

PTA Volunteer Committees

WE NEED YOU!!! This is your chance to provide some new and innovative ideas for our school. Volunteering your time, talent and ability will not only help our school, but also will enhance our children's learning. Your role may be as large or as small as you prefer. Please help us by volunteering where your time allows.

A brief description of the committees is given below. Members are welcome at any time. Those committees with an asterisk (*) are looking for a chairperson or co-chairpersons for the 09-10 school year. For any questions, you may contact any of the current committee chairs listed or the PTA Officers. Visit www.carrolltownepta.com for more details.

PTA FUNDED COMMITTEES

Birthday Book Program

PTA provides a selection of books from which the students make a selection to celebrate their special day. This committee will maintain the collection of books available to the students. Members may help when the students make their selection. Ideally one person for each grade or two grades would be needed.

Chairperson: Julie Weller,
rjkeb@hotmail.com

Community Service

An outreach committee designed to give back to our community for its support. Organizes contributions and/or services and delivers them to local organizations for distribution. Much of this work is done outside of school.

Chairperson: Chrissy Elliott,
crispix@verizon.net

Computers

Parents assist teachers and students in the computer lab. Computer lab training is available. Prior computer knowledge is helpful, but not necessary - just a willingness to learn and help!

Chairperson: Jim Magill,
jmagilljr@verizon.net

Carrolltowne Connection Newsletter

Help with the PTA newsletter.

Chairperson: Nick Geidel,
nick.geidel@gmail.com

Cultural

Research and coordinate enrichment programs to be presented at school. Volunteers are needed to assist the students and staff the day of the program.

Chairperson: Cheryl Leupen,
dcleupen@verizon.net

Language Program

Help coordinate the before/after school foreign language instruction program. Volunteers needed for crowd control, attendance, basic help during class time. Volunteers could also be utilized to make phone calls from home when students/parents need to be notified about last minute changes, etc and making copies and sending out info.

Chairperson: Debra Cancro,
debond@yahoo.com

Hospitality/Welcoming

Hospitality plans and hosts events such as the Back to School Breakfast for teachers and staff, New Families' Welcome night, a dinner during conferences and gives tokens of appreciation on recognition days, including Teacher Appreciation Week in May. Welcoming provides and updates the Carrolltowne welcoming information packet for new families.

Co-Chairpersons: Carolyn Case,
casemail_md@comcast.net; Valerie
Streissguth, streiz@msn.com

Sunshine

Sunshine sends cards, flowers or makes a donation to the media center for faculty or students due to illness or death, according to the established guidelines.

Chairperson: Jen Shatto,
jjetshatto@msn.com

Literacy Committee*

Help coordinate the reading incentive program to promote a life-long love of reading for our students and their families. Work with staff and reading coaches to implement program. This program usually takes place in the second half of the year.

Chairperson: Needed

Math/Science

Help promote a life-long love of math/science for our students and their families through activities such as Math and Science Fun Nights and a Science Exhibition Fair. Works with staff to implement program.

Chairperson: Kelly Storr, kstorr@hcpss.org

Membership

Organizes annual PTA membership drive during September/October, distributes membership cards, and provides membership information for welcoming packet. Most of this work is done outside of the classroom.

Chairperson: Mary Ellen O'Neill,
maryellenoneill@gmail.com

Yearbook

The Yearbook Committee is responsible for producing Carrolltowne Elementary's annual yearbook. Committee consists of at least two parent volunteers and 30-40 5th grade students. Members help organize photo taking and layouts and coordinate the yearbook cover contest.

Chairperson: Cheryl Leupen,
dcleupen@verizon.net

Publicity

Obtain information from various PTA sponsored events, fundraisers, cultural programs, etc. for press releases.

Chairperson: Jen Murphy,
jenswriting@verizon.net

School Sign

The wording on the school sign is changed 2-3 times/month during the school year and twice in the summer. Information that is put on the sign is taken from the newsletter, calendar in the office and requests from the PTA and administration. Two committee members work together during a time that is convenient for both. It takes about 1 hour to complete the job. (Must be able to climb a stepladder.)

Chairperson: Mary Ellis,
pmmthe@yahoo.com

School Spirit

This committee's duty is to generate school spirit and pride among the students, teachers and families. Chooses and coordinates school spirit days with administration. Volunteers help organize Family Fun nights; which are low or no cost evening events for students and their families. Provides opportunity for community to purchase Carrolltowne Cardinal apparel.

