

Marie Hughes Elementary PTA Handbook January 2008

This handbook was assembled to assist the Marie Hughes Parent Teacher Association (PTA) and staff as a reference for the various activities involved with PTA. It is subject to updates as needed. The original document is held electronically in the Marie Hughes Principals Office and with the PTA Board Members and Committee Chairs.

A list of these team members can be found on page 2.

Additional Resources for PTA can be found at:

www.pta.org - National PTA

<http://www.nmpta.org/> - Local PTA

The Marie Hughes PTA By-Laws and other miscellaneous forms and sample documents can be found in the Marie Hughes PTA reference document located in the Marie Hughes Principals Office and with the PTA.

MARIE HUGHES PTA EXECUTIVE & GENERAL BOARD 1/15/08

<u>POSITION</u>	<u>NAME</u>	<u>E-MAIL</u>	<u>PHONE #</u>
Principial	Jami Jacobson	Jacobson_j@aps.edu	897-3080
President	Brenda Barajas-Romero	brenda.barajas.romero@gmail.com	899-2998
Vice President	Camille Capener	c_capener@yahoo.com	899-2367
Secretary/Volunteer Coord.	Shawn Hall	shawnhall4@aol.com	980-8294
Treasurer	Adrienne Dixon	JimAgeDxn@comcast.net	922-1050
Financial Secretary	Lisa Shepherd	lisakayshepherd@comcast.net	899-2002

Book Fair	Janet Bosley	nmbosley@comcast.net	833-9340
	Stephanie Camarena	huskyhowler@aol.com	890-3769
Booster	Shawn Hall	shawnhall4@aol.com	980-8294
Box Tops	Paula Smith	paulaedgarsmith@gmail.com	
Clothing Bank	ML Johnston	mljohnston@salud.unm.edu	890-3395
	Paula Azuz-Stofleth	paazua@yahoo.com	897-8560
Earn & Learn	Tammy Schaap	schaapl@juno.com	922-0607
	Pam Christison	pam_christison@hotmail.com	792-9374
Enrichment	Anita Bruce	bruce_anita@hotmail.com	890-8914
Fifth Grade Party	Jocelyn Sandoval	Fjoce@comcast.net	839-4910
Husky Voice	Stephanie Camarena	huskyhowler@aol.com	890-3769
Instructional Council	Tori Jenkins	-	792-9196
Jog-a-Thon	Cindy VonHentschel	CindyvonHentschel@yahoo.com	792-9308
	Melissa Gollihar	-	550-0495
PTA Membership	Diane Jouppi	dej0825@msn.com	899-8878
Reflections	Adrienne Dixon	JimAgeDxn@comcast.net	922-1050
School Portraits	Lisa Shepherd	lisakayshepherd@comcast.net	899-2002
Science Night	VACANT	-	
Share-A-Bear	Lydia Flores	mypurple seller@comcast.net	897-0149
Sock Hop	Janet Serna	sernaje@comcast.net	890-4636
Staff Appreciation	Dusti Smart	missdlynne@msn.com	899-3742
	Sharla Silva		899-9505
Staff Representative	VACANT	-	
Yearbook	Camille Capener	c_capener@yahoo.com	899-2367

Book Fair

Fundraiser for the PTA; helps to bring books to the students, teachers, and library. Event led by the Scholastic Company. Additional information can be found at <http://www.scholastic.com/bookfairs/>.

Chair Responsibility

Coordinate all activities related to the annual Book Fair

Volunteer Needs

- Decorating
- Fundraising to purchase books for others
- Sales
- Family Night Sales
- Display Set-up/Take down

Marie Hughes Benefits

Students, Teachers, and Library benefits by encouraging the importance of reading.
Funds Raised for School: ~\$5000

POC:

Janet Bosley nmbosley@msn.com

Stephanie Camarena; huskyhowler@aol.com

Booster

Promotion of spirit and school pride

Chair Responsibility:

- Visit School on Fridays from 11-1
- Done 1x/month
- Pick up prizes from school office
- Distribution of rewards to students who wear their Husky Shirts or school colors on Spirit Days (Fridays)

Volunteer Needs:

- Back up chair as needed

Marie Hughes Benefit:

Enhances school spirit, and encourages students to take pride in school

POC:

Shawn Hall, shawnhall4@aol.com

Box Tops

Purpose:

www.boxtops4education.com

Box Tops for Education have helped America's schools earn over **\$200 million** since 1996. This program helps our school earn money for various projects.

