

PROSPECT VALLEY PTA ROLES & RESPONSIBILITIES

The PTA works with parents and faculty to organize and facilitate programs and events both during and after school hours that serve to enrich our children's educational experiences and build a stronger community. PV is looking to fill leadership roles for the 2023-24 school year.

BOARD OF DIRECTORS

The Board of Directors leads the PTA towards specific goals chosen by the members; helps sets the vision for the PTA; appoints committee and event chairs; works closely with the Principal; creates agendas for and presides at Board and General meetings; works on developing and implementing budget; attends monthly Council meeting, serves as ex-officio member of all committees; trouble-shoots in all areas of PTA/school involvement. Review individual descriptions [here](#).

COMMITTEES

Committee chairs lead the charge for one particular program or event. Some committees can be run with as little as one dedicated volunteer, whereas others require a whole team to pull off an event! Below is an overview of Prospect Valley's current offerings. Please complete our [volunteer interest form](#) and we will be in touch. Even if a committee is currently filled, there are usually opportunities to assist and/or shadow for a year.

Advocacy | Advocating for children and families is a primary mission of PTA. The Advocacy committee serves to link our PTA to the local and national networks of PTAs in order to work together to enhance the experience of all school aged children. The Advocacy Chair has the opportunity to attend regular meetings of the Colorado PTA Legislative Committee.

Chair: Open

Time Commitment: 20 hours, total (including the monthly PTA Legislative Committee meetings)

Committee Size: 1+

- The role of your Advocacy Liaison is to communicate and connect the business of Colorado PTA and the National PTA to PV PTA
- Notify PV PTA members of opportunities to become engaged and involved in advocacy efforts locally and nationally.
- Present advocacy information on a regular basis to the PTA membership at PTA meetings and/or via email, to enable every member of PTA to be educated and involved in this effort.

Arts Night | Formerly the Spring Fling, this event is a very special evening at PV. Families can enjoy dinner and then stroll through PV to see wonderful works of art and creative science displays by our talented students. The evening concludes with the Cake Auction for the Arts, where families can bid on "artsy" cake creations made by PV families and friends. Funds are primarily used to support the arts at PV, including the visual arts and music programs.

Chair: Emily & David Harris and Michele Ames

Time Commitment: 20 hours, total

Committee Size: 3-5

- Coordinate dinner (typically offer 3 shifts 5-5:30 pm, 5:30-6 pm, and 6-6:30 pm)
- Set up & clean up on the day of the event
- Promote cupcakes or a cake donations for the auction
- Monitor the cupcake sales table

Battle of the Books | Battle of the Books is a reading incentive program in which students read a set list of books and come together in teams to test their knowledge of the books they have read. The BoB parent volunteer works closely with the Digital Librarian to prepare and host the Battle of the Books literary competition. BOB is a reading incentive program for students in 3rd thru 12th grades. Students read books and come together in groups of 2-3 to demonstrate their abilities and to test their knowledge of the books they have read. The student competitions are usually similar to the TV series Family Feud or Whiz Kids styles of competitions.

Chair: Ryann Hardman

Time Commitment: 6-8 hours, total

Committee Size: 1+

- Publicizes the event in the school newsletter
- Creates and collect book lists and application materials
- Organize teams and contact students' families.
- Send reminder emails to parents throughout the year.
- Orders medals and prizes for the participants and winners.
- Assist in judging answers and monitoring the “battles” (3 competitions) in the Spring.

Cake Auction for the Arts | Have you ever seen a cake that looks like an impressionist painting, R2D2, or a porcupine? If you’ve been to PV’s Cake Auction for the Arts, you have seen these and many more creations. This event takes place in the spring in conjunction with the Arts Night. Cakes are auctioned off to the highest bidder, and funds raised go to support PV’s visual arts and music programs.

Chair: open

Time Commitment: 2-4 hours, total

Committee Size: 1+

- Secure a live Auctioneer during the event to increase auction sales
- Recruit participants to bake a cake for the auction ~ the sky’s the limit on creativity
- Assist with event logistics
- Find volunteers to set up and clean up the day of the event

Carnation Festival Parade | The Wheat Ridge Carnation Festival is one of the longest running festivals in Colorado. Held at Anderson Park each August, the event has always been a free locally driven and family-friendly celebration to support and promote local Wheat Ridge focused nonprofits, service clubs, as well as student and senior organizations. On the Saturday morning of the event, the day starts with a parade that runs down 38th Avenue. Prospect Valley has historically organized a float for the students and staff to participate in.

