

EVENT	Usual Time of Year	Description
Art Night	Not set. Not done every year.	Chair works with teachers to display student artwork. Order display racks from LWSD warehouse, fill out building-use application for main office. Set-up and clean-up with volunteers day of the event. Can be combined with restaurant fundraiser and/or Reflections.
Awards Committee	Spring	Helps identify and arrange PTSA awards for outstanding volunteers and staff.
Book Club	Ongoing	Organise and advertise regular book club meetings for Mead parents.
Celebrations Book Club	Ongoing	Responsibilities for the birthday book club chair include collecting and processing payment from parents (though most go through the PTSA website), periodically running a report for the library staff to keep them updated regarding participation of new and existing students. It may involve creating a display, creating and printing labels for the birthday books, diarizing birthday book dates and other duties as agreed upon by the librarian. There is scope for this to be an administrative role that can be done from home.
Financial Review	Twice yearly	Conduct financial review with team of three in January and July reporting findings to the board.
Gingerbread House	December	Host Gingerbread Decorating night. Students bring pre-made houses to school along with frosting. We provide candy (use candy from Halloween drive). Houses are then displayed in the school.
Health Screening	November	The Health Screening Chair coordinates getting volunteers, snacks for the day, and organizing the volunteers the day of the event. They also work with the school nurse to make sure that the event runs smoothly.
Ice Cream Social	September	This involves ordering products: Ice cream, toppings, bowls, etc. You also need to coordinate

		freezer space & set up with the lunch room. You will assign and organize volunteers: before, during and after the event and prepare social media and newsletter announcements.
International Night	Flexible	Whole school event celebrating diversity and learning about other countries. Volunteers will create information stands for the country of their choice. There are usually some performances and food tastings.
Kiln Project	Flexible-both during and after school hours	The Kiln project chair provides training for interested parents who want to help with kiln/ceramics projects in each classroom, keeps up with the kiln calendar, buys materials for the kiln projects at school, works closely with the volunteer coordinator and all teachers.
Lunch Helper Coordinator	Ongoing	Work with the kitchen manager to determine needs for food service/cafeteria helper. Create monthly sign up genius events for lunch volunteers. Send email with sign up genius to volunteer group 1-2 times per month. Distribute sign up to volunteers & in weekly PTSA newsletter. 1 hour/month at most
Mariner's Game	Spring term	Liaising with school and Mariners for appropriate date, processing ticket requests, ordering tickets, sorting tickets and distributing them to the relevant teacher's mailboxes (for putting in the children's folders).
Math Challenge	Varies	Provide math challenge worksheet for students once a month (you do not need to create challenges). Grade and track turn in rates for participating students. Host Math Challenge night.
Math Night	Not set. Not held every year.	This is separate from the Math Challenge. It is open to all the school and includes math games and math related projects.

Mini Mustangs – new Kindergarten play dates	August	<p>Taking all of the Mead Mustang forms and putting it into an excel spreadsheet. Emailing the list to introduce yourself and organizing 2 playdates over the Summer, 1 in July and 1 in August. Typically these are at a park (usually ESP). Previous coordinators have had an ice cream man come, and everyone paid for their own. Parents do email with questions as you will be their only/main point of contact at that time. (You can forward queries on to the PTSA if you are unsure of the answers!)</p>
Pantry Packs	Ongoing	<p>The volunteer will go to the LWSD warehouse off Willows Rd, get the pantry packs, and bring them to the school.</p> <p>LWSD Pantry Packs sends a sign up genius so that the driver can pick the time and day to go to the warehouse. The driver goes to Mead and collects empty pantry pack bins (black with yellow lids in the closet) and exchanges them for full bins for the school. The full bins go back on the shelf in the closet. Abby Rogers or another staff member will distribute them to the students. The job is once a month and takes about an hour to get the empty bins, drive to the warehouse and pick up full bins, drive back to school and put them on the shelf.</p>
Popcorn	Once a month	<p>The popcorn chair is responsible for monthly Popcorn Friday on the first Friday of the month. Typically the commitment is from 9am-1pm. Responsibilities include: obtaining Food Service Card (available online for approx. \$10 and is reimbursed by PTSA); sending monthly Signup Genius request to volunteer list provided by PTSA; emailing PTSA Communications chair information for Facebook/Mead Mustang once per month; arriving at school at 9am on Popcorn Friday to set-up Popcorn volunteer area and</p>

		begin making popcorn; working with volunteers to pop, bag and sell popcorn; counting money & deposit to PTSA safe and cleaning up the popcorn area.
Production	Ongoing	<p>This role has changed with the new school as there is no longer a production room. Manage production as far as possible and train room parents who signed up for production for when they assist in class (covering laminating, printing, copying, assisting with displays etc assisting teachers).</p> <p>Coordinate any school production needs with the IA Team. During the 2023-24 school year, there were not any production volunteer needs. In previous years, the time commitment varied, but expect 1-2 hrs per week coordinating and training new volunteers</p>
Reader Board Updates	Ongoing	Update the reader board outside school as needed. Details provided by office staff.
Reflections	October/November and sometimes until Spring	The Reflections program is a national art competition, most time-consuming during October and November (with some events/requirements until early spring). The chair is responsible for advertising the program at school and then facilitating the collection of submitted art work and helping the students comply with all rules and regulations of the contest. The chair arranges judging of the submitted art work, submits the advancing art online and then in person to LWSD, organizes a reception at Mead (optional), hangs and takes down art at LWSD Resource Center for their annual art show, and displays submitted art at Mead.
School Beautification	Ongoing	<p>Tending to outside areas before the start of, and during, the school year.</p> <p>This role is whatever you make it. Previous chairs have aimed to keep the Mead grounds looking good and be a “good neighbor” to the surrounding homes. Past chairs have raked leaves, pulled weeds, clipped back brambles, maintained the flower pots in front of the school, cleaned up storm</p>

