



An International Baccalaureate  
World School



## PTA/SSEF Committees and Events:

Sarah Smith PTA and Foundation have has dozens of committees and events that encompass a variety of informational, fundraising, social, faculty support and student enrichment opportunities. If you would like to get involved in a committee or would like more information on one of these programs, please contact the committee chair directly or one of the PTA Co-Presidents, Gail Tolbert or Nadine Kassabian, or SSEF Chairman Nicole Bogard or SSEF President Brigitte Peck. Contact information is attached and available on the school website. We publish dates, information and volunteer needs for these events and services on the school website, [www.sarahsmithelementary.com](http://www.sarahsmithelementary.com), and in the newsletter throughout the year. The following descriptions provide a general overview of each committee and/or event, as well as the responsibilities of the committee.

**ANNUAL CAMPAIGN:** This committee works with the Annual Campaign Chairs to facilitate communication regarding the annual campaign, write thank you notes, and other donor management tasks such as data entry and distribution of Annual Campaign materials.

**BINGO NIGHT:** The planning for this event begins in early Fall. This is a very popular family event held after Winter break. Co-Chairs organize all aspects of the event including soliciting donations for prizes, publicity, concession stand, and set-up and take down logistics.

**BULLETIN BOARD:** The PTA uses the bulletin boards in the school common areas at both campuses to promote school events and programs. The committee helps schedule and decorates appropriate themes throughout the year. This committee also creates Super Star name plates for the teachers and staff.

**PARENT BUS RIDER:** This committee assists the rising Kindergarteners with their first week of transportation to and from school. They are there to help facilitate and comfort the new students. Make sure that the busses are not over crowded. This is a fun activity for all concerned.

**CARPOOL NUMBERS:** The Carpool Committee manages the distribution of carpool numbers and assists the administration with the safe and efficient flow of the carpool line. A carpool contract has been created to provide parents with an overview of the rules, traffic flow and other general information. Due to the growing student population, it has become necessary to strictly enforce carpool rules in order to keep our children as safe as possible. This committee is present at the Celebration of Learning at both the primary campus and the intermediate campus.

**CELEBRATION OF LEARNING:** This committee organizes the Celebration of Learning (COL) event which takes place the Friday before the first day of school. The COL serves as an orientation for all students for the coming school year.

**DIRECTORY:** The Directory committee chair compiles and publishes a directory of students and contact information, organized by class. The directory incorporates general information about our school, APS, PTA board members, committee chairs and Foundation members. The directory is distributed to all PTA members, who have paid dues, approximately six weeks after the start of school. The committee inputs the data, publishes and distributes the directory.

**EMAIL BLASTS:** E-mail blasts chair sends information to parents in the form of an e-mail. These are usual reminders about deadlines and weekly events. The chair of this committee maintains a current database of Sarah Smith families' email addresses.

**ESOL LIAISON:** This volunteer coordinator who will work with school administration and staff to facilitate the language needs of the families who speak English as a second language.

**FALL FESTIVAL AND FAMILY FUN RUN:** This committee plans all aspects of the Fall Festival and coordinates the annual Fun Run for Sarah Smith students and their families. Co-Chairs solicit corporate sponsors, organize the t-shirt design contest and host the event. The event is traditionally held at the primary campus in October and coincides with the Pumpkin Sale.

**FIELD TRIPS:** Grade level coordinators pre-plan with a school-wide field trip coordinator prior to the beginning of the academic year. Within the first 2 weeks of school, teachers finalize the curriculum-based field trip schedule and work with the PTA grade level coordinators on specific timing, costs and transportation needs. The Coordinator develops the budget and distributes the permission slip/invoice for the grade-specific field trip program to the classes. The Coordinator works with the room parent and teachers to collect permission slips/ money and works with the Treasurer for check deposits/ requests. Coordinators also work with room parents to both recruit parent chaperones and to remind parent about upcoming field trips.

**FIFTH GRADE CLASS TRIP:** This committee plans the Fifth Grade's annual two-day trip. This event is organized by fifth grade teachers and parents, with the support of a team of parent chaperones.

**FIFTH GRADE GIFT & GRADUATION:** This committee plans and organizes the Fifth Grade promotional ceremony and class gift to the school. Funds for the class gift are traditionally "earned" during the Fifth Grade year through various fundraising activities. Volunteers arrange the logistics of the graduation ceremony, related activities, reception and swim-party.