Chair: Samantha Walker

Time Commitment: 3-5 hours, total

Committee Size: 1+

- Register the float with Carnation Festival
- Determine a theme
- Coordinate decorations for the float
- Promote the event to families

Carnival | The annual Carnival takes place each spring. This beloved event features tons of great games, carnival food, photo booth, and fantastic prizes! The carnival needs about 150 volunteers to make it all happen.

Chair: Becca Higgins

Time Commitment: 30 hours total leading up to the event

Committee Size: 4-5

- Work with carnival company to secure date, prizes and wristbands
- Work with StuCo on their participation
- Connect with area highschools for student volunteers
- Reserve photo booth with Elite Entertainment
- Oversee carnival committee chairs (food coordinations, redemption set up and take down, and wristbands)
- Coordinate volunteers for:
 - Set up & clean up the day of the carnival
 - Bake a cake for the cake walk
 - Work a game booth
 - Face painting
 - Manage the redemption area during one or both shifts
 - Logistical support

Communications/Social Media | Create Facebook posts (approx. 2-5 posts weekly) of upcoming PTA events and news on the PTA Facebook page.

Chair: Kim Davis

Time Commitment: 1-2 hours/week

Committee Size: 1

- Check the Flash newsletter weekly for upcoming events to share on the PTA Facebook page.
- Help encourage volunteer sign-ups as needed before events, and post shoutouts/thank yous after events are completed.
- Coordinate and encourage other committees and chairs to post about their events (it is nice to have more than just the Communications team's voice on the Facebook page.)
- Manage the PTA Facebook page membership to allow only current PV families to be in the group. Accept/Decline membership requests as they come in. Once a year do an audit to remove families that have moved on or left PV.
- Attend PTA meetings to stay in the loop about current happenings.

Communications/Strategy | Work with committee chairs to compile items for the weekly newsletter, the Flash. Edit the content and share with the office for inclusion.

Chair: Michele Ames

Time Commitment: 1-2 hours/week

Committee Size: 1

- Send a communication to the chairs each Monday as a reminder to submit their content.
- Help encourage volunteer sign-ups as needed before events, and post shoutouts, etc
- Edit all content to come from “one voice” and share with the office

5th Grade Continuation & Picnic | Work with Prospect Valley 5th grade team to plan and organize continuation and picnic for 5th graders.

Chair: Open

Time Commitment: 5-6 hours, including picnic

Committee Size: 1+

- Coordinate team of volunteers to plan various outings and activities for 5th graders in May
- Plan and organize 5th grade picnic
- Order treats to be served at continuation

Dance | The Dance is a time for the kids to show their best moves on the dance floor as families enjoy a night of fun music and socializing. This is the perfect chance to reconnect with new and old friends. Snacks, drinks, and sweet treats will be available for purchase.

Chair: Samantha Walker

Time Commitment: 20 hours, total

Committee Size: 3+

- Coordinate decorations
- Source DJ
- Organize volunteers to help day of:
 - Decorate after school on the day of the dance
 - Sell concessions
 - Monitor the dance floor/common areas
 - Clean up at the end of the evening

Destination Imagination | [Destination Imagination](#) is an educational nonprofit that prepares children for a future that is rapidly evolving. DI does this through a project-based learning experience that applies the creative process across seven different Challenge types—Technical, Scientific, Engineering, Fine Arts, Improvisational, Service Learning, and Early Learning—allowing pre-K through university level students to acquire and practice the skills needed to thrive in school, future careers, and beyond. It is one of the Enrichment Opportunities listed and supported by Jeffco Schools’ Gifted and Talented Program, but DI is

open to all students. Previously called *Odyssey of the Mind*, this program needs dedicated parent volunteers to run weekly meetings Fall-Winter, culminating in an area team competition.