Co-Chairpersons: Christy Magill,
freckles2520@hotmail.com; Deena
Waskey, deena.waskey@verizon.net

Volunteers

Assist with the county-mandated volunteer training program for Carrolltowne, including maintenance of the countywide database. Maintains and distributes a database of trained volunteers to all faculty, committee chairs and organizational leaders.

Chairperson: Sarah Sheetz,
ssheetz@bcps.org

Ways and Means

Raises money through activities approved by the PTA membership and school administration. In the past, this has been done via a Fun Run in October. This event has raised enough money to completely cover the annual budget. Over the summer, the committee organizes the theme, artwork and prizes. It oversees the Fun Run event, processes all money and prize information, then orders and disseminates all prizes to students. The committee's work begins during the summer to develop the year's theme and is usually finished by December.

Co-Chairpersons: Kristen Bernadzikowski,
kwbwahoo@comcast.net; Michelle Geidel,
nmgeidel@comcast.net

PTA Volunteer Committees (continued)

NON-PTA FUNDED COMMITTEES

Business Products

Manages business product programs that provide supplies and equipment for school. Current programs include General Mills Box Tops for Education, Campbell Soup UPC's, and Tyson Labels. Work entails picking up labels and UPC's from school, clipping, counting, sorting and mailing them. Most of this can be done from home. Also coordinates and promotes local grocery store programs including Martins (school ID 00267), Safeway (Escrip - group ID 149513220), Giant (school ID 01749) and Food Lion. **Chairperson:** Lauren Glass, laurenglass2@verizon.net

Misc Fundraisers

Coordinates fundraising for school improvement needs. **Chairperson:** Whitney Frey, wasfrey@aol.com

School Store

Manages the school store. Works with the school staff member designated for this service. Solicits volunteers to assist in running the store. **Chairperson:** Danielle Padula, daniellejosephandmaria@gmail.com

OFFICER DESCRIPTIONS

President

Shall preside at all meetings of Carrolltowne's PTA and of the Executive Board; shall perform duties described in bylaws; shall coordinate work of the officers and committees.

Vice President

Shall act as aide to the president; shall perform the duties of the president in the absence of or inability of the president to serve; shall perform other duties as assigned.

SCHOOL REPRESENTATIVES

Continuous Improvement Council*

Attend curriculum council meetings (4 times per year during the day) and report at PTA meeting. Review proposed changes in curriculum and textbooks. **Chairperson:** Representatives appointed by Principal Ball

Legislative Representative*

Attend PTA functions at State level. Report at monthly PTA meetings. **Chairperson:** Needed

PTA Council Representative*

Attend monthly Carroll County Council of PTAs meetings and reports at monthly PTA meetings. **Representative:** Needed

School Board Representative*

Attends monthly Carroll County School Board meetings at the Board of Education in Westminster and reports at monthly PTA meetings. **Representative:** Needed

Treasurer

Maintain the financial records of the PTA and conducts all financial business for the PTA. Attend monthly PTA meetings to present current budget information. Work with the Budget Committee to create a working budget for the fiscal year.

Secretary

Keep accurate records of the proceedings of the monthly meetings. Conducts the correspondence for the PTA.

Together We Can Make a Difference!

Please check the committee and/or representative position for which you would like to volunteer and return this form to school. Please indicate if you are interested in chairing or co-chairing. For questions, contact PTA Secretary Mort Shuman, mdduckman@yahoo.com.

- | | |
|---|---|
| <input type="checkbox"/> Birthday Books | <input type="checkbox"/> School Sign |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> School Spirit |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Volunteers |
| <input type="checkbox"/> Carrolltowne Connection Newsletter | <input type="checkbox"/> Ways and Means |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Hospitality/Welcoming | <input type="checkbox"/> Business Products |
| <input type="checkbox"/> Sunshine | <input type="checkbox"/> Market Day |
| <input type="checkbox"/> Language | <input type="checkbox"/> School Store |
| <input type="checkbox"/> Literacy | <input type="checkbox"/> Continuous Improvement Council |
| <input type="checkbox"/> Math/Science | <input type="checkbox"/> Legislative Representative |
| <input type="checkbox"/> Membership | <input type="checkbox"/> PTA Council Representative |
| <input type="checkbox"/> Publicity | <input type="checkbox"/> School Board Representative |

Name _____

Phone _____

Email _____

Students names and grades _____

Please include your name, phone and email on this form! Thank you!

I would be interested in the following position with Carrolltowne PTA:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> President | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Secretary |

I would like to nominate _____ for the position of:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> President | <input type="checkbox"/> Treasurer |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Secretary |

www.carrolltownepta.com

Maryland PTA
everychild. onevoice.