

LOMA PORTAL NEEDS YOU!

2010-2011 PTA VOLUNTEER POSITIONS

The PTA Volunteer Committee is slating next year's officers and committee chairs. Officer positions that are not shaded are open. All chair positions are open; add your name to any committee that looks like you would like to contribute, even if a name is already written down. Please take a look at the positions available and consider volunteering. All positions are for a one year term. All PTA activities at Loma Portal are coordinated by volunteers and supported by school staff. Events cannot happen if positions are not filled. We constantly strive to improve events year after year, so please sign up to help make the 2010-2011 year the best ever. Experience is not necessary. We hope to see some new faces this year.

Contact Gia Stuckey, grstuckey@att.net, with questions.



OFFICERS

<input type="checkbox"/> PRESIDENT	<input type="checkbox"/> 1ST VP COMMUNICATIONS	<input type="checkbox"/> 2ND VP MEMBERSHIP Deborah Dutra
<ul style="list-style-type: none"> ☞ Preside at all association and executive meetings ☞ Delegates responsibilities to Officers and Committee Chairs ☞ Perform duties described in bylaws* ☞ Be a member ex officio of all PTA committees (except Nominations/ Volunteer) <p style="text-align: right;">*bylaws available upon request</p>	<ul style="list-style-type: none"> ☞ Organizes and oversees school and community-wide communications ☞ Works with; webmaster, publications, public relations & News/Beacon coordinators ☞ Recruits and coordinates volunteers for PTA & school events ☞ Maintains copies of all contracts signed by PTA chairs for PTA/Events 	<ul style="list-style-type: none"> ☞ Prepares and implements fall membership drive ☞ Involves: theme, chart for progress, incentives, P.R. through letters and flyers receiving and recording dues, filling out and issuing membership cards ☞ Shares responsibility w/other V.P. in attending Foundation Mtg.
<input type="checkbox"/> SECRETARY Angelica Wilson	<input type="checkbox"/> TREASURER Tom Xitco	<input type="checkbox"/> AUDITOR D. Valadao
<ul style="list-style-type: none"> ☞ Records the minutes at each PTA meeting and distributes to officers ☞ Tracks PTA volunteer hours ☞ Working parent (must be able to attend monthly meetings) 	<ul style="list-style-type: none"> ☞ Handles PTA receipts and disbursements throughout the year ☞ Submits books twice a year to auditor ☞ Handles information for insurance and tax return ☞ Working parent 	<ul style="list-style-type: none"> ☞ Audits the PTA Treasurer's books twice a year ☞ Working parent
		<input type="checkbox"/> HISTORIAN Kate Lubsen
		<ul style="list-style-type: none"> ☞ Keeps track of Loma Portal's PTA activities throughout the year by collecting flyers, photos, memorabilia... ☞ Working parent

Please check the box next to the position for which you would like to volunteer, fill out the information below and return to your child's teacher or e-mail this information to Gia Stuckey, grstuckey@att.net ASAP.

We will vote in next year's slate at our End-of-Year PTA meeting in June. Remember, we need your help to ensure next year's events are successful. Without volunteers, events cannot take place.

THANK YOU FOR YOUR CONTINUED SUPPORT!

Name: _____ Position: _____

Phone: _____ Email: _____

CHAIRS/COMMITTEES

AUTHOR ASSEMBLIES

April Dorman

- ☞ Book author visits for the year, including flyers and book sales
- ☞ Coordinate with publishers, plan the day's events

BOOK FAIR

Monica Folsom

- ☞ Attending Scholastic meetings, preparations and promotion prior to event, oversees staffing during week-long event. (Fall, Spring)

BOX TOP COORDINATOR **

Katie McClelland

- ☞ Collecting/redeeming labels

BASKETBALL

- ☞ Coordinate Wizards v. DD bbgame

CAMPBELL LABELS **

Jan Blevins

- ☞ Collecting/redeeming labels

COMMUNITY PARTNER LIAISON

Blake Ames

- ☞ Establishes and maintains contact w/ community partners
- ☞ Tracks solicitations for events