Chair: Open

Time Commitment: 2 hours per week Fall-Winter

Committee Size: 1+

- Facilitate weekly team meetings (2-7 kids within the same grade)
- Provide a space in your home where kids can leave ongoing projects from week-to-week

Directory | Work with PV families for inclusion in the family directory.

Chair: Open

Time Commitment: 10 hours, total

Committee Size: 1+

- Collect contact information for families for inclusion into the directory. This is an opt-in only directory - we cannot use information without parental consent.
- Send reminders through the Flash, weekly teacher communication and Facebook.
- Communicate with Partnership Committee to ensure any potential sponsor commitments are fulfilled.
- Create the directory in InDesign.
- Coordinate printing and distribution of directory.

Family & Staff Support | The Staff/Family Support Committee helps to provide care and support to PV community members during major life events. The committee provides meals, goodies, cards and notes in times of illness, birth, surgeries, accidents, and death affecting our staff members as well as for PV families suffering significant tragedies. We also provide little gifts for the teachers throughout the year to show how much we love our amazing staff!

Chair: Open

Time Commitment: x-x hours, total

Committee Size: 1+

- Coordinate, cook or provide a portion of a meal
- Deliver meals
- Send notes and cards (celebration, thanks, condolences, get well wishes)
- Make donations for staff gifts at various times throughout the year
- Assemble staff gifts
- Get supplies for gifts

Fun Run | Plan and organize PV's largest fundraising effort

Chairs: Alia Nicholson, Leslie Weinstein, Rachelle Dodge & Laura Clase

Time Commitment: 10-12 hours/month, in summer and Fall.

Committee Size: 4+

- Promote the event to help raise funds to meet the budget goals
- Handle communication with administration/staff and families to explain event
- Coordinate classroom visits prior to event to motivate students

- Create and maintain online fundraising event page to accept online donations
- Research, order, and distribute prizes
- Coordinate 25-30 volunteers for day of event
- Create the Fun Run loop “stations” and manage event day logistics
- Collect donations and keep accurate accounts of money raised
- Present reports on fundraising efforts to the membership

Garden -

Chair: Open

Time Commitment: TBD with new building

Committee Size:

- Setting up and maintaining community garden

Hospitality | The Hospitality Committee is in charge of organizing and setting up refreshments for PTA-sponsored functions. (More information in Hospitality Committee Details page)

Chair: Katie Critchfield and Marycate Brickey

Time Commitment: spread out through the academic year

Committee size: 6+

- Organizing PTA sponsored social functions, including:
 - Meet & Greet Night
 - Principal's Welcome
 - Snacks for Field Day
 - Fall and Spring Parent/Teacher Conference Dinners
- Be on the “Call List” for functions that may arise

Landscape Committee

Chair: Open

Time commitment: YBD with new building

Committee size:

- Plant flowers in pots at entrance to PV
- Coordinate watering planters over the summer

Load the Lounge | Coordinate monthly treats in the staff lounge to show our appreciation!

Chair: Ashley Palubinski

Time commitment: 1 hour/month

Committee size: 1

- Create 6 signups per year, 1 per grade, to help stock the teachers lounge with goodies
- Coordinate food/drink drop off to school and setup in the lounge

Membership | Drive PTA membership growth and retention among Prospect Valley families and staff.

Chair: Open

Time Commitment: 10-20 hours, total beginning in August with the bulk of the work completed by the end of October

Committee Size: 1+

- Creating and implementing a membership plan,
- Collecting dues,
- Promoting membership throughout the year, and
- Providing membership reports at PTA meetings

Original Works | Original Works displays your child's artistic masterpieces on products that you can use or admire every day in your home! These make great holiday gifts, and this fundraiser directly supports PV's visual arts program.

Chair: Aimee Hammer

Time Commitment:

Committee size: 1

- Promote the program utilizing the Flash Newsletter and Monday folders
- Organize orders and payments
- Sort and deliver products to students

Parents on Patrol | Prospect Valley is currently looking for volunteers (parent, guardian, grandparent) to add an extra adult presence at PV on a regular basis. Parents on Patrol may be asked to greet visitors at our front entrance, monitor the crosswalks near the school or provide extra eyes at large PV events.

