

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green, creating a dynamic and modern feel.

# Freedom Elementary PTA

Get involved.....Be a Part of the Journey

# 2016 - 2017 School Year

- ▶ Membership growth - from 52 to 121 Members!
  - ▶ Focus on business partners
    - ▶ YoYogurt
    - ▶ Apex Fun Run
    - ▶ VillaSport Athletic Club & Spa
  - ▶ Won State PTA Membership Challenges
    - ▶ \$50 cash
    - ▶ \$250 cash
    - ▶ Registration and travel to National PTA Convention, June 2017
- ▶ Apex Fun Run Raised over \$33K - Freedom kept \$17K
- ▶ Spirit Wear fully redesigned
- ▶ Penguin Patch Holiday Shoppe
- ▶ Scrips e-Cards - Christmas giving option for teachers/staff

# 2016-2017 School Year (continued)

- ▶ Restaurant Nights
  - ▶ Over \$1,266 raised for High Trails
  - ▶ YoYogurt, Dion's, Chick-fil-A, Chipotle, Panera, Jason's Deli, Jersey Mike's, Buffalo's
- ▶ Book Fair (fall and spring)
- ▶ Original Artworks
- ▶ Kid Power
  - ▶ Coming to Freedom Feb 27 and Mar 6
  - ▶ Fully Funded by PTA
- ▶ Movie Nights
  - ▶ YoYogurt for sale
  - ▶ Dinner and a Movie with Chick-fil-A

# 2016-2017 School Year (continued)

- ▶ VillaSport programs
  - ▶ Basketball Clinic
  - ▶ Exercise/Dance class
- ▶ Hospitality
  - ▶ Back to School
  - ▶ ESP lunch
  - ▶ Holiday Gift Wrapping
  - ▶ Teacher Appreciation in May
- ▶ Mexico in March
  - ▶ Community event (versus fundraiser)
  - ▶ Asking Fuzzy's for donation of Taco Bar
- ▶ Spring Dance - Star Wars theme Friday, April 28th

# Looking Ahead - it takes a village.....

- ▶ Membership
- ▶ Volunteers - parent and teacher requests
- ▶ Fun Run/Field Day
- ▶ Hospitality
- ▶ Restaurant Nights
- ▶ Movie Nights
- ▶ Spirit Wear
- ▶ Penguin Patch Holiday Shoppe
- ▶ Scrips e-Cards
- ▶ Watch DOGS
- ▶ Communication
- ▶ Skate City

# Membership - Parents/Staff

- ▶ Theme for membership drive
- ▶ Focus is primarily July thru September
- ▶ Membership training in Colorado Springs in early-mid August
- ▶ Membership Envelopes
  - ▶ Affix label on each envelope (different rates/types of membership)
  - ▶ Distribute PTA President letter and envelope to each parent (via class list provided by front office) prior to first day of school
  - ▶ Maintain spreadsheet of members, by month, by type with member information
    - ▶ Work with Treasurer for processing money
    - ▶ Monthly Membership report to Colorado State PTA
- ▶ Distribute Membership Cards to each member (leave in teacher mailbox to be sent home with student)

# Business Partners

- ▶ 3 tiers of partners: bronze (\$50), silver (\$100), gold (\$250)
- ▶ Think of local businesses that would make great partners for Freedom
- ▶ Businesses that can provide budget-relieving goods or services
  - ▶ Student Assemblies
  - ▶ Student field trips
  - ▶ Classroom supplies
- ▶ Approach the business with a request letter, signed by PTA President
- ▶ Follow up with the business and maintain communication on a regular basis, regardless if they join.
- ▶ VillaSport highly likely to be a gold sponsor of Field Day 2017

# Volunteers

- ▶ PTA provides a volunteer form to be printed and distributed to all parents
- ▶ Distribute before school starts
- ▶ As forms are returned, maintain a spreadsheet
- ▶ Call on these volunteers based on requests
  - ▶ Book Fairs
  - ▶ Health Screenings
  - ▶ Picture Days
  - ▶ Tutors
  - ▶ Chaperones
  - ▶ Field Day/Fun Run
- ▶ Teachers also fill out a Volunteer Needs Assessment form telling PTA what specific type of volunteer they need in the classroom



