

Lincoln Elementary PTA Chairperson –General Descriptions

Each PTA event has a chair. Some events are more involved than others, and the following descriptions are provided so you can decide which event is right for you. Each PTA event is detailed in a folder located in the storage room in the office. PTA chairpersons may pick up the folder, follow the recommendations, stay within budget for the event, update the previous announcement pieces and update the folder following the event. These folders provide a wealth of information and continuity to these events. Please take the time to update with your notes and return the folder following the event.

General Mills/Pillsbury – Box Tops for Education Chairperson

Box Tops for Education are available on many General Mills and Pillsbury products. Chairpersons are responsible for counting and mailing box tops for mailing. Each box top is worth 10 cents. In addition, purchasing door prizes of cereal, providing popcorn parties to the winning class months September through February, and providing breakfast with Mr. D for the winning class in March. When box tops are collected from the classroom, collect all promotional items (milk caps, Tyson) and place in the office for the Corporate Promotions Chair.

Corporate Promotions Chairperson

a. **Kemps – Give ‘Em Five and Land O’ Lakes (milk caps)** are brought in by students, collected in the classroom and redeemed once annually, in June by the Chair person. Just sort and count the milk caps and proof of purchase symbols collected. Complete the appropriate redemption form and mail to the corporate office. The redemption check should be forwarded to the PTA Treasurer care of Lincoln Elementary School. Each milk cap is worth 5 cents.

b. **Tyson- Project A+ Support Your School**

Tyson Project A+ Support your School proofs of purchase are brought in by students, collected in the classroom, and redeemed once annually, in June by the Chairperson. Just sort and count the proof of purchase symbols collected. Complete the appropriate redemption form and mail to the corporate office. The redemption check should be forwarded to the PTA Treasurer care of Lincoln Elementary School. Each logo is worth 24 cents.

c. **Kowalski’s Market**

The chairperson needs to write to Kowalski’s Market on a quarterly basis to keep Lincoln Elementary on the receipt donation list. The checks should be forwarded to the PTA Treasurer care of Lincoln Elementary School.

Art and Science Fair-Enrichment Activity Chair

The Carlson Art and Science Fair is held each January. The chairperson promotes the event, updates and sends the announcements and sign up forms. Then coordinates the collection of projects the day before, decorates, provides name tags, project tags and lists used in coordinating the set up. Purchases and creates award ribbons and certificates of participation for the students. Chair is present during the entire fair and coordinates clean up of the large gym and copy room that evening.

Art Adventure-Enrichment Activity Chair

Each fall parent volunteers from each grade attend an Art Seminar providing instruction on the evaluation of selected Art prints. Parent volunteers then bring copies of the prints to the classrooms and share with the students how to evaluate the art print. Many times classroom activities are planned to reinforce the art theme discussed. The Chairperson coordinates and sometimes solicits volunteers so that each classroom participates in this event. Obtain classroom times for the activity from each teacher and coordinate the volunteer time and teacher time. Follow up to be sure each classroom received the instruction.

Artist in Residence-Enrichment Activity Chair

The Artist in Residence program is an enrichment classroom activity for all students funded by the PTA. A certified art teacher brings art instruction into each classroom one time each quarter. This program provides

Lincoln students with exposure to formal art education. This chair works with the teacher enrichment coordinator to help out. This may involve soliciting parent volunteers to help with selected art projects when presented to the classroom. Parent volunteers are typically there to assist with and clean up following the painting projects in the lower grades.

Bear Reading- Enrichment Activity Chair

Bear Reading is a volunteer based reading opportunity offered to grades 1-4 in the spring. A parent volunteer chooses a book from the PTA Bear Library (complete with book outlines and project ideas) to present to group of children (usually 2 or 3 per classroom, total of 6-8 per group). The Chairperson is responsible for coordinating volunteers and classroom teachers, training for new volunteers, coordinating the timing of book usage, providing copies of the appropriate curriculum, publishing room/space availability for the groups, providing permission slips, following up that books are returned.