		<p>debris and visited the school to water the seasonal flowers in the pots.</p> <p>Since the role is whatever you make of it, the time commitment is variable. Past chairs put in quite a bit of time in the fall raking leaves - probably 14 hours over 2 or three days, in addition to planting the big pots. Weeding and clipping back have taken another 10-14 hours both fall and spring.</p> <p>The role requires coordinating with the district and building admin, as well as following district guidelines regarding what you are allowed to do. The district does come pick up the large yard waste bags when you call them, so you don't have to deal with the compostables.</p>
School Pictures	October	Distribute school picture forms (provided by photographer) work with volunteers to keep classes on time for photographer for both individual and class photos as well as individual photo make up day (October and May).
STEM Night	Not set. Not held every year.	Students have the opportunity to prepare and present a self-directed science project to attendees. There will usually be various outside parties hosting science related displays.
Special Needs	Ongoing	<p>Special Needs Liaison provides information to students and staff regarding disabilities. Responsibilities could include coordinate Speaker for Disabilities Awareness Month (October), coordinate Disabilities Awareness Fair (every 2 years) for students in grades 3-5 (October), forward monthly meeting announcements from LWSD Special Needs Liaison to PTSA Communication chair, provide welcome letter to parents of children receiving IEP/504 services with letter (September), develop and post bulletin board regarding disabilities monthly, and help make special provisions at school events for those who need sensory or other support.</p> <p><u>Special Education Group – Lake Washington PTSA Council 2.8 (lwptsa.net)</u></p>

Spelling Bee	Feb (prep starts in Oct/Nov)	Plan, promote, and host the annual Spelling Bee in February. Communicate with all stakeholders, including volunteers, student families, school administrators, PTSA board members, and more. Word lists, rules, and supplementary materials are provided by the Scripps National Spelling Bee.
Spirit Wear	Mainly Sept/Oct	<p>Our spirit wear is done through a company called Spiritwear Direct. Through this company, we choose the yearly design options. Families are then able to follow our links to our “shop” to customize and order their products from a vast catalogue of options. Products are shipped directly to the customer and orders can be placed anytime. The company creates marketing material throughout the year to promote various sales. They will update the school’s google drive (which is shared with our PTSA rep) with these marketing materials if we want to use them on our website, etc.</p> <p>Main duties of Mead Spirit Wear Chair</p> <ol style="list-style-type: none"> <li>1) Choose designs from Spiritwear Direct site (rep will contact you usually starting in May). They send form with link to design options. In the past, we have kept some old designs and changed a few to new designs. You choose 6 regular ink designs and 6 glitter ink designs. There are new and old designs each year to choose from.</li> <li>2) Create flyers to distribute through PTSA communications channels (facebook, Mustang Report, Back to school events, teacher communication through principle). In the past, graphics depicting examples with some of our available logos have been used in flyers. Flyers made have previously been: back to school, standard ordering flyer. Flyers could be made for holiday sales, other events, etc.</li> <li>3) Lots of our sales have been made through a push prior to fall spirit week. Usually the last day of fall spirit week is “Mead Spirit Day”. Ensure flyers/advertising gives a general “order by date” to ensure families get items before spirit week.</li> <li>4) In the past, our link has remained active. So, the previous year’s link on our website should continue to work. The company can help if this is not the case.</li> </ol>

Spring BBQ/Family Event	June	Work with school and PTSA to host a family event in the spring (open to ideas).
Staff Appreciation (monthly lunches)	Ongoing	Plan monthly themes (breakfast for lunch, taco bar, pasta etc); communicate these to the office; set up sign ups. The main commitment is one day each month at the school, where you set up the lunch, fill any shortfalls in items needed, restock items during the lunch, clean up, wash tablecloths and then communicate the next sign up to the volunteers. This is such an appreciated and popular event amongst the staff. More details can be passed on to whoever takes this on.
Staff Room Restocking	Ongoing	1 volunteer helps restock the Mead staff lounge with K Cups and individually wrapped snacks. Monthly, they would need to purchase 2 boxes of K Cups and snacks (\$100/month) to bring to Mead and place in the staff room. Costs are reimbursed by the PTSA.
Used Book Fair	Jan	Host used book fair in January (during conferences). Coordinate book collection for a week, organization then sale with a team of volunteers.
Used Clothing Drive/Fair	Jan	Liaising with EBC (or other local charity/non profit/donation center) regarding specific needs. Advertising for this, collecting items brought in and taking them to EBC. If we have a clothing sale, there is far more work involved which includes sorting the clothes, displaying the clothes and being present for the sale.
Yearbook	Spring	This person needs to form a committee to: renew "contract"/sign up with Treering again for the upcoming year and possibly negotiate the low price we have; assign editors to pages, update teachers and staff in the Treering account, choose a Theme for the year, etc. All

		<p>tasks are listed in Treering. This requires a lot of time in the Spring when we're putting the book together and for the rest of the year, it's pretty chill. Works closely with communications chair to advertise the yearbook for purchasing and uploading photos. Works with principal to ensure that all kids can be included in the yearbook. Some parents check of "no consent" for photo publication and the principal or administrative staff asks them if this applies to yearbook. In the past three years, all parents have consented. Someone who would be good at taking over as co-chair would need to be extremely organized.</p>
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