Chair: Isabel Everett

Time Commitment:

Committee size: 1

- Recruit and coordinate volunteers as needed in collaboration with school administration or PV committee Chair requests

Prospector Post | Prospect Valley's in-school postal service. Students in the 4th and 5th grades will run the weekly program with supervision. Prospector post promotes responsibility, basic writing skills, and education of the postal service. Students, faculty, and parents are highly encouraged to write letters to other children and staff using this school-wide communication system.

Chair: Hillary Joseph

Time Commitment: 1 hour per week for 4 weeks, plus 2-4 hours prep time

Committee - 2

- Work with a designated teacher to develop prompts for letter writing each of the 4 weeks.
- Put together packets for each class including postcards, stamps and return envelopes.
- Print address labels for mailboxes and for sorting
- Assist students in collection, sorting, stamping, and delivering mail to each classroom

PV Partnership | Solicit appropriate sponsorships and execute on benefits promised.

Chair: Cara Jakab and Kristin Bellini

Time Commitment: varied throughout the year

Committee Size: 2+

- Develop “menu” of PV Partnership Offerings for corporate sponsors
- Outreach to current and potential sponsors yearly in spring to secure partners
- Coordinate design of spirit wear for all PV students (or other “swag”)
- Initiate discussion with PTA Membership in the spring about where the PV Partnership funds will be allocated for the year ahead (technology in 2022)

Read-at-home Program | The Read-at-Home (RAH) Book Program sends a book that is at your student's individual reading level home on a regular basis. After your student is done with a particular RAH book, they can bring it back and receive a new one to read, so students are continuously being exposed to new reading material.

Chair: Renee McDermed

Time Commitment: 45 min to 1 hour, 1x/week

Committee Size: 1

- Gather book bins from classrooms
- Exchange old books for new
- Return bins to the classrooms

Reading Challenge Week | Each year PV invites a guest author to school to lead assemblies that encourage reading and writing. The author may also lead writing/illustrating workshops.

Chair: Annie Bonati

Time commitment: a few hours during the year + day of event

Committee Size: 1

- Coordinate with PV librarian and local book stores/authors to schedule an author to visit the school.
- Help organize Author Book Sales, if books are available.
- Order, pickup, and deliver author's lunch.

Reflections | Oversee planning and implementation of the Annual PTA arts program

<https://www.pta.org/home/programs/reflections>

<http://www.jcpta.org/programs/reflections/reflections-local-chairs/>

Chair: Open

Time Commitment: 8-10 hours, total

Committee Size: 1+

- Register your PTA online.
- Work to promote the Reflections program to students, teachers, parents, and the community as a whole through art class and weekly newsletter.

- Establish a program timeline; when do you plan on passing out the flyers to students, when will art work deadline for submittal be due among other dates.
- Recruit other committee members, Reflections judges, and volunteers as needed.
- Distribute and answer questions about the rules, deadlines, and student entry forms.
- Collect student entries and verify they meet all eligibility requirements.
- Coordinate the local judging process.
- Host recognition activities for participants and winners.
- Return entries to students.
- Evaluate the process at the end of the year and make recommendations for improvements.

Room Parent Coordinator-

Chairs: Becca Higgins

Time Commitment: Heaviest at the end of August-mid September to make sure each classroom is covered (est 5 hours per week), and then it is just answering questions and sending a thank you email in Feb with a reminder about the class gift.

Committee Size: 1-2

- Coordinates room parent(s) for each classroom teacher.
- They will share information about classroom parties and end of the year teacher gift from the class.
- They will also be a resource if there are any questions or concerns.

Safety and Security Committee | The annual Safety and Security meeting takes place during Safe Schools week and is a great opportunity to learn what is being done to keep our school safe. Discover how to spot potential red flags and have your questions answered by our team of experts.

Chairs: Kari Fragnoli and Andrea Thompson

Time Commitment:

Committee Size: 2+

- Plan and coordinate annual meeting
- Keep our PTA regularly apprised of safety issues and concerns throughout the year

Science Fair | The PV Science Fair offers kids an opportunity to create an individual driven experiment. Students can submit project entries using the scientific method to test a hypothesis. All projects will be on display the week of PV's Arts Event in the Spring. Information to register will be sent home. Upon registration students will receive a detailed packet including the Scientific Method and Project Rubric.