Chair Responsibility

Communicate to parents what Box Tops for Education is and gather collected Box Tops and submit for credit. Box Tops coordinators are responsible for keeping everyone at our school informed, generating enthusiasm, and collecting and submitting Box Tops for your school to receive earnings checks.

Volunteer Needs

How can you help your school's Box Tops coordinator? It's a big job, and most coordinators will appreciate any assistance that comes their way! Here are few ideas for getting involved.

- Offer to bundle and package Box Tops for submission, or to stage a "bundling" party a week or so before the submission deadline
- Offer to hand out Box Tops informational flyers at school events, or print and send flyers to your school's mailing list
- Handy with computers? Talk to your coordinator and school's website administrator about putting Box Tops "wallpaper" or banner ads on your school's computers
- Ask your employer if you can ask others in your workplace to clip and save Box Tops
- Contact other local office complexes to see if they would place a Box Tops bin on the premises and allow you to promote the Box Tops program to support your school
- Ask local businesses to donate prizes for Box Tops collection contests
- Contact local care centers or assisted-living facilities to see if residents would be willing to clip Box Tops

Marie Hughes Benefit

- By submitting collected Box Tops, our school earns money for various projects
- \$ Amt Raised since 2002 \$6321

POC:

Paula E. Smith

paulaedgarsmith@gmail.com

Clothing Bank

The APS clothing bank serves more than 3,000 APS students every year who are in need of clothing to attend school. Additional information can be found at www.bccpta.org.

Chair Responsibility

Coordination and deliver of the donated items to the APS Clothing Bank site.

Volunteer Needs

Donations are accepted at the clothing bank as well as at Marie Hughes Elementary.

They are in need of clothing in all sizes, that are in good condition including: shoes', jackets; new socks and tights; new underwear; uniform pants in navy, khaki and black; plain polo shirts in navy, white, burgundy and light blue; winter gloves and hats; hair accessories; and belts. Financial donations are accepted along with: books, backpacks, lunch boxes, school supplies, small toys, hotel/travel size toiletries, and paper and plastic grocery bags.

Marie Hughes also donates funds to this cause.

Marie Hughes Benefit

Students from our school and APS as a whole benefit by this service.

POC: ML Johnston, mljohnston@salud.unm.edu &
Paula Azuz-Stofleth paazua@yahoo.com

Earn & Learn

Smith's will automatically donate up to 5% of your purchase to Marie Hughes.
http://www.smithsfoodanddrug.com/freshvalues/earnlearn_details.htm

Chair Responsibility

Volunteer Needs

Marie Hughes Benefit

\$900 Raised 2006/2007 School Year

72 parents currently participating

POC:

Pam Christison

Pam_christison@hotmail.com

Tammy Schaap

schaaplm@juno.com

Enrichment

Purpose

To enhance student and staff awareness and school spirit

Chair Responsibility

Coordinates assemblies and educational programs

Volunteer Needs

Marie Hughes Benefit

POC:

Anita Bruce

Bruce_anita@hotmail.com

Fifth Grade Party

Purpose

To celebrate the completion of elementary school and the progression onto middle school

Chair Responsibility

Coordinates party location and events

Volunteer Needs

Marie Hughes Benefit

POC:

Jocelyn Sandoval

Fjoce@comcast.net

Husky Voice Newsletter

The newsletter is published monthly, compliments of the PTA, and is distributed to all students and staff at Marie Hughes

Chair Responsibility

Coordination and article gathering for development and distribution of monthly newsletter

Volunteer Needs

Marie Hughes Benefit

Enhances communication to parents and students

POC:

Stephanie Camarena

huskyhowler@aol.com

Instructional Council

To define and promote the educational goals of our school.

Chair Responsibility

Meets the third Wednesday of each month at 7:45 a.m. in the Library. Our IC, which is made up of teachers, parents, and the principal, work together to come up with ideas that ensure that all Marie Hughes students receive a quality education.

Volunteer Needs

Marie Hughes Benefit

POC:

Tori Jenkins

Jog A Thon

The purpose of the Jog A Thon is to provide funds to our school for various items. This is the primary fund raising event our school participates in twice per year. This event fosters teamwork, physical activity and school spirit.

Chair Responsibility/Volunteer Needs

Responsibilities and needs are mentioned below

(These are only recommendations and what functions have been performed in previous events. They are a guideline not a requirement. More specific information and samples of documents can be found in the Jog A Thon Notebook provided by the previous committee chairperson as well as in the Marie Hughes PTA Reference Document held by the PTA.)

