



## **OPPORTUNITIES TO SERVE: GHES Foundation & PTA**

### **Acorns to Oaks Foundation Executive Board Positions**

#### **A2O PRESIDENT**

The President is the Chief Executive Officer of the Foundation responsible for administration, including general supervision of the policies and financial affairs of the Foundation.

#### **A2O VICE PRESIDENT**

The Vice President is a director of the Foundation capable of performing the duties and exercising the powers of the President in their absence. May perform such other duties as from time to time may be prescribed by the President.

#### **A2O SECRETARY**

The Secretary keeps minutes of all Board meetings, has charge of the minute book and notifies the Directors of meetings, and performs such other duties and have such other powers as may from time to time be delegated to him or her by the President or the Board of Directors.

#### **A2O TREASURER**

The Treasurer manages the financial affairs of the Foundation.

#### **VP MARKETING, A2O**

- Works with fundraising to develop materials to sell community and corporate sponsorships
- Updates the Corporate Sponsors section on the GHES website
- Updates the Acorns to Oaks section on the GHES website
- Manages the Acorns to Oaks Twitter account
- Prints materials for the Foundation (decals, stationery, etc.)

#### **CORPORATE SPONSORSHIPS, A2O**

Finds Corporate or other community entities that will donate to Acorns to Oaks Foundation and sets monetary goals for each school year as agreed upon by the Executive Board.

#### **EVENING IN THE GARDEN CHAIRPERSON & EITG SUB-CHAIRPERSON (Planning begins November, Event in March)**

Evening in the Garden is Garden Hills' annual event for parents, faculty and community is the largest fund raiser for the school. The EITG Chairperson oversees all aspects of the event in tandem with Sub-Chair and EITG Committees. Event Sub-chair is the assumed Chair for the following year. EITG Chair is also a member of Acorns to Oaks board. Primary responsibilities include:

- Setting the budget
- Sourcing, contracting and managing event venue
- Managing the database
- Outsourcing logo design invitations
- Overseeing management of the following committees: Food & Beverages/Entertainment, Auction, Communications, and Fund-a-Need video

#### **100 DAYS OF GIVING ANNUAL CAMPAIGN (1 person)**

- Coordinates Giving Campaign(s) and recognition of gifts
- It may or may not be limited to 100 Days each year

# Acorns to Oaks Committee Opportunities

## EVENING IN THE GARDEN COMMITTEES (Event in March)

**FOOD & BEVERAGE/ ENTERTAINMENT:** Sourcing food, beverage and entertainment

**AUCTION:** Procure and catalog all auction items to include silent and live auction donations as well as children's art projects, teacher outings and sign up parties

**COMMUNICATIONS:** Promote event through website, invitations, PR, and digital communications within GHES community to include perspective parents and alumni families

**FUND-A-NEED CAMPAIGN VIDEO:** Creates and edits video to be played during Evening in the Garden highlighting the need for the subject of the year's Capital Campaign

**DATABASE:** Manage database of event attendees, corporate sponsors, auction items, and donors

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## GHES PTA Executive Board Positions

### PTA CO-PRESIDENTS (2)

- Meets with the Executive Board prior to new school year to set the yearly budget and coordinate school events calendar with school administrators
- Gets National PTA kit and distribute appropriate materials to board and key members
- Reads current bylaws and understand the processes
- Presides over all Board Meetings: Develops the agenda and notifies board in advance with agenda ideas
- Attends or send a representative to relevant School or District meetings (such as NAPPS)
- Serves as a PTA Liaison to the Principal and Acorns to Oaks Foundation Board
- Is prepared to speak at various school functions
- Works with Secretary to make sure an accurate list of current and paid members are sent to the state with dues owed
- Works with Treasurer to monitor bank accounts and be sure a process is in place for banking and signing checks
- Works with Treasurer to make sure the PTA has appropriate insurance for the organization and it is up to date
- Supports and recruits new membership each year. Coordinates with Directory Chair to communicate to parents about joining the online Directory