**GRANDPARENTS AND SPECIAL FRIENDS DAY:** The GPSF Committee works with the school administration to develop and coordinate the agenda and activities for this event. Grandparents and special friends are encouraged to come visit the school, see a classroom and hear about Sarah Smith. The event is held at both campuses on the same day, first at the primary campus and then the intermediate campus.

**GREEN SUPER STARS:** Go Green at SRS! Show our children we are all responsible for the Earth in many different ways. Help implement and support environmental projects throughout the year in conjunction with grade-level curriculum and a group of teachers. Coordinate with recycling partners and custodial team on an as needed basis for both campuses. Add your ideas, hands and voice to our IB commitment in protecting our natural resources.

**GROUNDS:** The Grounds Committee focuses on maintaining and improving the school grounds. Volunteers are needed at the primary campus and the intermediate campus to identify any landscaping or safety issues and to support activities, such as Hands-On Atlanta Day in the fall.

**HANDS ON ATLANTA:** This committee coordinates efforts for Sarah Smith students and parents to join volunteers from the community to work on projects to repair and improve our facilities and grounds. This is an annual event co-sponsored by Hands on Atlanta, a community service organization. PTA volunteers, along with school personnel, identify specific projects to be tackled by the crews, assign materials and volunteers to each project and solicit project sponsors for materials and catering.

**HOSPITALITY:** The hospitality committee helps organize food and beverage donations for meetings of 40 or more Sarah Smith parents. This committee solicits the general parent population to make donations for events where using the Partner Program is not appropriate. The hospitality committee is available to help the PTA president's with all hospitality items as needed.

**IB/COMMUNITY ACTION TEAM:** The initial aim of this committee is to foster and celebrate student-initiated action derived from the school's curriculum or as a reaction to events in the world. Secondly, the committee aims to celebrate peace and work to create school-wide celebrations acknowledging the impact of peace on our school community. The committee will work with the International Baccalaureate (IB) coordinator to plan and implement specific themed activities for each grade level in order to foster community action in local and world affairs. Each grade level has one designated project during the year.

**INNISBROOK:** The Innisbrook sale is a major biannual PTA fundraiser. Committee co-chairs will create an on-line purchase program and manage it by sending out reminders of sales and specials and monitoring the on-line purchases. These are quality products that we can all buy and promote purchases to our family, friends and neighbors. Sarah Smith is one of the highest volume sellers and proceeds support many of our programs and activities.

**INTERNATIONAL TRAVELERS:** This one week long program is a very informative, exciting adventure for the SRS children, exposing them to a different culture and its customs, traditions, and food. Parent volunteers will work closely with SRS staff to supervise and conduct activities surrounding the chosen annual theme.

**KINDERGARTEN ROUNDUP:** This committee will help plan and coordinate the Kindergarten Roundup which has historically taken place in the late spring. This event serves as a welcoming tour and informational session for our rising Kindergartners and their parents.

**LEGISLATIVE AFFAIRS:** The Legislative Affairs Committee Chair keeps abreast of legislative issues that affect our students and our school. They report to the PTA on an as-needed basis and provide regular updates to the school newsletter on legislative topics of interest to parents and teachers. The PTA does not endorse any political candidates.

**MARDI GRAS:** This committee assists the French teachers in bringing Mardi Gras to students. This popular tradition at Sarah Smith takes place during the Mardi Gras season in February. Volunteers coordinate prizes, games and snacks throughout the day at both the primary campus and intermediate campus.

**MARQUEE:** This committee is responsible for working with the PTA Secretary and posting messages on the marquee at the primary campus and the intermediate campus. The messages on the marquee change weekly. During the school year, the marquees communicate major events and during the summer it thanks our Partners in Education.

**MOVIE NIGHT:** This committee coordinates grade level movie nights throughout the year at the primary campus. Typically held on Fridays, there are four separate movie nights (Kindergarten, First grade, then combined 2<sup>nd</sup> & 3<sup>rd</sup> and 4<sup>th</sup> & 5<sup>th</sup>). The committee selects age-appropriate movies for each night, coordinates publicity and parent volunteers who signed up via the classroom start charts.

**MULTICULTURAL AFFAIRS:** The initial aim of this committee is to promote international-mindedness through the IB learner profile – inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. Second, the committee will aim to create a multicultural calendar specific to Smith to integrate into daily announcements and curriculum. This committee will work closely with the IB coordinator to present appropriate multicultural events throughout the school year which work well within the philosophy of the IBPYP framework and celebrate Smith’s global community. School-wide events will be coordinated by this committee.