# Hospitality

- ▶ This is throughout the years at various key times:
  - ▶ Back to School
  - ▶ Parent/Teacher Conferences
  - ▶ Teacher Appreciation Weeks
  - ▶ ESP Appreciation Week
  - ▶ Holiday Gift Wrapping
  - ▶ Dr. Seuss birthday?
- ▶ Melissa Combs is current Hospitality Chair
- ▶ Duties include volunteering to bring food/desserts to various events; setup and clean up; and assist during gift wrapping.

# Restaurant Nights

- ▶ These are fundraisers for PTA, which ultimately funds various events/projects at the school.
- ▶ Communication with the various managers of the local restaurants
- ▶ Obtain flyer from restaurant
- ▶ Print and distribute flyer in timely manner; be at event to hand out flyers
- ▶ Promote the event with the Communications/Public Relations Chair
  - ▶ Facebook
  - ▶ Website
  - ▶ Emails
- ▶ Follow up post-event with Manager to determine what worked and what didn't
- ▶ Work with Treasurer on receiving the money.

# Movie Nights

- ▶ Coordinate with front office and Mrs. Kennedy in Library for scheduling
- ▶ Ask business partners if they wish to sell product at the movie night
  - ▶ YoYogurt and Chick-fil-A have participated this year
- ▶ Choose a movie and create a flyer
  - ▶ Print and distribute flyer
- ▶ Attend movie night
  - ▶ Have a sign up sheet inside the door
  - ▶ Play movie, adjust sound, etc.
  - ▶ Assist with clean up in the gym after movie
- ▶ Movie License is required; was just renewed for 5 years.

# Spirit Wear

- ▶ Redesigned in 2016; vendor is Groggy Dog
- ▶ Have quantity on hand in PTA Closet
  - ▶ Inventory and try to sell what we have first before ordering again
- ▶ At beginning of 2017-2018 school year, review styles and prepare a new order form
  - ▶ Polo shirt? Not offered in 2016, but perhaps would replace Ladies Cut T (not popular)
  - ▶ Prepare order forms (Groggy Dog will help create them) and distribute to parents (give a firm deadline)
  - ▶ Orders must be prepaid (credit card swipe machine can be utilized)
  - ▶ Work with Treasurer on depositing money weekly during heavy ordering time
  - ▶ Prepare order form for Groggy Dog and request check from Treasurer
  - ▶ When order arrives, verify packing slip and distribute items to parents

# Holiday Shop

- ▶ Used Jenny's Penguin Patch Holiday Shoppe in 2016
- ▶ Schedule in advance - ensure the week is free on the office calendar, and schedule the Flex Room
- ▶ Distribute parent letters and money envelopes 2 weeks in advance of holiday shop.
- ▶ Coordinate with Communications/PR Chair to spread the word and send constant reminders so that kids aren't left out on sale days.
- ▶ Prepare for one week of set up/sales
  - ▶ Merchandise set up on a Monday
  - ▶ Sales Tuesday thru Friday
  - ▶ Tear down/box up inventory on Friday afternoon
  - ▶ Teacher sign-up sheet - emailed to them and pinned in the teacher lounge
- ▶ Need 2 volunteers to handle the money aspect for every classroom
- ▶ Need 4 volunteers for wrapping items (vendor supplies gift bags)
- ▶ Need 1-2 volunteers to assist the students with their money/shopping

# Communications/Public Relations

- ▶ Need at least one if not two or three volunteers that are “tech-savvy”
- ▶ Facebook postings and reminders, event creation, etc.
- ▶ Freedom PTA website
  - ▶ Updates on events, calendar items
  - ▶ **MUST STAY CURRENT**
- ▶ Emails to membership
- ▶ **CONSTANT COMMUNICATION**
- ▶ **TIMELY, RELEVANT COMMUNICATION**
- ▶ In-Touch and D-11 Volunteer System