### SECRETARY

- Gathers information from Board members, creates and prints agenda for monthly meetings
- Records minutes at monthly meetings
- Works with President to make sure an accurate list of current and paid members are sent to the state with dues owed

### TREASURER

- Maintains permanent records to track unit funds and financial transactions
- Chairs budget committee and prepares annual budget for adoption by the association
- Pays all PTA bills as authorized by board or association
- Prepares reports for every board and association meeting and an annual financial report
- Ensures taxes and reports required by PTA bylaws, insurance or federal and state governments are completed and submitted by the due dates
- Facilitates completion of the annual financial audit and submits the required documentation in accordance with the PTA bylaws
- Ensures appropriate documentation is maintained for cash verification and check request forms
- When necessary, ensures cash boxes are appropriately funded for PTA events

### **VP COMMUNICATIONS**

- Compiles information and writes the Friday Flyer
- Keeps the school calendar updated in collaboration with school administration
- Relays information and updates to Website and Constant Contact chairs and VPs Marketing for GHES Facebook page
- Maintains communications channels with liaisons in place at cluster elementary schools, Sutton, and NAHS

### **VPs FUNDRAISING**

- Provide support and advisement for the following chairs: Box Tops Coordinator, Spirit Night Coordinator, Spirit Wear, Fall Festival Committee and Lotería & Tostadas Night
- Collaborate with the PTA Board and Fundraising chairs for new fundraising ideas

### **VPs ENRICHMENT**

- Coordinate timeline of school events with the PTA Board
- Serve as sounding boards and advisors to chairs of Enrichment events

### **VPs MARKETING**

- Lead monthly school tours
- Work closely with Principal in communicating registration dates for Pre-K, new student, and DLI to prospective parents
- Organize Prospective Parent Events and Kindergarten Camp Popsicle Party
- Communicate with Prospective Parents through Social Media and Constant Contact
- Maintains GHES Facebook page

### **PARLIAMENTARIAN (Appointed by the PTA Co-Presidents)**

- Acts as consultant to President in assisting in the management of meetings such maintaining group discussion focus on the agenda as scripted, making motions, aiding in voting procedures
- Has an intimate understanding of the chapter by-laws should needs arise

## **GHES PTA Committee Opportunities**

### **BOX TOPS COORDINATOR: Reports to Fundraising**

- Organizes 2-3 Contests per year such as a pizza party or ice cream party for the classroom with the most Box Tops
- Mails Box Tops to BoxTops4Education for credit

### **CURB APPEAL: Independent Committee**

- Plants and maintains planters by the school's front doors and in interior courtyard
- Decorates the front of the school for the Christmas Season
- Decorates the Gym and Gym Stage for the Holiday Program
- Collaborates with the Fall Festival Decorations Committee for décor for the front of the school at that event
- Collaborates with the International Travelers Week Committee for décor for the front of the school that week

### **DIRECTORY:**

- Administrator of **MySchoolAnywhere**, our online-only Directory program
- Organizes initial push for parents to join the school directory, with reminders periodically to join
- Maintains and Monitors activity within the Directory such as validating Directory join requests, and upkeep of the Spirit Wear & PTA Membership pages in the Directory's online Store

### **FALL FESTIVAL COMMITTEE: Reports to Fundraising (Fall Festival is in October)**

FUNDRAISING CHAIR seeks community volunteers from local churches, high school kids in need of community service.