**NEWS & COMMUNICATIONS LIAISON:** This committee develops and maintains relationships with local media in a manner that benefits the school’s overall agenda. The committee continually seeks to get balanced mix of positive coverage to present a “whole” picture of SRS to the community over time. This includes developing stories and photographs relating to, for example, academic achievements, teacher’s capabilities, awards, community service projects, and fun activities. Some coverage opportunities are developed in conjunction with other committees and others are developed by the PR committee in conjunction with Dr. Baker.

**NEW PARENT/FAMILY:** The chairs of this committee help new parents become acclimated to the Sarah Smith community. They conduct guided tours, answer questions and maintain a New Parent Handbook, which is distributed throughout the year at various events, like Kindergarten Round Up and Celebration of Learning.

**NEWSLETTER:** The PTA publishes a newsletter 4 times in a school year, *The Super Star News*, monthly. The newsletter chair is responsible for receiving and editing submissions for the newsletter (received via email or in the mailbox in the PTA room). The chair must route a draft of the newsletter for approvals and coordinate printing with the newsletter copy volunteer.

**NYO LIAISON:** Sarah Smith has a cooperative arrangement with the Northside Youth Organization (NYO) for use of the lower baseball field on weekends. In return for use, NYO contributes to the maintenance of our primary campus fields. Our liaison facilitates communications with NYO, relative to upgrades and usage of these areas.

**PARENT/TEACHER SOCIAL:** The PTA sponsors an annual social in the fall for all parents, teachers and staff. The committee co-chairs coordinate the event at a local venue which provides a great opportunity for parents and teachers to meet and get to know each other in a fun and casual atmosphere!

**PARTNERS IN EDUCATION:** Partners in Education are businesses committed to supporting and enriching the educational process at Sarah Smith. These businesses donate funds, goods and services to supplement PTA sponsored school activities. Volunteers identify businesses, develop sponsorship opportunities with them and ensure appropriate acknowledgment.

**PARTNERS - RESTAURANT PROGRAM:** The Restaurant Program encourages local restaurants (Moe’s, Chick Fil A, etc) to designate specific nights as Sarah Smith nights. A portion of the proceeds are donated back to the school. The chair of this committee sets the schedule for these nights, visits the restaurants on the designated evenings and coordinates the pick-up of the checks. Works with the school’s overall Partners Chairperson to coordinate with other Partnerships and Sponsorships.

**PARTNERS - RETAIL BONUS PROGRAM:** The Retail Bonus Program publicizes and coordinates a wide variety of local and national retail bonus programs offered to Sarah Smith. Most of the businesses offer Sarah Smith a portion of their profit when Sarah Smith parents patronize their establishments. Works with the school's overall Partners Chairperson to coordinate with other Partnerships and Sponsorships.

**PLAYGROUNDS:** This committee coordinates and provides playground equipment for each classroom. Volunteers identify grade level needs for the playground, organize the equipment and deliver equipment to each classroom. They also coordinate any needs for permanent playground equipment and structures.

**PTA DUES:** This important committee solicits PTA dues towards a goal of 100% membership among faculty and families. The PTA dues include a copy of the school directory and a Super Star car decal. The PTA Dues chair hosts a table at Celebration of Learning at both the primary and intermediate campuses.

**PUMPKIN SALE:** The Pumpkin Sale is a PTA fundraiser and an opportunity for parents to purchase pumpkins and raise money for our school during Halloween. The pumpkin sale coincides with the annual Fall Festival and Fun Run.

**READ-A-THON:** The Read-A-Thon is a major PTA fundraiser and takes place over a two week period. During the Read-A-Thon, the children obtain sponsors and then immerse themselves in books that they enjoy. They gain exposure to excellent literature while developing reading skills and new reading habits. Volunteers coordinate the Read-a-thon fundraiser for their child's classroom. They hand out materials, encourage participation, tally books read, and collect money earned.

**REFLECTIONS:** Reflections is an annual, themed arts competition for students sponsored by the PTA. Winning entries at the school level for each grade proceed to the PTA Council level, and those winners will move through State and National competitions. One parent volunteer in each class is recruited to explain the competition, hand out/collect forms, and a few other logistics. The parents can work on a schedule that suits them within the deadlines. Volunteers are not required to be artistic. There is an Artists' Reception and Awards Ceremony at the end of the competition.

