

## Special Edition of PTA eNews: 2019-20 PTA Chair/Committee Opportunities

It's hard to believe it, but we are starting to gear up for the 2019-2020 school year! We have numerous opportunities for you to step up and chair some of the many important programs that PTA puts on for our wonderful IVE community. If leading a program is not your thing, we also have spaces available as committee members to help organize these events.

IVE PTA will be hosting a coffee chat on **Tuesday, April 30 from 9:30 am-10:30** in the PBSES Conference Room at IVE to answer any questions you may have about PTA involvement and discuss these positions in greater detail.

Per the WSPTA handbook, the executive committee and president make one-year appointments to positions and committees. Once appointments are made, we can get you in touch with past committee chairs. It's such a wonderful way to transition and build knowledge before next year begins.

**Please reach out to us at [volunteer@ivepta.org](mailto:volunteer@ivepta.org) to let us know of your interest(s) for next year or if you have any questions at all!**

### Open PTA Positions for 2019-20 School Year

#### Board Positions:

**Director of Fundraising** – As a member of the IVE PTA Board, the Director of Fundraising oversees all fundraising activities including our major fundraising event in the spring, Salmon Days Parking, Spirit Wear and other fundraising events. Also oversees our corporate sponsorships and partnerships. Implements or modifies fundraising activities as needed. This is a year-round position.

**FACE (Family & Community Engagement) Chair** - A member of the IVE PTA board, the FACE chair focuses on building and fostering important relationships between parents, schools and the community in order to better serve all students. Provides accessible support system between school and community resources and families. This is a year-round position.

**Chair or Committee Member Positions: \* Indicates a chair or committee member may already be in place, however we are still looking for committee members or possibly a chair.**

**Angel Program** - The Angel Program assists children in need of basic necessities. Students who need extra support are paired with anonymous sponsors, known as “angels”. The Angel coordinator matches these students with their angels and manages all aspects of the program. This is a year-round position. <http://ivepta.org/Page/Programs/Angel%20Program>

**\*Book Fairs** - Organize the Fall & Spring Scholastic Book Fairs which take place at IVE. Work with the Scholastic Rep and the school to plan the event. Organize volunteers and book fair happenings including the Family Fun Night and Special Friends Lunch. <http://ivepta.org/Page/Fundraising/Book%20Fairs>

**Box Tops & Labels** - Organize the Box Tops & Labels for the school. Clip, sort & count the labels and mail them in according to the deadline. Organize classroom competition and prizes.

**Enrichment** - The PTA offers a variety of after school enrichment programs, most of which are run by professionals. The Chair explores and vets these programs, then forwards the information to the district facilities coordinator. This is a year-round position. <http://ivepta.org/Page/Programs/Enrichment%20Programs>

**Fall Kickoff Event Chair** – Organize a community building movie night in the fall. The event is free to all IVE families and includes an outdoor movie and food trucks with food available for purchase. The bulk of work for this program will be done in the summer/early fall, culminating with the event in mid-late September.

**5<sup>th</sup> Grade Graduation** - IVE holds a small graduation for our 5th graders moving on to middle school. Following the ceremony, volunteers provide and serve refreshments. Typically, this is fulfilled by a 4<sup>th</sup> grade parent. Planning would take place in the spring with the event being held near the end of the school year.

**\*Fun Run** – Our Fun Run will return to the fall next year and is a kid favorite. Work with the returning Fun Run committee members to collaborate with Orange Ruler to facilitate the event as well as follow up with award days. Work closely with the IVE staff to coordinate activities before and after the run. The committee will start meeting in Spring 2019 and work will wrap up after the Fun Run in the fall. <http://ivepta.org/Page/Fundraising/Fun%20Run>

**Holiday Choir** - Coordinate songs and lead rehearsals with Kindergarten - 2nd graders for this festive December event. Planning will begin in the fall, rehearsals will take place in November and this position will wrap up after the mid-December concert. <http://ivepta.org/Page/Event/Holiday%20Choir>

**Ice Cream Social Chair** – Organize a community building ice cream social in the spring. The event is free to all IVE families and includes ice cream and other fun activities. This is a one-time event with planning likely taking place in the spring and culminating with the event.

**Issaquah Schools Foundation Representative** - This representative is IVE's liaison to the ISF. The ISF Rep promotes the foundation's message and recruits volunteers for associated activities and initiatives. This is a year-round position.

**Legislation** - Keeps the board and general membership informed of local and state legislation taking place regarding the education system. Attends convention and any other relevant events. This is a year-round position.

**Pancake Dinner** - Organize a pancake dinner community event. This year, the event took place in January and was paired with a game night! Chairs are responsible for coordinating the event and securing donations of food from local businesses including McDonalds. Planning begins late fall and ends with the event.

**\*Popcorn** - Students love Popcorn Fridays! The Chair coordinates volunteers to distribute popcorn on the last Friday of each month during recess. The chair is also responsible for the management of popcorn and bag supplies. This is a year-round position. <http://ivepta.org/Page/Fundraising/Popcorn%20Fridays>

**Reflections** - Reflections is a National PTA art program. Each year, in the fall, students are recognized for bringing the theme to life through dance choreography, film production, literature, music composition, photography and visual arts. The Chair promotes this program at IVE, facilitates entries and gathers judges to help with the selection of award winners. The bulk of the work for this

position happens in the summer/fall with the reception taking place in mid-November. <http://ivepta.org/Page/Programs/Reflections>

**Salmon Days Parking** - During Salmon Days, the PTA offers parking at the admin building and on our playground. The chairs or co-chairs organize volunteers to collect money and direct cars. Planning for this program begins in Spring 2019 and Summer and continues through Salmon Days which will be October 4-6, 2019.

**Spirit Wear** - The Spirit Wear Chair manages the design, item selection, coordination with printer and the sale of IVE apparel during the school year. The Spirit Wear chair should plan to have designs approved by late summer/early fall and be ready to take orders near the start of the school year. May coordinate sales throughout the year as well.

**Staff Appreciation** - The Staff Appreciation Chair plans and organizes staff appreciation activities, including staff lunches, throughout the year to thank IVE's fabulous teachers and staff. Chair will organize volunteers to bring various items for these events. This is a year-round position. <http://ivepta.org/Page/Event/Staff%20Appreciation>

**Trunk or Treat** – This is an evening of safe, family friendly Halloween fun. Organize volunteer families to decorate their cars and pass out candy in the IVE Parking Lot in October. Planning for this program begins in the summer/fall and culminates with the October event. <http://ivepta.org/Page/Programs/Trunk%20or%20Treat>