1 $\frac{1}{2}$ Months prior

- Decide if you are going to offer prizes for participation. (In the fall we contacted many places by mail and requested donations of prizes. There are examples of the letters in the Jog A Thon notebook. Letters must be on Marie Hughes stationary and signed by the principal. Each day that we counted money , after the jogathon we would randomly choose from the envelopes already submitted and award participation prizes. The prizes ranged from tickets to places in town, to items donated. This is a lot of work and we choose not to do this in the spring.
- Order payment envelopes
- Order participation item (one year it was bracelets, Frisbees, water bottles)
- Decide what the prizes will be for bringing in most money

1 Month prior

- Make posters regarding the jogathon to hang up all over school.
- Put an article in the Husky Howler.

2-3 Weeks Prior

- Order popsicles from Creamland.
- Call and then submit a letter to them.
- Order water from Walmart or Target. Make sure to talk to a Manager so it will be available for pick-up the day before the jogathon.
- Print the notes to record the laps for each student. Fill out students names and separate by teachers and grade levels. The class lists can be obtained from the office. Put each class in alphabetical order.

- Prepare and send home a notice to parents about the upcoming jogathon, make a portion a tear-off to return to let the jogathon committee know if they can volunteer at their child's class time. (On the note sent home to parents you should include the timetable for the jogathon which will be provided by the coach.) Also attached to this notice to parents should be the envelopes to begin signing up people for pledges.
- Update marquee sign to list the upcoming jogathon.
- Pick up address labels to use to mark laps on students
- Purchase washable markers.
- Send a copy of the schedule to all teachers

1 Week Prior

- Send out a notice to the teachers with the amount of labels for their class. Ask them to make sure all students have their labels on before they go out to the field for the jogathon.
- Arrange for tent, tables, chairs, and ice chests for the day of jogathon.
- Put together a tentative schedule of workers. (Keep collecting volunteer sheets from parents.)
- Make sure prizes (if solicited) are picked up.

1 Day Prior

- Pick up Water and popsicles
- Hve tables, chairs, tents, and coolers ready

Day of Jogathon

- Pick up bags of ice, set up early about 8:00 arrive at school. Set up table chairs, unload water (get a wagon or dolly to move things). Start putting water in ice chests, put some popsicles in ice chest, make sure to have trash bags and extra trash cans or use large empty boxes.
- You will need to set up three stations of volunteers some out on the field with washable markers to mark tallies on students when they run, some to pass out popsicles while children are in line to get their completed tally sheets and some at the table to write and handout tally sheets to students.
- After students have run have them line up in alpha order in their classes at the backstop and then procede to the table areas after which the students can sit and have a bottle of water.
- Volunteers have to keep filling up the ice chests with water, and throwing the trash.
- Lunch of pizza is purchased for volunteers by PTA

Following Jogathon

- Put a box in the office to collect pledge envelopes.
- If you have prizes you will need to count everyday and draw for prizes. If there are no participation prizes you can count as needed. In order to count there must be two people who count the money and turn it into the lockbox in the office with a counting slip that has been signed by the two people counting.
- Counting is done for two or three weeks then the winners of each grade level are announced for raising the most money. The prizes are handed out from the office.

POC:

Cindy VanHentchel

CindyvonHentschel@yahoo.com

Melissa Gollihar

Membership

Purpose:

Recruitment and retention of PTA Members and parental involvement.

Chair Responsibility

Responsible for enrolling parents, students, and staff members into the Marie Hughes PTA.

Membership Committee members attend our monthly meetings and help sign up members during Meet the Teacher Day and Curriculum Night. Currently membership totals ~90.

Volunteer Needs

Marie Hughes Benefit

Foster parental and teacher involvement

POC:

Diane Jouppi

Dej0825@msn.com

PTA Reflections

Purpose:

Challenges students to create art that supports a specific theme. Students participate in the Reflections Program through their local PTA. Held in the January timeframe.

Chair Responsibility

Coordinates submission of art based on pre-determined categories.

Volunteer Needs

- Showcase set up
- Judges

Marie Hughes Benefit

POC:

Adrienne Dixon

JimAgeDxn@comcast.net

School Portraits

Purpose:

To provide student and staff photos/name badges to parents as well as school administration.

Chair Responsibility

Coordinate student/staff pictures during the September and April timeframe

Volunteer Needs

Marie Hughes Benefit

- This provides a service to students and staff
- ID Cards
- A profit is not made for this activity

POC:

Lisa Shepherd

lisakayshepherd@comcast.net

Science Night

Purpose:

To introduce and enhance science concepts to students. This event is usually held in the February timeframe

Chair Responsibility

Volunteer Needs

- Committee members arrange for judges and refreshments.

