

# Little Rock Central High School

## PTSA Committee Descriptions

### COMMITTEES

**PTA Council Representative** - Attends the monthly Little Rock PTA Council meetings (historically the second Tuesday of each month). Reports back at the PTSA meetings any information appropriate or related to PTSA business. [Throughout the school year]

**Legislative Liaison** – Reports at our PTSA meetings any activities being discussed and/or passed during the Arkansas Legislative Session that affect our schools/students/families. [Throughout school year]

**Alumni Liaison** – Attends PTSA meetings and reports back and forth activities to the Alumni Organization. [Throughout school year]

**PTSA Membership** – Coordinates selling of PTSA memberships for LRCH. Memberships are sold beginning at August Check-In, during Open Houses and other any other events of choice where parents and students are gathered -- mainly during the fall semester. Also encourage teachers to join by attending (or sending a representative to) an after-school monthly Teacher Meeting. Works with the Treasurer to complete required State and National PTA Membership reports. [Concentrated in fall semester, minimal in early second semester]

**PTSA Meeting Hospitality** – Organizes and provides “snack” type foods/water for each PTSA meeting held in the library. [Throughout school year for 7 scheduled meetings. Usually at least 2 volunteers.]

**Main Office/Attendance Office/ Guidance Office Volunteers Coordinator** – Gathers and organizes volunteers for the three offices. Maintains an overall schedule of volunteers as well as a “substitute list”. PTSA provides 2 volunteers for each of 2 shifts during every school day. PTSA also provides several weekly volunteers in the Guidance Office, as well as special-request support in the Attendance office. [Concentrated at beginning of school year, some maintenance during the year]

#### **Volunteer Coordinator for:**

[Secures volunteers a few weeks before school starts – from lists of volunteers who signed up during August “Check-in” and oversees the volunteers at each event.]

**9<sup>th</sup> Grade Orientation** – These volunteers help pass out schedules at the end of 9<sup>th</sup> Grade Orientation. [Two days before school starts-afternoon]

**Schedule Pickup--Upperclassmen** – These volunteers help pass out schedules during the schedule pickup for upperclassmen. [Day before school starts]

**Schedule Pickup --1<sup>st</sup> Day of School** - These volunteers help pass out schedules for approximately one hour in the morning on the first day of school [in auditorium].

**Partners In Education Liaison** - Liaisons between our school and businesses/entities who provide various kinds of support for our school. Coordinates recognition of these donations in writing, on our website and at PTSA meetings. [Throughout the year, concentrated at beginning when re-establishing relationships]

**Senior Class Parent Liaison** – Works with the senior class sponsor and officers to help coordinate parent volunteers where needed. [Parent of a senior student.]

**Reflections** – Coordinates the PTA Reflections program for our school. Advertises the theme and contest guidelines. Gathers entries in each category and has them judged at the school level. Forwards winning entries to the State PTA for judging. Presents local and state awards to students at the April PTSA meeting. [October/November-- Advertising and posters, December/January Contest held and judging, April – Awards given]

**ViPS (Volunteers in Public Schools)** – Gathers, calculates/totals and generates report of all ViPS hours given at Central HS. (Totals are for March 1 through end of February each school year.) [Report is due to LRSD ViPS department Mid-March]

**Art Activities** - Works with our LRCH Art Department for Artwork recognition and area Art Shows.

**Science Fair Judges Liaison** – Works with the Science Fair Coordinator/Teacher (who secures the judges) to maintain the spreadsheet of volunteer judges. Contact judges and coordinate details for the science fair. [December/January/February]

**Science Fair Snack Coordinator** – Organizes volunteers to provide snacks for the judges on science fair judging day. Also secure volunteers to help setup, attend to and clean up afterwards. [Late January or early February]

**Student Testing Snack Coordinator** – Plans and coordinates the gathering/purchase of snacks (cheese cracker packs and small waters) for students. Coordinate the distribution of these snacks for each of the testing days during the second semester. [March/April/May]

**AP Testing Snack Delivery** – Coordinate with the Guidance Office to purchase testing snacks for AP Testing and deliver them to the Guidance office before testing begins. [April]

**Health Fair Snack Coordinator** – Plans and purchases snacks/waters for the (one-day) Health Fair at school. [March or April]

**PTSA Grants** – Advertises and gathers grant applications from Central HS staff for support or purchase of project items to benefit students – outside what is normally provided through the school or the individual department. Works with the school administration to assess applications and award grant money. Notify grant winners and facilitate distribution of the money. [Grants are given twice: once each during fall and spring semesters]

**Project Graduation** – Organizes and oversees volunteers for this PTSA-sponsored, substance-free post-graduation night celebration event for seniors. The past several years it has been held at “Playtime Pizza”, 10:00pm-2:00am. [Spring semester – large committee. Usually co-chaired.]

**Tailgate Coordinator** – Plan a tailgate before a home football. May be PTSA only sponsored or in coordination with another school group. [Fall]

**Building and Grounds** - Coordinates efforts for school/grounds beautification. [Random date(s) as scheduled during school year]

**Awards/Nominations** – Assists in writing awards submitted for PTA Council, State PTA and the ViPS Nominations. [Awards due in January and March]

**LRCH Faculty Meeting Hospitality** – Purchases and delivers (individually packaged) snacks and water bottles for each monthly staff meeting. [Throughout school year for all scheduled meetings (8 or 9)]

**LRCH Staff Appreciation/Hospitality** – Organizes, prepares/provides monthly activities that show appreciation for our staff (teachers, admin, guidance, library, custodial, ETC.) This includes meals (breakfast or lunch) in the staff lounge and/or treats in the staff boxes. [Throughout school year—large committee]

**LRSD Check-In (August)** – Plans, gathers volunteers and coordinate the LRSD’s two-day August Check-In procedure. [May-planning, Early August-planning, setup, event – usually a team of two coordinators]

**Parent Open House** – Gathers and organizes volunteers to assist during Open House (time during which all parents have opportunity to meet their students’ teachers). Volunteers pass out programs and gather money during our “Pass the Hat” fundraiser (hats are passed throughout the auditorium to collect monetary donations. The PTSA doesn’t otherwise have large fundraising programs during the year.) [September]

**LRSD Check-Us-Out Days** - Gathers and organizes volunteers to welcome and give tours to parents interested in learning about Central HS during “Check-Us-Out” open recruiting days. [November]

**LRSD Recruitment Open House** – Organizes punch and cookies reception for parents/students during Open House. [November]

**Watch Dog Dads** – Organizes fathers, grandfathers, brothers and uncles to volunteer to monitor the halls and other areas so their presence will be known and students will have father figures on the campus of LRCH.