

	Level of involvement	Time Commitment (here are a few examples)
	Small	-once a year for one event (3-4 hours) -one small task you can do from home in a couple hours or less -one hour once a month
	Medium	-twice a year for a couple events (3-4 hours each time) -a few small to medium size tasks you can do from home in a few hours -three to four hours a month through the whole school year -co chairing a smaller committee item
	Large	-chair a committee or major task (some of these are lighter than others) -available to volunteer at every event but aren't interested in chairing it -interested in becoming a PTA board member, want to be more involved -co-chair a couple events with someone else to divide the work load

PTA Board Position	Level of Involvement	Brief Description
President	Medium-Large	This can be done by one person or two. Plan all meetings for the year (typically 6 meetings per year – once per month). Get status reports from all committee chairs; be aware of what is going on with all events. Keep office and principal in the loop of all PTA happenings. Find volunteers to fill all the roles for our committees.
Vice President	Large	Serve as aid to the President. Perform the President's duties if they are not able to serve. Frequently get involved in recruiting people for committees.
Secretary	Small-Medium	Take official minutes at each PTA general and board meetings. Send thank you notes on behalf of PTA. Answer questions related to bylaws and previous minutes.
Treasurer	Small-Medium	This can be done by one person or two. Manage PTA checking account, load budget into accounting program, process reimbursement requests, and report balance at each general meeting.
President Elect	Small	
PTA Chair Position	Level of Involvement	Brief Description
6th grade Basketball Game		
6th Grade Continuation Brunch		
Back to School Staff lunch		Organize and provide lunch to staff when school begins. Paid for by PTA budget
Baking Committee	Small	Get list of names from PTA Membership chair that showed interest in helping. Send out notifications when we need baking support
Beep Beep Bugle Newsletter	Large	Construct the monthly newsletter of the PTA. Solicite input articles, develop content, as well as distribute electronically, and printed copies monthly.
Communications Chair (Gmail, Facebook, Website & all external communications)	Small – Medium	Organize communications on behalf of PTA. Take items that are actively occurring and provide communication via the PTA email account, Facebook, and website. (This can be done by 2-3 people)
Communications Support	Small	Support the Chair with some of the communication tools
Community Nights		Organize community movie nights, activity nights, etc
Conference Dinners for Staff		Organize event

Cookie Dough Fundraiser	Medium-Large	Organize all aspects of the fall fundraiser. Communications, money counting, deliver, ordering, etc.
Curriculum Night		
Entertainment Books	Medium	Organize entertainment book sales.
Excel	Medium	Acts as the liaison with teachers for classroom enrichment visit requests. Verifies funding with Treasurer & confirms with teacher.
Field Day		
Holiday Gift Shop – Dec	Medium	Organize and plan the Holiday gift shop for Vanderhoof students. The holiday gift shop provides students the opportunity to buy gifts for their loved ones secretly, and at a low cost. They love surprising their parents, grandparents, aunts, uncles, etc with a gift they were able to pick out without their parents help.
Kindergarten Info Night		
Kindergarten Play date	Small	Organize a playdate for all incoming Kindergartners. Send communications, pick up some goodies, and supply drinks.
King Sooper Cards (PTA)	Small	Pick up and distribute King Soopers cards. When used, a percentage of the purchases are credited back to Vanderhoof PTA
Legislative	Small	Know and meet with state and local reps. Be aware of issues at our school and in the community. Keep articles. Attend meetings and school board meetings. Attend conferences. In a nonelection year with no education related ballots this is a low requirement.
Leprechaun Wishlist		Supply teachers with small paper four leaf clovers to write wishlist items on. Hang the wish list items around the walls of the school for parents to take and purchase the item for the teacher. Send a sign up genius out for items that were not taken.
Literacy Night		
Membership	Small-Medium	This activity is concentrated during the first two months of school year. Be present at Back-to-School night to organize PTA membership signup table, track members and submitting of official PTA membership form in the fall.
Nominating Committee	Small-Medium	Seek out candidates for the next years elected positions and nominate them in February at the general PTA meeting.
Pumpkin Splat	Medium-Large	Large community event that offers an opportunity to have your pumpkin dropped from the tower of an Arvada FD fire truck. Other games involving pumpkins, and food is also made available. Plan event, organize all volunteers, reserve fire truck with Arvada.
Reflections	Medium	This is PTA sponsored art program. The chair or co-chairs create/distribute flyers for interest during the first week of school. Organize/Schedule a few workshops to give interested students guidance. Organize submission of projects on the deadline. After judging happens, organize a reception to celebrate the participants. Recruit volunteers to help with the reception. This commitment is in the first 2 months of school and then done.
Roadrunner Restaurant nights	Small	Plan one night a month with local restaurants that are willing to kick a portion of the proceeds back to Vanderhoof PTA. Send communications regarding the events, etc.
Room Parent Coordinator	Medium	Organize and find head room parents for all classrooms. Collect money for class parties from head room parents.
School Directory	Small-Medium	Collect entries, assemble, and distribute the student directory.

Science Fair	Medium-Large	Organizes Mad Science after school workshops(2), registrations, entries and communications around the Science Fair. Recruit/organize judging volunteers for the interviews. Organize reception for Science Fair with Baking Committee chair. Track winners thru categories & notify the school of winners.
Secretary Appreciation Day		Organize event
Spelling Bee (Spring)	Medium	Organize the spelling bee event for the school. Hold practices, etc.
Staff Appreciation Week per Day		Organize event
Star Student Board		Manage the bulletin board at the front of the school.
Summer Bridge Books		Collect orders and distribute Summer Bridge books
Teacher Wish List		
Tuesday Teacher Treats Organizer	Small	Sign up to bring teachers/staff a treat on Tuesdays to the teachers' lounge
Valentine Hearts		
Vanderfest (Be Bop Hop) (Carnival & Dance)	Large	Large community event that offers dinner, games, dancing and prizes. Organize event, communications, and all volunteers.
Vanderhoof PTA Night (spring) - Silent Auction	Large	Organize an event for vanderhoof parents to get together and socialize. Has included a silent auction in the past.
Volunteer Appreciation Night		
Ways & Means	Large	Organize the committee chairs for all fundraising events; not necessarily run each event. Present ideas to the board for fundraising each year.
Website	Medium	Update and maintain the PTA Website.
Yearbook	Medium	Organize, plan, communicate all aspects of the yearbook process. Take pictures, and request pictures from others.