- FOOD TEAM: While our Church volunteers typically provide hot dogs, buns, condiments, grills, and people to operate them, the Food Team will need to purchase the rest. This team will also organize the Chili Cook-Off and arrange for cash box(es) with the PTA Treasurer
- BAKE SALE TEAM: Responsible for receiving baked donations, setting up tables for display, selling items at event, arranging for cash box with PTA Treasurer
- GAMES TEAM: Responsible for purchasing items needed for all games and prizes, set up of tables, arranges for bounce features at the event
- DECORATING TEAM: Responsible for purchasing decorations for entrance to fall festival (can coordinate with Curb Appeal Committee), and making signs and/or asking art teacher to make signs for games, food tables, etc.
- TICKET SALES TEAM: Responsible for setting up tables to sell tickets, working at the tables during the event, arranging for cash box(es) with the PTA Treasurer, and coordinating Spirit Wear Sales with the Spirit Wear Committee
- GAMES, DECORATING, TICKET SALES TEAMS communicate volunteer needs to the Volunteers Coordinator (Sign Up Genius) who will create a universal event volunteer sign up

### **FAMILY PICNIC COMMITTEE: Reports to Enrichment (September)**

- Arranges Food Trucks, brings field games/chalk, provides a dessert, set up needed tents and tables for Spirit Wear sales
- Coordinates with Volunteers Chair to indicate volunteer needs
- Coordinates with Spirit Wear Committee to arrange for sales
- Arranges for cash box with PTA Treasurer

### **HOSPITALITY COMMITTEE: Reports to Marketing**

Provides snacks, drinks and decorations for events hosted throughout the year at GHES, such as:

- Brown Bag Lunches (2-3)
- NAPPS Meeting (1)
- Sutton Principal Coffee/Lunch (1)
- Volunteer Luncheon (in May)

and any other event which may arise.

### **INTERNATIONAL DINNER LIAISON (September)**

- This event is organized primarily by a committee of GHES teachers. Liaison will:
- Serves as a touchpoint between the teacher committee & the PTA to be sure funds are available and accessible
- Communicates volunteer needs to Volunteers Coordinator
- Arranges for cash box with PTA Treasurer
- Arranges for PTA Members to be at the event to collect monies raised

**INTERNATIONAL TRAVELERS WEEK COMMITTEE: Independent Committee, Works with GHES IB Coordinator (ITW is mid-May)**

- Coordinates and orders supplies as requested by IB Coordinator and ITW Teacher Committee
- Plans 1-2 dancers/entertainment for students during ITW
- Decorates around the school for ITW, collaborating with the Curb Appeal Committee on décor for the front of the school
- Collaborates with our Art teacher for Fine Arts Night
- Communicates volunteer needs to Volunteers Coordinator

**LOTERÍA & TOSTADAS NIGHT: Reports to Fundraising (January)**

- Coordinates the Music and Food for the event
- Acquires prizes for Lotería winners
- Organizes transportation with Principal, if grant funding is available
- Arranges for cash box(es) with PTA Treasurer
- Communicates volunteer needs to Volunteers Coordinator

**MORNING MILE COMMITTEE: Year-Round, with break from Dec.-Feb due to cold weather**

- Minor set up/break down for the bi-weekly morning jog around the GHES Field: 7:20-7:50am
- Morning Mile committee members can rotate their schedule for each week
- Helps students keep count of their laps
- Periodical data entry to help with reward incentives
- Communicating volunteer needs with the Volunteer Coordinator

**MOVIE NIGHT COMMITTEE: Reports to Enrichment (February)**

Plans and organizes event, including:

- Deciding movie choices for the student vote
- Organizing the vote and staging voting box outside of cafeteria
- Selling concessions
- Communicating volunteer needs with the Volunteer Coordinator
- Arranges for cash box with Treasurer

**SCHOOL EMAILS (1 person): Reports to Communications**

Knowledge of Constant Contact is helpful but not mandatory—training is provided.

- Creates the *This Week at GHES* weekly emails
- Is available to send important reminders and updates when called upon by our Principal and Communications Chair
- Maintains Contact lists within Constant Contact

**SCHOOL TOURS COMMITTEE: Reports to Marketing**

- Can be a group of several revolving volunteers
- Meets initially with the VPs of Marketing to become familiar with all things GHES to be able to answer questions and assist Marketing Chairs with our monthly School Tours

**SOUND ENGINEER COMMITTEE**

- Can be a group of revolving volunteers
- Meets initially to become familiar with the school's equipment
- Is available to work the sound at International Dinner, Lotería & Tostadas Night, Christmas Program, and Talent Show, Movie Night, coordinates with DJ at 3rd-5th Grade Dance, and 5th Grade Graduation