Book Fair - Fall and Spring - Chairpersons (2 people for each fair is preferable)

Scholastic Book Fair is a traveling bookstore that visits Lincoln for 1 week each fall and 1 week in the spring for the buy 1 get 1 free fair. Scholastic provides training for Chair persons as well as organizational materials, book fair themes and decorating ideas. The chairpersons divide duties of publicity, volunteers, decorating, set-up, clean up, donation of books for needy Lincoln families, classroom preview, wish list and coordination with the librarian. At least one chairperson needs to be at the book fair when open. Reordering and restocking of books takes place during the fair.

Carnival

The spring Carnival is the biggest family event held at Lincoln. Everyone gets involved in this fun event. The Carnival chairs meet 3-5 times prior to the Carnival to coordinate events and activities.

Carnival Coordinator

This person schedules Carnival meetings, updates and sends out all flyers and schedules and promotes the fair to classrooms. The Coordinator leads the discussion on ticket and basket prices and is responsible for communicating prices to other Carnival Chairs. This Chair also arranges for Ramsey County Sheriff volunteers at the fair.

Basket Donations and Drawing

This person is responsible for determining basket themes, providing example item ideas for families, placing baskets in the rooms and collecting items from the rooms. Arrangement of the baskets on Carnival day, labeling the drawing buckets for tickets and coordinating the drawing and distribution of baskets. This person also works with the donation chair on the theme for the event basket and is responsible for putting together the event basket, promotional phrases and drawing needs.

Clean Up Chair

This person is responsible for coordinating the clean up of all areas of the building used during the Carnival. All decorations must be removed from the gym area, all floors dust mopped or vacuumed, all game pieces returned to the stage or appropriate classroom. All furniture (desks, chairs etc.) returned to some state of order. Garbage cans emptied with classrooms and hallways ready for use in the morning. Assign tasks to volunteers arranged by volunteer coordinator.

Decorating Chair

This person is responsible for getting decorations made by classrooms. Coordinating volunteers putting up and taking down the decorations.

Donations Chair

This person is responsible for soliciting donations from the community for the Carnival. This person works with the Basket chair coordinating the theme and items in the event basket. Thank you notes to all contributors and as well as poster at Carnival and creating a flyer listing all contributors is this person's responsibility.

Food Chair

This person is responsible for determining and coordinating all the food to be available at the Carnival. This includes all associated paper products needed, determining ticket numbers for each item, working with the Lincoln Staff member who coordinates the teacher/staff volunteers. Ticket bucket(s) for collection and counting of tickets for calculation of food revenue less expense is this chair's responsibility.

Games Chair

This person is responsible for determining the games for the Carnival, making any new games, creating coordinating posters for the doors, labeling ticket buckets, making the map of game locations, coordinating set up and putting away all the games. This person is also responsible for reporting on the success of each game by evaluating the number of tickets collected for each game.

Prizes Chair

This Chair working with the Game Chair is responsible for determining the number of tickets required for each game. Then winning and consolation prizes of appropriate cost are purchased and sorted for each game. This chair is responsible for restocking game prizes during the carnival.

Ticket Sales Chair

This person purchases or creates all the tickets for the fair, bundles packages of \$5 and \$10, arranges for PTA members to sell tickets and basket ticket sales. This person assembles the goody bags for distribution with tickets and stuffs any coupons and the list of contributors into the goody bags. This chair also sets up tables and coordinates money distribution and pickup. This person also reports back on the revenue received from ticket sales, classroom basket sales and the event basket.

Volunteer Coordinator Chair

This person is responsible for obtaining the volunteer lists from the volunteer coordinator and obtaining a list of games and personnel necessary to fill all the spots for decorating, game set up, running games, clean up and vacuuming of all the rooms and hallways. Calling first the volunteers from the list collected in the fall. Then communicating with the Carnival coordinator for release of the call for additional volunteers. Calling all new volunteers and tapping the Ambassador group at North Campus for student volunteers. During the Carnival this chair is in the office checking in volunteers and rearranging volunteers as needed.

Display Board

Across the hallway from the office is a glass covered bulletin board used by the PTA to inform students and parents of the upcoming PTA events. This Chair is responsible for updating the board periodically to advertise and raise the excitement levels for upcoming PTA events. This includes updating the display before the "Meet the Teacher" event before school starts and removing all materials when school is out for the summer.