Marie Hughes Benefit

POC:

Share A Bear

Purpose:

Stuffed animals are collected and donated to local charities (APD, Carrie Tingley Hospital). Event usually held during the Valentines Day time frame.

Chair Responsibility

Coordinate stuffed animal donation drive and time period.

Volunteer Needs

Marie Hughes Benefit

POC:

Lydia Florez

mypurple seller@comcast.net

Sock Hop

Purpose:

To provide canned food or a new pair of socks for the APS clothing bank; this encourage our students to donate and also give them a treat for all the fundraising they help with throughout the year. Scheduled for December 13, 2007

Chair Responsibility:

- Schedule with school office
- Contact and hire DJ
- Purchase refreshments (punch/cookies/cups/napkins)
- Set up two tables in gym
- Set up tables around perimeter of gym
- Clean up
- Send announcement to students via Husky Voice and Handout

Volunteer Needs

- Set up/Take down of chairs
- Collection of socks/canned good at the doors

Marie Hughes Benefit:

Fosters community outreach and inreach

Amt of Pairs of Socks Collected: ~75 pairs

Amt of Canned Food Collected: ~100 pounds

POC:

Janet Serna

sernaje@comcast.net

Staff Appreciation

Purpose:

Expression of appreciation of teachers and staff members for all they do for our children

Chair Responsibility

The following events are scheduled on the school calendar and efforts are coordinated accordingly.

- Welcome Back Teachers Luncheon
 - Scheduled after Labor Day
- National Bosses Day
 - National Boss Day is October 16 each year. When the holiday falls on a weekend it is generally celebrated on the working day closest to October 16. National Boss Day offers employees an opportunity to recognize those in supervisory positions. Popular ways to say "thank you" include cards, flowers, or a gift certificate.
- Winter Holiday
 - A holiday meal is generally provided for the school staff before the Winter Recess
- National School Counselor Day and Week
 - Scheduled during the first full week in February. Staff Appreciation Committee usually buys a gift or bakes something special.
- Administrative Professionals Day and Week
 - The last full week in April 21-25; the Actual Day this year is April 23rd
 - Staff Appreciation Committee usually buys a gift or and bakes something special.
- National PTA Teacher Appreciation Day and Week
 - May 5-9; May 6 is Teachers Day
 - The PTA requests students to bring different items to their teachers during this week such as poems, candy, flowers, stickers, fruit, etc.
 - PTA provides various meals/treats throughout the week
- National School Nurse Day
 - Scheduled for May 6
 - Gifts and baked goods are provided to the school nurses
 - <http://www.nasn.org/Default.aspx?tabid=70>
- Staff Appreciation Farewell Breakfast
 - May 14
 - A meal is provided for all teachers and staff on a job well done

Volunteer Needs:

Assistance with those activities noted above

POC:

Dusti Smart, missdlynne@msn.com & Sharla Silva

Staff Representative

Purpose:

Communication to Marie Hughes Staff Members

Chair Responsibility

- Attend PTA meetings and inform the staff as to the goings on of the meeting and relay any pertinent facts that involve them
- Act on staff's behalf in case of special requests, i.e. Professional Development monies needed, field trip monies needed, etc.

Marie Hughes Benefit:

POC:

Yearbook

Purpose:

To provide the option to purchase of a yearbook to students and staff.

Chair Responsibility:

Responsible for gathering pictures and assembling the Marie Hughes Elementary School yearbook and collect money and keep a record of yearbooks sold

Volunteer Needs:**Marie Hughes Benefit**

\$2-\$3 Earned on each book sold

POC:

Camille Capener

c_capener@yahoo.com

Needs Assessment Request for Funds from Marie Hughes PTA

Form Updated January 2008

Submit completed form to the PTA mailbox one week prior to the PTA Board Meeting to be presented and considered during the meeting. Requests submitted after the meeting will be presented and considered during the subsequent meeting.

Date of Request: _____

(Due to PTA budget limits, requests submitted after January may not be approved.)

Name and Role of Person Submitting Request: _____

Total Amount of Request: \$ _____

Detailed description and purpose of request for funds:

Provide additional documentation related to request (Invitation, Notification, Print out from webpage)

Goal to be accomplished: _____

How does this request benefit the students at Marie Hughes?

Itemized specific cost of request:

Are funds available by other resources (grants, school, contributors, etc.) Yes _____ No _____

If Yes, please identify other possible resources:

Signature of Principal: _____

Date

Submitted to PTA Board on: _____

Date

Final Decision by PTA:

Date: _____

It is expected that if your request is approved, techniques and information gained during this training will be shared with your colleagues and peers.