



## **PTCA Volunteer Opportunities 2018-2019**

### **Hospitality and Events**

#### **2 Co-Chairs**

This committee oversees all planning of any special events, including Open House, Supper on the South Lawn, Back to School Nights, Veterans Day Ceremony, End of the Year Picnic as well as support the Athletic Directors and Fine Arts Director with any other special events. The committee volunteers will coordinate events, which may include contacting vendors, setting up and cleaning up events, refreshments and decor.

### **Business Partnerships**

#### **2 Co-Chairs**

This team is responsible for coordinating Spirit Nights (local businesses upon the approval of the Administration), maintaining relationships with current partners (Amazon Smile, Publix, and Kroger and for Box Tops collections), and new opportunities within the community. Team responsibilities also include the placing of signage on campus and reminders in *The Chronicle* of our events.

### **Bookkeeper**

#### **1 Chair**

This chair works closely with the school CFO to manage the PTCA fund record-keeping and accounting process. The bookkeeper also assists the PTCA Co-chairs in maintaining the annual PTCA budget.

### **Directory**

#### **1 Chair**

This team creates and distributes the ACA School Directory during the first quarter of the school year. Ideally, team members are detail-oriented and comfortable working in excel.

### **Faculty & Staff Appreciation**

#### **2 Co-Chairs**

This team works closely with the Special Events Chair and the PTCA Co-Chairs to celebrate monthly birthdays, catered lunches, and special appreciation events for the faculty and staff

throughout the academic year. The team is also responsible for securing lunches and snacks for school planning week in August. Proficiency using Venmo is necessary.

### **Cavalier Fund Annual Campaign**

#### **2 Co-Chairs**

This team will oversee the annual Cavalier Fund campaign rollout throughout the school year. Provide parents with information about the campaign and promote it at designated school events. The team will also communicate to ACA Work with development and administration.

### **Spirit Wear**

#### **2 Co-Chairs**

This team works closely with the Administration and PTCA Co-Chairs in designing, ordering and distributing ACA branded items, including the End of the Year Picnic t-shirts.

### **Fine Arts Events**

#### **1 Chair**

This team will assist in Fine Arts Department event planning. Responsibilities include securing of locations for events, staging, assistance with rehearsals as well as day-of help.

### **Lunch Bunch**

#### **2 Co-Chairs**

The Co-Chairs are responsible for creating and maintaining the Lunch Bunch volunteers through SignUp Genius. In the event there are gaps, the Co-Chairs will send appropriate email soliciting volunteers. The cafeteria requires three parent volunteers each week day to assist with serving lunch from 10:30 am - 12:30 pm.

### **Uniforms**

#### **2 Co-Chairs**

This team will oversee the Uniform Store, Lost and Found, and any changes to uniforms (with the Administration's approval), as well as maintain a relationship with our uniform vendors. The team will host several uniform sales throughout the year and two uniform try-on sessions in June and July.

### **Yearbook**

#### **1 Chair**

This group will work closely with the faculty yearbook sponsor, yearbook vendor, and volunteer photographers. Responsibilities include sending reminders to families through room parent email/Chronicle, meeting editing deadlines, assisting with individual and class pictures, as well as soliciting classroom parents to take candid photographs.

## **Photographer**

### **1 Chair**

This team will take photos of school teams and clubs, and at school events to be used for *The Chronicle*, social media, the school's website, yearbook, and various public relations. (Please note: The Chair must verify the student has a media release form.)

## **Resource Room**

### **1 Chair**

This team will work closely with the Resource Room Coordinator to check in and out textbooks and other student materials, sort and stock school supplies, and aid the Resource Room Coordinator in various tasks.

## **Chronicle**

### **1 Chair**

This is a team of one who works closely with the Administration while collecting and editing information for the school's weekly newsletter, the *Chronicle*. Teachers, coaches and other PTCA information is forwarded to this team member and then edited by a faculty and staff member before final approval of the Administration. Familiarity of MailChimp is a key skill, but not necessary. The *Chronicle* is distributed on a weekly basis throughout the academic year.

## **Athletic Support**

### **2 Co-Chairs**

This team will work closely with athletic coaches to support athletics at the school. This may include communicating with parents, collecting dues and forms, promote events, as well as keeping athletic records and stats.

## **Cavaliers Serve**

### **1 Chair**

This new team will identify and coordinate several schoolwide or grade level service projects throughout the year.

## **Ambassadors**

### **2 Co-Chairs**

The ambassador team will help welcome new ACA students and families to make their transition to our school as smooth as possible. At each grade level, ambassadors will pair new students with an ACA student buddy.

**Room Parent/Grade Level Parent *(selected in the Fall)***

Room Parents are for grades K-6<sup>th</sup> and there is one per classroom. The Grade Level Parents are for 7<sup>th</sup>-11<sup>th</sup> Grades with two parents per grade. These individuals are selected by the Administration and will work closely with the PTCA Co-Chairs. The primary role is to distribute class-specific news to your class' parents. **PROMPT** communication is a must in this position. Much of what is distributed is time-sensitive. RPs and GLPs are also encouraged to organize fun, Administrative-approved social outings for their students and/or parents. There are only two school parties per academic year and the RPs and GLPs will organize classroom/grade parents to assist with those as necessary.