Fall Fundraiser

Lincoln PTA does 1 major fundraiser each year. We have chosen the Kathryn Beich company, as it has been a proven winner for us in the past. The wrapping paper, specialty candies and novelty items are of superior quality. Many holiday gifts can be ordered, with 50% profits going to Lincoln PTA projects. Each student will bring home a fund-raiser packet with details on how to order. Participation in this event is voluntary. Donations directly to the PTA are also accepted.

Fall Social

The fall social Chair(s) coordinate this event from start to finish. Including determining a theme, purchasing all of the necessary items for decorations, and food. The chairs obtain volunteers to decorate, chaperone and clean up. They arrange for a DJ for dancing and coordinate all aspects of food preparation, delivery and pricing.

Flower Sale

The flower sale is a popular, colorful event with flowers for spring planting. The chair coordinates the dates of the flower sale order turn in and delivery with White Bear Floral in January. Then order forms for flowers are sent

home in late April. The order forms are collected verified and money counted. The summarized order is turned into White Bear Floral. Then the Chair coordinates acceptance of flowers, verifies the White Bear Floral invoices and obtains volunteers to help with flower delivery in the morning, sorting of orders for delivery and flower order pickup during the day and after school that same day.

Garden – Lincoln Entrance

The Garden Chair coordinates volunteers to maintain the gardens located at the front entrance of Lincoln. The chair sets the dates for spring and fall garden clean up and keeps up the planter located by the front entrance.

Health Screening

Each fall students in grades 1-5 are screened for visual and hearing impairments. The Health Screening Chair coordinates the volunteers that assist Health Screening professionals to accomplish this task.

Hippodrome Ice Skating

When the weather cooperates and ice is available at the Hippodrome, Lincoln holds ice skating events. Bring your own ice skates. A few parent chaperones are used for this event. Soda pop is available from vending machines. The Hippodrome is located on Division Street adjacent to Central Middle School.

JR Achievement – Enrichment

The JR Achievement Chairperson is responsible for coordinating volunteers and classroom teachers for the spring JR achievement curriculum. Some teachers prefer not to participate in the JR achievement program. The chairperson orders materials from JR achievement for all participating classrooms then follows up with volunteers making sure participating classrooms get their lessons.

Memory Book – (2 chair persons is preferable)

Each year PTA volunteers create a memory book or yearbook. All students and staff are pictured. Memory book Chairs determine the layout of the book working with LifeTouch. Chairs coordinate the distribution of one time use cameras or film to classroom teachers. Coordinate parent volunteers from each classroom to paste together the class pages that include individual student photos and a collage page of classroom photos. Provide typed class lists for each classroom page. Coordinate the pasting up of additional event pages. Proof all pages of the memory book. Determine the pricing required for the book to break even with the costs. Create and send home book order forms in March, check and assemble orders by classroom, count money collected, coordinate and delivery of books.

National Education Week – Lunch with your child

During National Education week the cafeteria gears up and invites parents to have lunch with their child at school. The Chairperson recruits volunteers to clean off tables after each grade level finishes eating.

Open House- Meet the Teacher

The Open House is usually held the week prior to school starting with early evening hours. The Chair person makes all the arrangements for the refreshments served, finds volunteers to help clean up, and coordinates with the Fund raiser Chairs and Box Top Chairs as well as Scouting and Campfire Leaders for display purposes and coordinates with PTA Secretary and Treasurer for membership table.

Teacher Appreciation Dinner – Fall and Spring

In appreciation of our teachers the PTA organizes dinner to be served during fall and spring evening conferences. PTA Chair(s) select a theme, call individuals for food or monetary donations, decorate the teachers lounge, set up dinner with door prizes and serve the food and clean up. Office staff can provide current staff numbers and time of dinner. Corresponding folder updated and returned to PTA box in office.

T-Shirt and Sweatshirt Sales

T-Shirts, hooded sweatshirts and crew neck sweatshirts, winter headbands and hats are available in child and adult sizes. Order forms are sent home in October with delivery of ordered items before the December holiday break. T-Shirts are provided to all kindergarten students and new students at the beginning of each school year. (Office staff can assist with quantities of shirts needed for the following year and new students.)

Chairperson is responsible for displaying the garments that are available in the PTA display box located across from the office. An order form needs to be created with pricing, distributed to students, picked up with payment, orders verified, 1 order placed with outside vendor, merchandise picked up, delivery coordinated. Corresponding folder updated and returned to PTA box in office.