

PURPOSE

The purpose of this handbook is to provide families with information on the scope, structure, and activities of the Madera PTA. We hope that as you become familiar with the organization, and you will find areas in which to participate – there really is a place for everyone!

MADERA PTA EXECUTIVE BOARD

| <u>POSITION</u> | <u>DESCRIPTION</u> |
|---|--|
| President | Organize and direct PTA meetings; serve as liaison with Principal, State, and National levels. Authorize payments from PTA funds; approve PTA events and correspondence. |
| Executive Vice President | Serve as liaison with PTA at Bayside PTA Council. Apply for facility use permits with WCCUSD. Introduce faculty at monthly PTA meetings. Manage PTA calendar of events. Assist the President when needed in absence. |
| 1st Vice President for PTA Programs | Organize special events related to PTA organization, including First Day of School/New Family Orientation and Holiday PTA dinner. Oversee Math and Science and Art Nights |
| 2nd Vice President for Membership | Recruit volunteers to chair committees and PTA jobs; serve as resource for committee chairs; maintain list of committee chairs; conducts Madera talent search; update/distribute PTA Handbook. |
| 3rd Vice President for Fund Raising | Recruit volunteers to chair fund raising events; organize family education programs; maintain listings of family resources; including auction, direct appeal and Olympics. |
| Secretary | Take and distribute minutes of PTA meetings. Receive and prepare PTA correspondence. Approve warrants for reimbursement |
| Treasurer | Prepare PTA annual budget and monthly and quarterly summaries of income and expenses. Prepare disbursements. Prepare IRS taxes for certified accountant. |
| Financial Secretary | Verify and prepare deposits. Issue receipts. |
| Auditor | Prepare audit report of PTA financial transactions. |
| Historian | Collect and organize materials to provide historical record of Madera PTA, including photos and PTA President log in hallway |
| Parliamentarian | Ensure organizational adherence to rules of order. Serve as chair of nominating committee for Executive Board Officers. |
| Past President | President from previous year |
| Principal | Madera Principal |

Fundraising:

Direct Appeal: Many families wish to give directly to benefit Madera students. Direct appeal provides tax identification and employer-matching information. Individual installment payment plans are available. Online donations are available through Justgive.org

Third Thursday Restaurant Nights: Dine out at a local restaurant, funds from proceeds benefit Madera.

Ice Cream Sales: Ice cream is sold weekly after school – a terrific treat and “fun”-raiser.

Shopping Rebate Programs: Once PTA families and friends have registered, every dollar spent at participating stores brings in a percentage to Madera. This results in a “win-win” fundraiser.

Escrip / Paper Scrip: Participating merchants will make contributions to Madera, based on purchases made by you, just by using the cards you have registered.

Madera Olympics: Parents and friends pledge donations for student “Olympians” who run, jump, throw, kick and do sit-ups. A noncompetitive, and fun-filled event. Spirit Rally kicks off the fun filled week.

Auction: Silent and live auction items are bid upon at this adults-only fundraiser. The auction features everything from summer camps to weeklong getaways. The cost of admission covers appetizers, drinks, and dessert. A casual and fun-filled event held in the spring.

Spirit Items: MADERA sweatshirts, t-shirts, and many other items are sold by order form and at many school events.

Book Fair: Organize fun fundraiser with either Barnes and Noble or Scholastic Book Fair.

Other Fundraisers: We also participate in General Mills’ Box Tops for Education, e-waste and recycling, and other creative ventures that parents dream up!

Sources of PTA Information

Madera Website: www.maderapta.com email: maderaelementary@gmail.com

Paperless Blue Folder/ Optional Paper Blue Folder: A blue folder is sent home with your child at the end of each week. It contains important flyers, which will keep you up to date with all school events. All PTA flyers need to be approved by PTA President and Principal the Wednesday prior to Friday Blue Folder disbursement.

E-mail tree: Join the Madera PTA Google Group. Sign up at: <http://groups.google.com/group/maderapta>. Subscribe to this group to receive information about school and PTA news, meeting, activities, and events.

Board Meetings/General Membership Meetings: Are typically held on the second Monday of each month, from September through June, at 7:15 in the Madera Library. Check the marquee, newsletter, or e-mail tree for the most current schedule. All parents are encouraged to attend. Receive updates on PTA activities, discuss new issues and ideas, and vote on budget and other issues.

Madera Matters: The quarterly newsletter that covers school activities is written to PTA volunteers.

