

## **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, you will find areas in which to participate – there really is a place for everyone!

## **MADERA PTA EXECUTIVE BOARD**

### **POSITION**

### **DESCRIPTION**

#### **President**

Organize and direct PTA meetings; serve as liaison with Principal and PTA at Bayside, State, and National levels; authorize payments from PTA funds; approve PTA flyers.

#### **1<sup>st</sup> Vice President for PTA Programs**

Organize special events related to PTA organization, including First Day of School/New Family Orientation and President's/5<sup>th</sup> Grade Parents' Dinner.

#### **2<sup>nd</sup> Vice President for Membership**

Recruit volunteers to chair committees and PTA jobs; serve as resource for committee chairs; manage PTA calendar of events; maintain list of committee chairs; conducts Madera talent Search; update/distribute PTA Handbook.

#### **3<sup>rd</sup> Vice President for Fund Raising**

Recruit volunteers to chair fund raising events; organize family education programs; maintain listings of family resources; oversee Red Ribbon Week.

#### **Recording Secretary**

Take and distribute minutes of PTA meetings.

#### **Corresponding Secretary**

Receive and prepare PTA correspondence.

#### **Treasurer**

Prepare PTA annual budget and monthly and quarterly summaries of income and expenses. Prepare disbursements.

#### **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.

#### **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.

**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.

**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.

**Auction:** Silent and live auction items are bid upon at this adults-only fundraiser. The auction features everything from Fairyland passes to week-long 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.

**Other Fundraisers:** We also participate in General Mills’ Box Tops for Education and other creative ventures that parents dream up!

### **Sources of PTA Information**

**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.

**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 first Monday of each month, from September through June, at 7:15 in the Madera Community Room. 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 monthly newsletter that covers school activities is written to PTA volunteers.

### **NON PTA-SPONSORED ACTIVITIES**

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

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

**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.

## **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 2<sup>nd</sup> Vice President or the current committee chair of the event you are interested in for more information on how to become involved.

### **Student and Administrative Services**

**Administrative and Classroom Supplies:** The Madera PTA provides teachers with a budget for classroom supplies. It also provides other administrative staff with supply budgets. Upon request, other supplies and equipment that benefit students may be purchased.

**Copying:** The copy coordinator copies and distributes all school and PTA handouts.

**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.

**Drug Awareness:** The PTA funds Red Ribbon Week activities.

**Faculty Liaison:** A Madera faculty member volunteers to serve on the PTA Board.

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

**Founder's Day/Honorary Service Awards:** Service awards of exemplary volunteer service to children are given annually at the PTA founder's Day Celebration.

**Health and Safety:** The PTA provides supplies and volunteers to help keep the kitchen and first aid areas stocked and clean. Volunteers provide assistance in directing cars through the drop-off areas.

**Hospitality:** PTA provides refreshments for PTA meetings and other organizational events.

**Human Relations Display:** 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.

**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 monthly newsletters.

**Olympic Readers and Thousand Page Club:** Reading incentives clubs open to all students. Thousand Page club is for Kindergarten through 2<sup>nd</sup> grades. Olympic Readers Club is for 3<sup>rd</sup> through 5<sup>th</sup> grades.

**Publicity:** The PTA posts articles and notices of events in the local newspaper.

**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.

**Shadi Garden:** The PTA maintains the Shadi Garden, established by the Shadi family.

**Site Improvement Plan:** The PTA provides funds to assist in implementing the school's site plan.

**Study Trips:** 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.

### **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.

**Parent Education:** The PTA sponsors parent education speakers and the parent education library.

**Winter Holiday Program:** An evening program of community and student singing and refreshments to celebrate the Winter Holidays.

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