DIRECT DONATION DRIVE **

- ☞ Organizes the Spring DDD; Money handling responsibility

EVERYONE-A-READER

- ☞ Organizes Everyone-a-Reader - an SDUSD District Sponsored Program
- ☞ Recruits and coordinates District Training of Community Volunteers

ESCRIP

Susanna Holcomb

- ☞ Promote eScrip and track progress
- ☞ Organize charts/incentives for classes
- ☞ Runs eScrip Recycling program @LP

4th GRADE COORDINATOR

- ☞ YEAR-LONG - Coordinate fundraising and E-O-Y activities and promotion for 4th graders

GRANT WRITER/RESEARCH

Leigh Burdine

- ☞ YEAR-LONG - Helps school to research and apply for grants

HOLIDAY FOOD & GIFT DRIVE

- ☞ Nov/Dec - Organizes Holiday Food & Gift Drive

HOLIDAY GIFT SHOP

Kathee W. & Martha S.

- ☞ Sept-Dec - Produces/purchases/collects donations of small gift items to sell at the seasonal event and schedules event volunteers

HOME & GARDEN TOUR

- ☞ SPRING- Coordinates homes, docents, craft faire, ticket sales and marketing

HOSPITALITY

- ☞ First Day of School Welcome
- ☞ Organizes & Promotes Back-to-School and End-of-Year Luncheon
- ☞ Teacher Appreciation:
 - ☞ Coordinates monthly birthday treats for teachers in Teachers Lounge
 - ☞ Produces and distributes Teacher Appreciation Week flyer

INCOMING K-COORDINATOR

- ☞ Coordinates K orientation & tours

JOG-A-THON

- ☞ Coordinates largest and most energetic fundraiser at LP

Library/Literacy Night

- ☞ Maintains relationship with Librarian and organizes volunteer participation
- ☞ Dr. Seuss' B-day Family Night

MONSTER BASH

Gia Stuckey

- ☞ Oct. - Coordinates Monster Bash Family Night

MOVIE NIGHTS

- ☞ Coordinate quarterly movie nights

MULTICULTURAL FESTIVAL

Dinisa Valadao

- ☞ Feb/Mar - Coordinates entertainment, cultural food and activity booths
- ☞ Works w/music teacher to coordinate school performance

NEWS/BEACON

- ☞ Interfaces with local newspapers regarding school events
- ☞ Working parent - e-mail communications and persistency a must

POPCORN TUESDAYS

- ☞ Runs Tuesday Popcorn Sales

RECYCLING "GO-GREEN"

- ☞ Coordinates Loma Portal campus recycling programs
- ☞ Coordinates Earth Week event

Amy Kinseth

RED RIBBON WEEK

- ☞ Oct. - Week-long event promoting healthy lifestyles

RUN-FOR-LIFE COORDINATOR

- ☞ Implement & coordinate program including volunteers, incentives & marketing
- ☞ Coordinate setup every morning, weather permitting, Sept-May

TAKE A VET TO SCHOOL

April D. & Chrissy P.

- ☞ Nov. - Organizes Veteran's Day event - History Channel

VARIETY SHOW

- ☞ Organize & produce variety show

WEBMASTER & PUBLIC RELATIONS COORDINATOR

Bridget Curran

- ☞ Coordinates efforts to boost awareness in community w/mailers, advertising, etc.
- ☞ Manage Loma Portal Website
- ☞ Distribute Loma Portal e-blasts

WINTER SOC-HOP FESTIVAL

Amy Kinseth

- ☞ Coordinate Winter Family Night, plan entertainment

YEARBOOK

Treylla Orzel

- ☞ Works with committee to collect/take photos of school/classroom events
- ☞ Coordinates sales/distributions
- ☞ Works with Yearbook Company

** Position good for working parent **