MADERA PTA ACTIVITIES AND COMMITTEES

Most Madera PTA Activities and Committees are headed by a chairperson who coordinates other volunteers. Chairpersons may volunteer themselves, or be recruited by the committee. A search for the chairpersons usually begins after school starts in the fall. Contact the 2nd Vice President or the current committee chair of the event you are interested in for more information on how to become involved.

Ongoing Student Services

Classroom Supply Drive Coordinator: The Madera PTA provides teachers with classroom supplies. It also provides other administrative staff with supply budgets. Upon request, other supplies and equipment that benefit students may be purchased.

Paperless Friday Folder Coordinator: Receive and proof folders by email to be sent out weekly to families who choose to receive paperless electronic fliers.

Copying: The copy coordinator copies and distributes all school and PTA handouts on weekly basis for the Friday Blue Folders for families who choose to receive paper copies of PTA fliers.

Disaster Preparedness: Madera is prepared to provide students with water, food and basic first aid for up to three days in the event of an emergency.

Assembly Coordinator: A Madera faculty member volunteers to coordinate monthly assemblies funded by the PTA.

First Day of School Welcome: The PTA sponsors an informational meeting with refreshments to welcome new families.

Volunteer Honorary Service Awards: Service awards of exemplary volunteer service to children are given annually at the last PTA meeting of the year and dinner.

Traffic Safety: Serve as a liaison with the city of El Cerrito to conduct random traffic checks and moving violations within school zone. Volunteers provide assistance in directing cars through the drop-off areas.

Hospitality: PTA provides refreshments for PTA meetings and other organizational events, such as Kindergarten registration.

Marquee: The PTA maintains the marquee in the front of the school to inform the Madera community of school events.

Library: Chairperson coordinates volunteers for shelving, inventory, and student check-out/check-in in the library. PTA provides funds for book purchases.

Teacher Appreciation Luncheons: The PTA coordinates and hosts teacher and special occasion luncheons.

Membership: Coordinates fall PTA membership drive. Note: only cardholding PTA members may vote on General Membership motions.

Newsletter: Editor collects, edits and writes articles for quarterly newsletters.

Olympic Readers and Thousand Page Club: Reading incentives clubs open to all students. Thousand Page club is for Kindergarten through 2nd grades. Olympic Readers Club is for 3rd through 6^h grades.

Madera Art Show: PTA organizes a student art fair, showcasing a wide variety of student art.

Room Representatives: The PTA coordinates Room Representatives for each classroom. The volunteers plan traditional school celebrations such as Halloween, Winter Holiday, Valentine's Day, etc.

Roster: The PTA provides families with a school roster listing the names of families who have given their consent to be in the roster.

Science & Technology/Science Fair: The PTA provides funding for the Science and Technology Teacher's salary, and funds equipment and supplies. It also funds the Science Fair.

Garden: The PTA helps fund and maintains the Madera Garden, established by the Shadi family.

Capital Improvements: The PTA provides funds to assist in implementing the school's site plan.

Student Enrichment: PTA provides funding for study trips and special in-class presentations.

Yearbook: The PTA coordinates the production of the Madera Yearbook, which is sold at a minimal price to cover costs.

Moving On Day: Celebrate the success of our 6th graders with a party as they move on to middle school.

Family Events

Pizza in the Park: a great chance to get reacquainted with schoolmates and parents, and to meet new friends. The teachers staff the food line, and parents pitch in to prepare food. A nominal fee covers the cost of the event.

Winter Sing Along: An evening program of community and student singing and refreshments to celebrate the Winter Holidays.

Carnival: Our fun-filled end-of-year family event. Parents and students staff carnival booths and concessions, and a minimal ticket charge for games and activities covers the cost of the carnival.

International Night: Multicultural potluck family dinner. Come and celebrate the many ethnicities that make Madera great.

Math and Science Nights: The PTA funds fun family events hosted by Lawrence Hall of Science and Chabot Space. These extra events enhance the curriculum, and fun for all age groups.

Kindergarten and 1st Grade Potlucks: Family hosted dinners made to get to know fellow Madera families.

Sixth Grade Activities: Sixth Grade parents are responsible for funding and fundraising for these events.

NON PTA-SPONSORED ACTIVITIES

Classroom volunteers: Teachers coordinate volunteers for their classrooms. Volunteers may assist with computer, science, art, tutoring, paperwork, library, etc.

School Site Council: The Site Council is comprised of parents and staff. Parent representative are elected by parents to serve a 2-year term. The council prepares the school site plan, which specifies how district and state funds will be spent. The council meets monthly.