Chair: Laurey Mattox & Alex Rossi

Time Commitment: x-x hours, total

Committee Size: 1+

- Create criteria to participate
- Advertise event (beginning in February)
- Offer opportunities to help interested kids
- Determine layout

Special Person's/Grandparents' Day | On Grandparents'/Special Person's Day, you have the opportunity to invite Grandparents, Aunts, Uncles or family friends to PV to spend time in your student's classroom. Many people support your child(ren), and this day is a way to recognize them and introduce them to PV staff. Each class creates a meaningful activity to do with our guests.

Chair: Allison Windes

Time Commitment:

Committee Size: 1+

- Organize the date/time of the event
- Coordinate volunteers to provide breakfast/goodies
- Coordinate volunteers to help with set up or clean up for the event
- Assist on the day of the event where needed

Spelling Bee | Students in grades 4 and 5 are eligible to compete in the first round of the Spelling Bee, the written exam, which usually takes place in early January. Top spellers then move onto the Oral Spelling Bee, where friends and families are invited to watch our spellers compete! The top 3 school spellers advance onto the Wheat Ridge Area spelling bee (typically held in February). The winner of the Wheat Ridge Area Bee may qualify for the Colorado State Spelling Bee Championship (usually held in March).

Chair: Jeff Kent

Time Commitment:

Committee Size: 1

- Register PV to compete in Scripps Spelling Bee and obtain current year's lists
- Coordinate date/time for written exam and proctor written exam (or create online written exam)
- Recruit volunteers to monitor and grade written exam
- Line up volunteers to monitor the oral exam
- Manage oral Spelling Bee logistics

Staff Appreciation Week | Staff Appreciation Week gives us all a chance to give back to our fabulous teachers and staff. We make sure that our staff feels appreciated the whole week long by providing special meals and gifts for them each day of this week.

Chair: Moniquea Reef

Time commitment:

Committee Size: 2+

- Brainstorm and plan a special treat for Staff for each day of the week
- Coordinate volunteers for sign up to bring a potluck item for staff to enjoy
- Coordinate any other volunteers needed for the week, along with other items needed to help make our staff feel special during this week.

Volunteer Coordinator | This position helps match volunteers to various PV PTA committees and programs.

Chair: Leslie Weinstein

Time commitment: 2-3 hours per week

Committee Size: 2+

- Outreach to new families who complete the PTA Volunteer Interest form to explain more about PTA programs and initiatives and help them connect with the appropriate committee
- Have a good grasp of what each committee does at PV
- Create lists of core volunteers from volunteer interest form and distribute to each committee chair and keep lists updated
- Assist chairs in finding volunteers if needed
- Helps PTA Board identify potential future Chairs

Walk/Bike to School Day | This is an international day held in October to celebrate increased physical activity and healthy lifestyles as we encourage the PV family to walk or ride their bikes to school!

Chairs: Kari Fragnoli & Laura Clase

Time Commitment: 10 hours August-event

Committee Size: 2+

- Provide/solicit donations for participant prizes
- Purchase and stuff goodie bags to give away
- Coordinate volunteers to help check-in walkers the day-of event Ensure safe road crossing at an assigned intersection
- Distribute prizes to raffle winners

Website | Maintain Prospect Valley PTA website.

Chair: Shannon Thomas

Time Commitment: 2-3 hours, month

Committee Size: 1

- Create and/or post information related to PTA activities and events

- As needed, update membership and other online forms accessed via PTA website

Wishlist | provides a way for families to donate small items to our teachers and staff for their classrooms throughout the year

Chair: Melissa Granillo

Time Commitment:

Committee Size: 1

- Gather wish lists from teachers
- Setup wish list on Amazon
- Provide communication via website and/or flash regarding Wish list updates and activities

Yearbook | Work with Lifetouch to design the yearbook and solicit images from events throughout the year.

Chair: Celeste Cardoso

Time Commitment: 6-8 hours

Committee Size: 1+

- Main point of contact with Lifetouch to set-up and maintain the account
- Work with teachers to get images from the classroom for inclusion
- Promote in newsletter and facebook to increase more parent submissions and yearbook sales
- Create the design and layout
- Order and distribute the yearbooks