

## PTSO Committees

We have various committees and groups which work within the PTSO. Some are 'standing committees' and are active throughout the school year. Some are active only during a particular period, while the function the committee supports is upcoming or happening.

**We can always use help!** If you have a particular gift or skill that can help us in a particular area, please let us know! We are parents, just like you are, and are trying to do things that will enhance our children's learning opportunities and offer safe and fun activities for our students at Bird High School.

Below is a brief description of each of the groups or committees which we currently have in the PTSO at Bird High School. If you are interested in becoming involved in any of these areas, please send us an e-mail at [info@BirdPTSO.com](mailto:info@BirdPTSO.com) and let us know. We would love to have you join our ranks.

### **After Prom Party Chairman**

The largest and most time consuming program that the PTSO sponsors in the 'After Prom Party'. Every year, we need new and fresh ideas and some parents who are willing to offer their ideas and work hard on this program for our Juniors and Seniors and their guests. If you are interested in becoming involved with this very worthwhile program, please let us know!

## FUNDRAISING

### **Fall Fundraising Coordinator**

The Fall Fundraiser Coordinator will coordinate the fall fundraiser, possibly fall plants, make the flyer, get it distributed, help with money collections, and flower delivery. This is a very important job! If we do not raise funds, we cannot support the programs for our students that we would like. You work hard at it for about a month, and then the job is over.

### **Winter Fundraising Coordinator**

The Winter Fundraiser Coordinator will coordinate the winter fundraiser, possibly Joe Corbi's Pizzas, make the flyer, get it distributed, help with money collections, and pizza delivery. This is a very important job! If we do not raise funds, we cannot support the programs for our students that we would like. You work hard at it for about a month, and then the job is over.

### **Spring Fundraising Coordinator**

The Spring Fundraiser Coordinator will coordinate the spring fundraiser, make the flyer, get it distributed, help with money collections, and delivery. This is a very important job! If we do not raise funds, we cannot support the programs for our students that we would like. You work hard at it for about a month, and then this job is over.

### **Spiritwear Coordinator**

The Spirit wear Coordinator will coordinate the ordering, selling and reporting of all of the spirit wear that the PTSO sales at football games, basketball games, during Freshmen Orientation, Open House, and at any other opportunity the PTSO has to sell spiritwear. She will also coordinate other parents to help sell spirit wear during these functions.

# **LIAISONS**

## **Homecoming Dance Liaison**

The SCA sponsors the Homecoming Dance in October. Every year, the PTSO helps the students sell tickets, provide chaperones (about 30) for the dance, and provide drinks and snacks in the small commons for the attendees. This is a fun job! You work at it for about 4 weeks prior to the dance, the night of the dance, and then this job is over.

## **Junior Ring Ceremony Liaison**

The Junior Class sponsors the Junior Ring Ceremony where juniors receive their class rings. The PTSO hosts the reception help after the ceremony for the juniors, their parents and friends. This involves working with the Junior Class Sponsors (teachers) and coordinating the food, help, and setup, serving and cleanup the night of the program. You work for about 4 weeks prior to the junior ring ceremony and the night of the program, then this job is over.

## **Special Education Liaison**

This parent will serve as a liaison from the special education students to the PTSO. She will report things that are happening with the special education department, and will help coordinate programs to ensure special education student inclusion. ie. the After Prom Party, Homecoming, etc.

## **Pre-Engineering Liaison**

This parent will serve as a liaison from the Pre-engineering Boosters (Rocket Boosters) group to the PTSO. She will report to the PTSO what is happening with the Pre-engineering program and will take to the Rocket Boosters information regarding the PTSO programs. She will coordinate any activities that cross groups. ie. the After Prom Party

# **OTHER**

## **Baccalaureate Coordinator**

This parent will coordinate the Baccalaureate Program, working with the school principal to select the date, place and making arrangements to secure the location, pay any deposits, and coordinating other activities relating to Baccalaureate, ie. sending out invitations, ordering flowers, chairs, cleanup services.

## **Beautification Committee Chairman**

We need someone who knows a little about plants and gardening to take this position. The PTSO basically purchases mulch, purchases plants to replace plants that have died or to add color to a location, and purchases plants for general maintenance. The county takes care of cutting the grass, spreading the mulch, etc. We usually have a budget of around \$500 for beautification unless a special project comes up.

### **Enrichment Committee Chairman**

This person would help our students work with our PTSO Service Awards Program, getting publicity out about the program and tracking student hours of 'work' for PTSO sponsored functions. At yearend, the chair of this committee would make up certificates for all those students who have worked 'community service hours' for the PTSO. The certificates would be given out at the awards assemblies at the end of the school year. The Enrichment Chairman would also be responsible for ordering PTSO graduation pins for the seniors who meet the requirements of service to the PTSO and school. These pins will be worn on the graduation gowns of the seniors during graduation.

### **Hospitality Committee Chairman**

This person will coordinate various functions for the school staff and teachers including a back-to-school function, usually a breakfast or luncheon during the week before school starts; a Christmas (Holiday) luncheon right before winter break; Teacher's Appreciation Week usually in May; an end-of-the-year function, usually a luncheon the week of final exams; Principal's Appreciation Week usually in February; and treats for the teachers on certain months. (ie. not in months where other teacher functions occur.) This person will report suggestions to the board for approval, coordinate the event, recruit help and food donations, and work with various groups at school (special education, main office, etc.) to make sure these functions are a success.

### **Publicity and Communications Committee Chairman**

The person in this position would be responsible for maintaining the PTSO bulletin board which is located just outside of the main office at school. Updates to the minutes, financial reports, and Teacher of the Month need to be posted monthly, as well as any materials about upcoming events (like the After Prom Party, Scholarship deadlines, etc.). Articles need to be written and submitted for the school newsletter and for the local newspaper, the Village News. Assistance with communications materials going out to the teachers and staff and PTSO general membership would also be included in this job description.

### **Scholarship and Book Awards Coordinator**

This person will chair the scholarship committee, get publicity out to students regarding applying for the PTSO scholarships, and coordinate the selection committee in selecting students to receive the scholarships. She will also work with the principal to purchase and present college dictionaries to deserving graduating seniors.

### **Skyhawk of the Month Coordinator**

This person will be responsible for recognizing the PTSO Skyhawk of the Month, who is elected at each of the monthly PTSO board meetings from any teacher or staff member. The Skyhawk of the Month Coordinator will work with various local businesses to get gift certificates for the teacher, create a certificate from the PTSO for the teacher/staff member, write a school newsletter article recognizing and congratulating the person, posting the information on the PTSO bulletin board, and getting the award and gift certificates to the teacher in a timely fashion. She will make sure an announcement is made at school in the morning announcements recognizing the teacher.

### **Volunteer Coordinator**

This person will assist other coordinators and committee chairmen to recruit help to carry out their function. She should have the time to make calls to volunteers for help when needed. She

will be maintaining the PTSO Volunteer Database and entering data gathered from the PTSO Volunteer Forms which parents complete and turn in. She should know how to use Excel or another spreadsheet software and must have access to a computer to do so. She must know how to use e-mail and have easy access to it.

### **Webmaster**

This parent will maintain the PTSO website, keeping it up-to-date with things happening with the PTSO. She will coordinate with the school's webmaster any items that need to be posted across websites.