commitment schedule to parent in charge of classroom/substitute lists.
    - Continue to gather signed contracts from new additions over the summer (do this at welcome back social or through Monday folders.)
- Throughout the school year:
    - Check with teachers, choice day coordinator, fall festival coordinator, and snowflake shuffle coordinator to make sure that everyone is fulfilling their commitments. If there are any problems, discuss them with the PTA President.
    - As new families join ACE, coordinate and schedule classroom commitment as well as enrichment commitment (snowflake shuffle, fall festival, or choice day.)

- As students leave ACE, check if have a choice day and make sure another family fills those commitments. Can use new families not yet assigned to an enrichment commitment or can pull from Fall Festival and Snowflake Shuffle.
- Keep in touch with principal and kindergarten teacher regarding any gathering for potential ACE families that you can lead and answer questions in regard to commitment time.
- Keep in touch with all teachers to find out if have any concerns on families from classroom and if adequately performing commitment time. If any situation arises, discuss with teacher, Mr. D, and follow-up as needed. (May have situation where need reminder in newsletter that if you cannot attend your commitment time that you must find your own sub in advance.)
- Additional tips and information to keep in mind
  - Kindergarten – try to have at least one experienced parent in each shift, not all new ACE families.
  - When considering commitment schedule, be sure to contact families if you are not using their first or second choice to find flexibility.
  - Do not assign any 5<sup>th</sup> grade families to a Choice Day in May as this could be a conflict with other 5<sup>th</sup> grade activities.
  - If families leave through the school year, find out in advance what “shift” a new family would be expected to do their in classroom commitment time. Make sure the enrollment coordinator also has this information so when they are visiting with potential new students, the proper information is conveyed. Also good to have Mrs. Helming updated on the potential in classroom commitment shift potential new parents will be expected to fill.

**Names, Numbers, and Other Helpful Information:**

Sheila Etrheim '08-'09, Joni Merkley '09-'10, Michelle Krier '10-'11

## **Parent Commitment Co-Coordinator (Appointed)**

### **70 Hours**

#### **Job Responsibilities:**

One-year commitment that runs from January to January. Hours are counted in the school year following the January of appointment.

- Assist Parent Commitment Coordinator (review Coordinator job description for further information as well)
  - Organizing and sending out forms
  - Filing forms
  - Filling In and Out of Class Commitments
  
- Maintain Job Descriptions
  - Follow-up via email or phone with the parent/family responsible for outside commitments and receive from them a completed summary of the event and an updated job description. These documents will be available at the PTA Board meeting following the event with any additional comments added to the report by the board and teachers. Work with PTA President as needed to get evaluations.
  - Update Descriptions throughout the year as evaluations are done.
  - Once all job descriptions have been updated from evaluations gathered through Aug 1, present all to principal in a continuous document.
  
- Attend Points Meeting
  - Gather information for Points Committee (evaluation of hours given for each job).
  
- Attend Offsite Commitment appointment meeting
  
- Work on Excel and Microsoft Word
  
- Follow-up on classroom commitments

## **Enrollment Coordinator (Appointed Position)**

### **75 hours**

One-year commitment that runs from January to January. Hours are counted in the school year following the January of appointment

#### **Job Responsibilities:**

- Answer any questions regarding ACE via phone calls to interested families. Secretary will give them your name and phone numbers. Keep a written account of whom spoke with, date, time and level of interest (use the Interest Up-Date Form) and submit paperwork to office.
- Set day and time to give interested families a tour of the building, including FIC and ACE. Full tour will take approximately 45 minutes. New families that fill out paperwork after tour will take approximately another 20-30 minutes. Get paperwork from Secretary.
- With the Secretary, cross reference names, addresses, and IOI (Indication of Interest) dates that are in the computer with the written paperwork. Paperwork is kept in the Principal's office in a locked file by IOI date per grade level.
- If there are openings in the upper grades, look for the next family on the list by going to the Principal's office and getting the paperwork for that grade level. Take the next 3-5 names. Write down names and phone numbers on Interest Up-Date form and call. DO NOT take any official paperwork out of the ACE building. File paperwork in office.
- Make sure sibling list for the new Kindergarten class gets into newsletter for at least 2-3 weeks in December with instructions for any names that were missed to please contact the office.
- Put notice in the March newsletter regarding current families who may not be returning to ACE that they need to fill out a form in the office.
- See attached list for duties of new Kindergarten class.
- Attend Kindergarten Round-Up to give tours as needed to the new families to ACE.
- Attend Kinder-Pal days in May to greet/direct families to the Kindergarten room and give tours as needed.
- During the summer, keep in contact with the office for roster changes. Call the next family on the list (record information on Interest Up-Date form and submit paperwork to office). Schedule tours as needed. Get office staff cell and home numbers as they vacation and what dates the building is closed. Call ACE to let the office know when the tours are scheduled as they will need to ask the janitor to open the ACE classroom doors.

#### **Names, Numbers, or Other Pertinent Information:**

- Julie Samp 09-10, Marybeth Tarabelsi '10-'11

## **Parent Trainer K-2**

### **75 hours**

#### **Job Responsibilities:**

- Meet with classroom teacher before year begins to get any specific info necessary (i.e. changes from previous years, expectations, etc.)
- Train parents in the classroom:
  - Rules
  - Expectations
  - Procedures
  - Routines
- You train parents all day for the first two weeks of school.
- While in the classroom, model what would be expected of the parents.
- Share specifics about using:
  - Copy machine
  - Risograph
  - Supply closets
  - Lounge
  - Other rooms in the building
- Introduce parents to other parents/staff in the building.
- Find a substitute in your own child's classroom during your assigned commitment time.
- Arrange a time with your child's teacher to get in the classroom and be trained yourself. This can usually be done during the day sometime during those two weeks.

#### **Names, Numbers and Other Helpful Information:**

09-10 commitments:

K- Nan Baker

1-Sheila Etrheim

2-Julie Samp

3-Penny Bennett

4-Michelle Krier

5-Michelle Lauer

## **Parent Trainer 3<sup>rd</sup> 40 Hours**

### **Job Responsibilities:**

- Meet with teacher at least one week before school starts to review procedures
- Discuss what to cover in training with parents and when you will train
  - Review previous parent training checklist and update as needed
  - Make copies to have available for all incoming parents
- Conduct parent trainings M-F all day for the first week of school
  - Be available to help train afternoon parents as needed, especially for any new ACE families

### **Names, Numbers, and Other Helpful Information:**

**Parent Trainer 4<sup>th</sup> -5<sup>th</sup>  
20 Hours**

**Job Responsibilities:**

- Meet with teachers at least one week before school starts to review procedures
- Discuss what to cover in training with parents and when you will train
  - Review previous parent training checklist and update as needed
  - Make copies to have available for all incoming parents
- Conduct parent trainings M-F mornings of the first week of school
  - Be available to help train afternoon parents as needed, especially for any new ACE families

**Names, Numbers, and Other Helpful Information:**