



## Dilworth Elementary School PTA Committee Descriptions

Fundraising				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
<b>Book Fair</b>	Coordinate with outside vendor for two onsite book fairs. Attend and recruit volunteers to run events.	High	Fall	2*
<b>School Supplies</b>	Evaluate vendor options. Provide teacher/grade level supply lists to vendor. Manage online ordering process. Assist with distribution in August.	Low	Spring & Summer	2
<b>Spirit Events</b>	Organize off campus spirit events for families to attend. (Knights, Checkers, local restaurants, etc.)	Low	Year Round	2
<b>Spirit Wear</b>	Manage merchandising process from design to distribution. Attend events with in-person sales.	Low	Year Round	2
<b>SPARK</b>	Manage kickoff in the Spring and collections in the Fall. Attend two student assemblies. Coordinate outreach to community for prizes.	High	Spring & Fall	2*
<b>Tip the Scales</b>	Work closely with the Principal to coordinate fundraising goals. Manage/solicit corporate sponsorships. Organize kickoff in early Spring. Promote fundraiser to families.	High	Spring	4*

Marketing & Communications				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
<b>Blaze Coordinator</b>	Manage Blaze's schedule of appearances. Ensure that costume is properly stored between events.	Low	Year Round	1
<b>Campus Groundskeeping</b>	Generally maintain the appearance of courtyard and front entryway. Work with staff on special projects prior to Open House, Prospective Parent Tours & Beginner's Day. Coordinate the painting of the spirit rock 2-3 times per year.	Med	Year Round	3
<b>Dragon Dispatch</b>	Gather content and distribute weekly e-newsletter.	High	Year Round	2*
<b>New Families</b>	Organize rising Kindergarten popsicle playdates (Summer) and New Parent Party (Fall)	Low	Summer & Fall	3
<b>Photography</b>	Attend and photograph events for yearbook, social media, promotional flyers, etc.	Med	Year Round	3



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<b>Prospective Parents</b>	Organize Prospective Parent Open House (Fall) and Beginner's Day (Spring). Assist with monthly school tours.	High	Year Round	5*
<b>Social Media</b>	Responsible for posting all communication through various PTA social media outlets. Work with Dragon Dispatch and Room Parent Coordinators to provide consistent flyers and communication for all PTA Events, meetings, news, etc.	High	Year Round	1
<b>Volunteer Coordinator</b>	Coordinates volunteer sign ups at other committees' requests. Gather and distribute contact information for parents that express interest in volunteering.	Low	Year Round	1
<b>Yearbook</b>	Manage vendor relationship including assisting during school picture days. Gather content and photos and coordinate yearbook layout. Market, track sales, and distribute yearbooks. Run 5th Grade Yearbook Club with teacher advisor.	High	Year Round	2*

Parent & Student Support				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
<b>4th Grade Field Trip</b>	Assist lead 4th grade teacher with communication, snack coordination and fee collection for Spring field trip. Must be 4th grade parent.	Low	Winter & Spring	4
<b>5th Grade Events</b>	Assist 5th grade teachers with planning of 5th grade team building trip (Fall) and 5th grade Spring trip, including working with travel partners, communicating with parents, coordinating trip items and managing fee collection. Support end-of-year celebration and 5th grade class gifts. Must be 5th grade parent.	Med	Year Round	4
<b>Blaze Bowling</b>	Coordinate with vendor for bowling. Organize signup/lane assignments.	Med	Winter	2
<b>Dragon Dance</b>	Coordinate with vendors for the dance. Recruit volunteers for set up. Be on site the day of the event.	Med	Winter	3
<b>DragonFest</b>	Organize fall festival including booking entertainment vendors and food trucks, coordinating donations, working with Tom Sykes, recruiting volunteers, and running event logistics.	High	Summer & Fall	5*
<b>Hospitality</b>	Work closely with various committees to provide refreshments and table arrangements for events.	High	Year Round	2
<b>InReach</b>	Work with school counselors to provide support for students and families. Coordinate monthly snack bag program.	High	Year Round	2



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<b>Roaring into Summer Dragon Party</b>	Organize Parent & Staff party. Coordinate with vendors. Promote event.	Low	Winter & Spring	5
<b>Senior Sundaes</b>	Organize end of year event for graduating seniors to return to DES for sundaes.	Low	Spring	1
<b>Service Learning</b>	Work with school counselors and principal to select and organize projects. Be available during the week of service learning to help where needed.	Med	Spring	3

Staff Support				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
<b>Art Showcase</b>	Work with art teacher to plan and hang art displays for Spring Art Showcase including recruiting parent volunteers	Med	Spring	4
<b>Back to School</b>	Prepare the staff bulletin boards (entry hallway with teacher photos), assist teachers with their bulletin boards, prepare school open house folders. Must be available in August, starting August 1 through School Open House date.	High	Summer	2
<b>Career Day</b>	Provide planning and volunteer support for Career Day.	Med	Winter & Spring	4*
<b>Character Education</b>	Recruit volunteers for monthly classroom Character Education lessons. Maintain Character Education bulletin board.	Low	Year Round	1
<b>Culture Night</b>	Provide support to teachers leading Culture Night.	Low	Fall	2
<b>Dads on Duty</b>	Organize schedule and recruit volunteers.	Low	Year Round	2
<b>Field Day</b>	Work with PE teacher to provide planning support and volunteer coordination support for Spring Field Day.	Low	Spring	2
<b>Learning Buddies</b>	Organize schedule and recruit volunteers to serve as long-term learning buddies for students.	Low	Year Round	1
<b>Media Center Support</b>	Organize schedule and recruit volunteers.	Low	Year Round	1
<b>Music Support</b>	Provide support to music teacher for school performances.	Low	Fall & Spring	2
<b>Office Support</b>	Work with Principal and front office to determine scheduling needs. Create and maintain sign-up. Maintain "user manual" for volunteers.	Med	Year Round	2
<b>Room Parent Coordinator</b>	Recruit, train, and support room parent volunteers. Coordinate Open House volunteer interest forms. (Must have prior Room Parent experience)	High	Year Round	2*



## Dilworth Elementary School PTA Committee Descriptions

<b>Staff Appreciation</b>	Provide support for monthly staff meetings, beginning and end of year luncheons and other special treats throughout the year. Organize and recruit volunteers for Staff Appreciation Week in the Spring.	High	Year Round	6*
<b>Student Recognition</b>	Organize and maintain Dragon of the Week program. Prepare DOTW certificates weekly. Schedule and recruit volunteers to update the Dragon Boards every Monday and count dragon dollars quarterly.	High	Year Round	2*

### Commitment Level Key

**Low:** Little time commitment, mainly short easy events and/or volunteer management, great for parents with busy schedules.

**Med:** More time commitment, easy to setup and manage, events maybe run longer or multiple times a year.

**High:** Large time commitment, ongoing commitments, one-time event or several ongoing duties.

\* Two year commitment required for at least one chair to ensure smooth transition year over year