**SPIRIT NIGHT COORDINATOR: Reports to Fundraising**

- Arranges Spirit Nights with local restaurants
- Prints and distributes flyers
- Coordinates with Communications chair to promote events
- Follows up with payments and thank you notes

**SPIRIT WEAR COORDINATOR: Reports to Fundraising**

- Manages inventory and places orders as needed
- Attends special events where Spirit Wear is sold, such as:  
Kindergarten Camp  
Open House/Back to School Event  
Fall Festival  
Family Picnic
- Communicates volunteer needs to sell at these events with the Volunteer Coordinator
- Arranges for cash box at the events above with PTA Treasurer

**TALENT SHOW COMMITTEE: (Generally in April or May)**

- Sets dates for Auditions and Rehearsals, working with school administration to find best times
- Sets theme and creates/purchases decorations, creates playbill
- Communicates volunteer needs with Volunteer Coordinator for:  
Auditions Judges  
Rehearsal Helpers  
Concession Sales
- Communicates with the Sound Engineers to arrange for help during Rehearsals and on the night of the Show
- Arranges for cash box with PTA Treasurer

**TEACHER APPRECIATION COMMITTEE: Reports to Enrichment**

Plans and coordinates special events for GHES teachers and staff throughout the school year, including:

- Back To School Breakfast or Lunch (late July annually)
- Holiday Breakfast or Lunch (December)
- Events for Teacher Appreciation Week (TA Week is in February or March annually)

**TOUR SIGNS VOLUNTEERS: (Ideally 1 for each neighborhood) Report to Marketing**

- Places tour signs out in Lindridge Martin Manor, Garden Hills, and Peachtree Park neighborhoods during the week preceding a school tour, and takes down the signs after the tour. Each neighborhood will have 4-5 signs.

**WEBSITE ADMINISTRATOR (1 person): Reports to Communications**

- Knowledge of Wordpress is helpful, but not mandatory— training is provided
- Updates and maintains [www.gardenhillselementary.org](http://www.gardenhillselementary.org) website calendars, pages, and posts as directed by Communications Chair

**VOLUNTEERS COORDINATOR (SIGN UP GENIUS): 1 person**

- Creates and sends Sign Up Genius volunteer requests when called upon by our various committees and teachers
- Maintains email database for Sign Up Genius

**3RD-5TH GRADE FALL DANCE COMMITTEE: Reports to Enrichment (October)**

- Plans and organizes event, including DJ, photographer, theme & decorations, food & drinks
- Communicates volunteer needs to Volunteers Coordinator
- Arranges for cash box with PTA Treasurer

**5TH GRADE GRADUATION COMMITTEE: (Traditionally comprised of 4th Grade Parents): Reports to Enrichment**

- Sets up tables, flowers, photo op area and decor for event
- Purchases lemonade and cookies, and a "take away" like small bubbles
- Arranges 4th Graders to be ambassadors offering directions to Gym for visiting family and distributing programs— typically 3-4 kids who should dress for the occasion :-)  
*Programs themselves are created and printed by 5th Grade teachers*

**SCHOOLKIDZ SCHOOL SUPPLY KITS COORDINATOR (Starts coordinating in early Spring)**

SchoolKidz is a Staples program where parents are able to pre-purchase boxes of their child's grade level school supplies each Spring for the following year. The boxes are delivered to the child's teacher for the first day of school the following Fall. The SchoolKidz Coordinator:

- Acts as Liaison with vendor
- Works with administration and teachers to update grade level supply lists
- Updates portal with list changes
- Coordinates online and paper sales
- Assists with sorting once boxes shipped to school so ready for Open House
- Coordinates deposits (cash or checks from paper sales) and final invoice payment with PTA Treasurer
- Outside of making copies for FF and sorting at the end it is largely an electronic process – mostly email and online portal