**ROOM PARENT COORDINATOR:** This person(s) is the lead/coordinator for room parents who can answer questions, point folks where they need to go, do the monthly calendar and serve as a liaison between the PTA and the room parents. This person(s) works with the Star Chart committee as this person needs to help recruit room parents when a class doesn't have one, work with room parents to get volunteers, walk new room parents through the process, host the room parent meeting where folders and Star Charts are discussed and distributed. This role would also be busy at the holidays, Teacher Appreciation Week and end of year when room parents have the most questions.

**ROOM PARENTS:** The Room Parents assist teachers with class projects, recruit classroom volunteers, coordinate class parties and welcome new parents and students who enter their class after school starts. Each teacher and grade level has unique needs. This is a great opportunity to forge relationships with your child's teacher and parents of classmates.

**SCHOOL STORE:** The School store operates a non-profit store located at the primary campus that is open Tuesdays and Fridays before morning announcements. Parent volunteers staff the store, which carries basic school supplies and school-logo apparel.

**SCHOOL SUPPLIES:** A non-profit service provided by the PTA for parents to purchase all back-to-school supplies specified by our teachers, including the daily agendas that are required for 2<sup>nd</sup> through 5<sup>th</sup> grades. Committee members distribute order forms, coordinate specific pack requirements with teachers and vendors and distribute supply packs at Celebration of Learning.

**SKATE NIGHT:** This committee coordinates grade level skate nights throughout the year. Typically held on Fridays at The Gym at Peachtree Presbyterian Church, there are separate skate nights for each grade level (4<sup>th</sup> & 5<sup>th</sup> are combined). The committee coordinates publicity and parent volunteers who have signed up via the star charts.

**SPIRIT WEAR:** The spirit/school apparel committee sells Sarah Smith t-shirts, sweatshirts, shorts, etc. at the Kindergarten Round Up, Celebration of Learning, events throughout the year and via flyers in the students' book bags. Spirit wear is a fundraiser that helps support PTA programs. The SRS staff requests that students wear these t-shirts for all outside field trips in order to identify Sarah Smith students at off-site locations.

**STAFF APPRECIATION:** This committee plans various events, including Teacher Appreciation Week in the spring, to show our appreciation for the faculty and staff. Additionally, this committee coordinates boxed lunches and other treats for various teacher planning days. The committee includes a parent representative from each classroom. PTA volunteers coordinate donations through the Partners-in-Education chair and host events.

**STAR CHARTS:** This committee prepares Star Chart sign-up sheets for each classroom posted during Celebration of Learning and Open Houses. Sign-up sheets contain class-specific and school wide volunteer opportunities. After parents have signed up for spots, the committee collects the sheets from teachers and organizes the information in Excel spreadsheet. Committee then copies and distributes forms for each class room parent.

**SUPER BUDDIES:** This committee helps organize community-building activities for new students and their parents. In addition, the committee arranges three “popsicle on the playground” socials during the summer break at the primary campus. This brings rising Kindergarteners and new students together with their appropriate peers in a fun and comfortable environment!

**SUPERSTAR SUPPORTERS:** Works with Superstar Supporter Chair to cultivate new and existing corporate relationships and partnerships. Committee members are responsible for data entry, thank you, and recognition of corporate giving and partnerships. Will work closely with current Partners in Education, Restaurant Partners and Retail Partners teams.

**SUTTON LIAISON:** This position provides a vital link between Sarah Smith and Sutton Middle School in order to strengthen the relationship between the two schools. The volunteers provide information about Sutton academics and programs to Sarah Smith families.

**WALK-TO-SCHOOL DAY:** This committee coordinates the International Walk to School Day in October.

**WEBSITE LIAISON:** The Website Committee Chair serves as a liaison with our ‘webmaster’ to maintain up to date information on the school’s website ([www.sarahsmithelementary.com](http://www.sarahsmithelementary.com)). The website contains an overview of the school, staff, curriculum, PTA, and SSEF for current and prospective parents. Calendars, newsletters, volunteer opportunities and a host of other information are also available.

**WELCOME DESK:** The Welcome Desk Committee at the primary campus manages the welcome desk schedule of volunteers. Volunteers sign in guests to Sarah Smith and also take drop-offs such as lunches, homework and musical instruments and delivers them to appropriate classrooms.

**YEARBOOK:** The Yearbook Committee produces and distributes the Sarah Smith Yearbook. Yearbooks are pre-sold in the fall and distributed in May. Volunteers for each class help take pictures and assist with the design and layout.