



**FIELDS ROAD ELEMENTARY SCHOOL**  
Parent Teacher Association

*EXECUTIVE BOARD POSITIONS*

**President** – Collaboratively works with Board to set the direction of the PTA.

**Vice President** — Works with President and Board to set the overall direction of the PTA.

**Secretary** – Responsible for all meeting minutes and calendar information. Post minutes to PTA website following Board and General Meetings.

**Treasurer** – Balance budget. Maintain bank account. Handle receipts, bills, taxes.

**MCCPTA Delegate/Cluster Representative** – Attend meetings and advocate for the school at the QO Cluster and MCCPTA Delegate Assembly monthly meetings.

**Staff Liaison** – FRES Staff Member who collaborates with PTA Members in furtherance of PTA initiatives/activities.

*PTA CHAIR POSITIONS*

**Membership Chair** — Coordinate registration activities and membership tables at Sneak Peek, Back-to-School Nights & Back-to-School Picnic.

**Membership Directory Chair** — Partner with front office to collect data from families, staff and school. Work with vendor (AtoZ) as well as PTA Membership Chair.

**Volunteer Coordinator** — Promote volunteering for activities and in class. Gather monthly volunteer hours and submitting to MCPS & MD PTA.

**Room Parent Coordinator** — Recruit room parents and work with Internet Communications Chair to update the PTA Room Parent List. Coordinate with Teachers on room parent activities and communications. Send Halloween, Valentine's Day and End of Year party information to room parents.

**ICB Room Rental/Reservations** — Coordinate with MCPS and ICB bookings of rooms needed for PTA events outside school hours. Can be fully done by computer.

*COMMUNICATIONS CHAIRS*

**Spanish Translators** — Assist in translating all PTA flyers. Provide translation assistance at PTA general membership meetings and possibly other large PTA events held during the school year.

**Corporate Communications Chair** — Regularly contact and liaise with local businesses on behalf of FRES to acquire additional funding, volunteers and physical donations for PTA events and meetings.

**Internet Communications Chair** — Update and maintain the PTA website and listservs (Yahoo, etc.). Push out information to membership monthly. Assist with other communications as needed.

**Newsletter Editor** — Coordinate and layout the printed Falcon Flyer 2 times per year. This includes getting stories, design and distribution.

**Bulletin Board Chair** — Decorate and update bulletin boards at the school and at the following establishments with PTA news: Giant; Target.

### *PTA SERVICE and EVENT COMMITTEES*

**5th Grade Graduation Committee** — Organize and coordinate 5th grade graduation events, to include the 5th grade picnic.

**Yearbook Committee** — Work with staff sponsors, send out and collect order forms and money, distribute yearbooks.

**Book Fair Committee** — Run Fall & Spring (BOGO) book fairs. Includes: corresponding with Scholastic, promoting event, decorating the school in preparation for the book fair, enlisting volunteers and coordinating with staff, particularly the Media Specialist, on book fair dates/activities.

**FRES Carnival or Annual Dance Committee** (*on alternate years*) — Help organize and manage entertainment, games, volunteers, food, raffles, etc.

**STEM Committee** — Coordinate all aspects of the FRES STEM Night and Science Fair. Work with staff and teachers throughout the school year to incorporate additional, grade appropriate STEM concepts and activities into curriculum.

**Family Fitness Night Committee** (February/March) — Start planning in the fall. Work with FRES Gym Teacher and City of Gaithersburg to gain local businesses to provide volunteers to activities to be presented/offered on Family Fitness Night.

### *PTA PROGRAM and EVENT CHAIRS*

**After School Program Chair** — Promotes and coordinates FRES Free Clubs and after schools programs throughout the school year. Works with Volunteer Chair and Staff Liaison to enlist teacher and parent volunteer participation, create/send out flyers, and tracking registration. Also tracks and coordinates all *PAID* after school activities; serves as liaison with *PAID* program sponsors/instructors/organizations, advertise programs to FRES community, and collect waivers/fees.

**“Green” & Wellness Chair** — Help plan FRES Walk/Bike to school day activities. Coordinate events that increase students’ environmental awareness, including events around Earth Day (in April; can include school beautification and “recycle” activities). Advocate for healthy lifestyle and food/beverage choices at FRES; work with Real Food for Montgomery Kids.

**Back to School Staff Meal** (August, week before school) — Plan a potluck lunch for FRES Staff members, get volunteers, promote to staff.

**Back to School Picnic** — This event usually occurs within the first month of the school year. Help organize and manage entertainment, food, games, and getting volunteers.

**Heritage Night** (October/November) — Plan and orchestrate the annual FRES Heritage Night (3 parts: Table Displays, Fashion Show and Talent Show).

**Holiday Gift Giving** (December) — Work with City to supply donations from our families.

**Bingo Night** (March) — Planning is in November and December. Chair lines-up guest number callers, promotes event, arranges food and gets volunteers.

**St. Patrick's Day Parade** (March) — Register with the City of Gaithersburg, coordinate participation, set up for parade at the Rio.

**Movie Night** (April/May) — Coordinate this fun, free Friday night at school. Select appropriate movie from MCPS website, obtain licensing online, promote event, and arrange for any food/concessions and volunteers.

**Kindergarten Orientation** (April/May) — Coordinate with front office, help promote, recruit volunteers. This is usually two mornings and possibly one evening.

**Science Fair** (April) — Coordinate all aspects of the FRES Science Fair, to include Science Fair Kick-Off Assembly in January/February, attend STEM PLC meetings to coordinate Science Fair projects with staff, organize an in-school Science/STEAM assembly the day of the fair and orchestrate any evening events/displays related to STEAM for the Science Fair..

**Staff Appreciation Week** (May) — Plan, promote and coordinate May teacher/staff appreciation events. Might include a couple of meals and a special activity for the staff. Chair is responsible for getting volunteers to help.

### *PTA FUNDRAISER CHAIRS*

**Overall Fundraising Chair** — Organizes and coordinates fundraising activities for FRES PTA throughout the school year.

**PTA Grant Writer** — Works with PTA Board, Fundraising Chair, and FRES Administration to identify grants for which FRES qualifies and drafts grant applications by deadlines to enhance PTA budget. (Can be done at home!)

**Spirit Wear Chair** — Coordinate the purchase, promotion, collection and distribution of orders. Obtains volunteers to help sell spirit wear and collect funds during the fall and spring spirit wear campaigns and provide to Treasurer.

**Silent Auction** — Can be once or twice a year. Seek donations from the local community; coordinate with Fundraising Chair to ensure FRES is not double-tapping local businesses for donations. Set up and take down auction items. Work with Building Services on logistics to organize event. Disperse prizes. Collect money and provide to Treasurer.

**Read-a-Thon** — Usually our biggest fundraiser, we use funds earned from RAT to provide funds for the FRES Principal's Wishlist annually. Duties include planning an assembly in March/April (Magic Show),

organizing a Barnes & Noble Night, tallying of minutes and money, and organizing with Staff to encourage reading through in-school prizes (ex: VP for a day; Counselor for a day).

**Eat Out Nights** — Coordinate 5-6 Eat Outs during school year. Responsibilities include contacting restaurants (coordinate with Corporate Communications Chair to ensure FRES does not double tap local businesses), publicizing event and collecting money from restaurants.

**Original Works Art** (October/November) — Coordinate art project with art teacher (Ms. Lavender). Send artwork and order forms home with students; collect orders; distribute items upon arrival; provide funds collected to the Treasurer

**Box Tops** — Advertise and collect Box Tops for this fundraising campaign.