# Watch DOGS

## Dads of Great Students

- ▶ New to Freedom
- ▶ More Male involvement around the school/grounds
- ▶ Assist with volunteering:
  - ▶ In classrooms
  - ▶ In lunchroom
  - ▶ On playground
- ▶ Visibility is Key
- ▶ T-shirts made specifically for these volunteers
- ▶ Tom Copley, Jenkins Middle School Watch DOGS program

# F.I.T. Volunteer Coach

- ▶ Assure each person who volunteers is registered by completing a volunteer registration form
- ▶ Enter all school volunteer registration forms into the Ntouch EZVolunteer Module
- ▶ Enter or coordinate with Opportunity Coordinators entry of all opportunities in the Ntouch EZVolunteer Module
- ▶ Assist individual volunteers and opportunity coordinators with the tracking of hours
- ▶ Compile reports as needed, example end of year Pin Report
- ▶ Recruit a task force of family/staff volunteers to develop an action plan utilizing the Family Involvement Toolkit ( F.I.T.)
- ▶ Implement the plan
- ▶ Assess improvement in involvement
- ▶ Attend monthly F.I.T. coach training and brainstorming meetings



# Overview of PTA Board Positions

# Duties of the President

- ▶ You will play a lead role in:
  - ▶ Unit organization Meetings
  - ▶ Inclusiveness
  - ▶ Elections
  - ▶ Programs
  - ▶ Member training
  - ▶ Finances
- ▶ You will use your skills to:
  - ▶ Organize: plan and set priorities
  - ▶ Recruit, manage, motivate and retain volunteers
  - ▶ Welcome a diverse and inclusive group of members, volunteers and leaders
  - ▶ Run effective programs
  - ▶ Manage money and raise funds
  - ▶ Support membership growth and retention
  - ▶ Run effective meetings
  - ▶ Ensure all voices are heard through effective use of parliamentary procedure
  - ▶ Advocate on behalf of students
  - ▶ Transition to the next leadership team by nurturing potential leaders and preparing the incoming team

# Duties of the Treasurer

- ▶ Assist in developing the budget.
- ▶ Manage the funds of the unit.
- ▶ Keep an accurate and detailed account, in the treasurer's permanent book, of all monies received and paid out.
- ▶ Balance the check book immediately when you receive a bank statement. Prepare a monthly bank reconciliation and submit copies to the secretary and president.
- ▶ Have the bank statement opened, reviewed and signed by a non-check signer.
- ▶ Submit a treasurer's report at regular meetings of the association.
- ▶ Prepare and arrange for annual audits, preserving all check requests and authorizations, receipts, bank statements, canceled checks and other supporting financial documents.
- ▶ Transfer all financial records to the incoming treasurer in a timely manner, including the last audit report, budget, ledger, register, authorizations, and bank statements with canceled checks, deposit slips, receipts/bills, meeting minutes, treasurer reports, and other supporting financial documents.

# Duties of the Vice President

- ▶ Performing specific duties as provided for in the bylaws;
- ▶ Assuming responsibility for duties designated by the president;
- ▶ Representing the president in his or her absence or upon request.
- ▶ Participates on committees and at events as needed.
- ▶ A vice president is encouraged to be ready to assume leadership. Therefore, a vice president is encouraged to attend state PTA training and events, and to be familiar with all PTA programs and resources.

# Duties of the Secretary

- ▶ Works with the president to create an agenda
- ▶ Takes attendance (by voice vote or sign-in sheet)
- ▶ Checks for quorum
- ▶ Presents the draft of the minutes of the previous meeting
- ▶ Takes minutes
- ▶ Counts votes
- ▶ Ensures the approved minutes are included in the permanent record of the association
- ▶ Participates on committees and at events as needed
- ▶ Assists with communications: flyers, emails, social media, etc.

# THANK YOU to our 2016-2017 Business Partners

YoYogurt

IT'S ALL GOOD

BRIARGATE LOCATION  
8816 N. Union Boulevard  
Colorado Springs, Co

Is Proud to Present:

