



Dilworth Elementary School PTA Committee Descriptions

President Committees				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
5th Grade Events	Support staff with coordination of 5th grade t-shirts and school gift. Must be 5th grade parent.	Med	Winter & Spring	1
Back to School	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
Field Trip Support	Support staff when requests arise regarding field trips.	Low	Year Round	1
Office Support	Work with Principal and front office to determine scheduling needs. Create and maintain signup. Maintain "user manual" for volunteers.	Med	Year Round	2
Prospective Parents	Organize Prospective Parent Open House (Fall) and Beginner's Day (Spring). Assist with monthly school tours. Organize Prospective Parent Social for Mid January.	High	Year Round	5*
Room Parent Coordinator	Recruit, train, and support room parent volunteers. Coordinate Open House volunteer interest forms. (Must have prior Room Parent experience)	High	Year Round	2*
School Supplies	Evaluate vendor options. Provide grade level supply lists to vendor. Manage online ordering process. Assist with distribution in August.	Low	Spring & Summer	2
Senior Sundaes	Organize end of year event for graduating seniors to return to DES for sundaes.	Low	Spring	1
Volunteer Coordinator	Manages DES SignUpGenius account. Coordinates volunteer sign ups at other committees' requests. Gather and distribute contact information for parents that express interest in volunteering.	Low	Year Round	1

Treasury				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
Treasury Support	Supports Treasurer with monthly bank reconciliations, incoming funds identification, corporate matching confirmation and other treasury needs. Ideally steps into Treasurer role upon transition.	High	Year Round	1



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Engagement - Support Year Round Programs				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
Campus Groundskeeping	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
Dads on Duty	Organize schedule and recruit volunteers.	Low	Year Round	2
InReach	Work with school counselors to provide support for students and families. Coordinate monthly snack bag program.	High	Year Round	2
Learning Buddies	Organize schedule and recruit volunteers to serve as long-term learning buddies for students.	Low	Year Round	1
Media Center Support	Organize schedule and recruit volunteers.	Low	Year Round	1
Photography	Attend and photograph events for yearbook, social media, promotional flyers, etc.	Med	Year Round	3
Student Recognition	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*
Yearbook	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

Events - Supports PTA Events				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
Blaze Bowling	Coordinate with vendor for bowling. Organize signup/lane assignments.	Med	Winter	2
Blaze Coordinator	Manage Blaze's schedule of appearances. Ensure that costume is properly stored between events.	Low	Year Round	1
Dragon Dance	Coordinate with vendors for the dance. Recruit volunteers for set up. Be on site the day of the event.	Med	Winter	3



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DragonFest	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*
Dragons Spring Social	Organize Parent & Staff party. Coordinate with vendors. Promote event.	Low	Winter & Spring	4
Hospitality	Work closely with various committees to provide refreshments and table arrangements for events.	High	Year Round	2
New Families	Organize rising Kindergarten popsicle playdates (Summer) and New Parent Party (Fall)	Low	Summer & Fall	2
Service Learning	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	2

Fundraising - Supports Fundraising Activities				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
Book Fair	Coordinate with outside vendor for the book fair. Attend and recruit volunteers to run event.	High	Fall	2*
SPARK	Manage kickoff in the Spring and collections in the Fall. Attend two student assemblies. Coordinate outreach to community for prizes.	High	Spring & Fall	2*
Spirit Events	Organize off campus spirit events for families to attend. (Knights, Checkers, local restaurants, etc.)	Low	Year Round	2
Spirit Wear	Manage merchandising process from design to distribution. Attend events with in-person sales.	Low	Year Round	2
Tip the Scales	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 - Branding and Communications				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
Dragon Dispatch	Gather content and distribute weekly e-newsletter.	High	Year Round	2*



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Marketing Support	Supports VP of Communications with branding and marketing needs. Ideally steps into VP role upon transition.	High	Year Round	1
Website Coordinator	Manages website updates throughout the year.	High	Year Round	1

School Enrichment - Supports School Functions				
Committee	Description	Commitment Level	Busiest Time of the Year	Number of Chairs
Art Showcase	Work with art teacher to plan and hang art displays for Spring Art Showcase including recruiting parent volunteers	Med	Spring	4
Career Day	Provide planning and volunteer support for Career Day.	Med	Winter & Spring	4*
Culture Night	Provide support to teachers leading Culture Night.	Low	Fall	2
Field Day	Work with PE teacher to provide planning support and volunteer coordination for Spring Field Day.	Med	Spring	2
Music Support	Provide support to music teacher for school performances.	Low	Fall & Spring	2
Staff Appreciation	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*

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