

Volunteer Opportunitites

Standing Committees	Responsibilities	Timeframe
Membership	Assist in the creation and execution of a PTA membership campaign to obtain 100% participation from staff and parents	Ongoing
Direct Donation	Assist in the creation and executive of fundraising campaign to support PTA sponsored programs	Ongoing
Newsletter	Assist in the creation and distribution of biweekly PTA newsletter to inform parents	Ongoing
Hospitality	Help keep PTA closet organized and supplied. Assist program chairs with catering needs for PTA events. Participate in the effort to welcome new families to the school	Ongoing
Roster	Assist in the assembly, creation and distribution of Sparks Elementary School Directory	Aug.-Oct.
Room Parent Coordinators	Work closely with 2 nd V.P. serving as a grade-level liaison to the PTA for K-2 or 3-5 grades to help communicate the needs and activities in the classrooms	Ongoing
Bulletin Board	Responsible for the upkeep of the PTA bulletin board in the lobby throughout the year. Posts minutes, flyers and other related activities	Ongoing
Technical Support	Helps to maintain the Sparks PTA website with regular updates and program detail	Ongoing
Receipts/Boxtops	Help create and execute a campaign to motivate parents/children to collect Boxtops, Giant & Graul's receipts for money back to PTA	Ongoing
Spirit Wear	Help organize a campaign to sell and distribute Sparks Spirit Wear apparel	Ongoing
Middle School Representative	Serve as liaison between elementary and middle school by reporting news which might affect Sparks families	Ongoing
Baltimore County Council Representative	Attend monthly county PTA meetings and report back to Sparks PTA board	Monthly
Sparks Recreation Council Representative	Represent PTA at recreation council meetings and report information back	Monthly
School Improvement Team	Address improvements in Sparks academics and school facility along with other teacher, faculty and PTA executive members	Monthly
Environmental Education Representative	Assists in the needs and maintenance of the Sparks Nature Trail	Ongoing
5th Grade Farewell	Help Organizes graduation ceremonies and activities for 5 th grade class	Dec.-Jun.
Scholarships	Assist in the candidate selection and distribution of scholarship funds to male/female HHS student at graduation	Awarded in June
Yearbook	Assist in taking pictures during the school year for yearbook layout and distribution	Ongoing
Library Gift Fund	Assist in program communication as well as the selection and distribution of books for the birthday program that supports the Sparks library resources	Monthly

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Event/Program Committees	Responsibilities	Timeframe
Teacher Appreciation Week	Help organize a week of events to celebrate and thank our teachers	May
Grandparents Day	Help organize a the 2-day visitation event for grandparents and special friends coming to Sparks	November
Reflections	Help promote the PTA Reflections art program and coordinate and communicate the submission of entries and the distribution of prizes	October
Science Fair	Assist in the organization of science project submissions and the Science Fair display	April
Ice Cream Social	Help organize a night of music and ice cream for Sparks families and teachers	October
Reading Program	Help create and facilitate the new Sparks reading program campaign with goals, contests and prizes designed to encourage Sparks students to read for fun	Feb./Mar.
New Parent Party	Help organize a night for new Sparks families to meet PTA board members, faculty and staff and to get involved in the school	September
Spring Fair	Help organize a day of outside games and activities for Sparks families	May
Book Fair	Help facilitate the Scholastic Book Fair for Sparks students, teachers and families to purchase books	October
American Education Week	Assist room parent coordinators in communicating activities and setting up food/drinks for parents visiting the school during this week	November
Family Events	Assist 1 st V.P. with the coordination and execution of one of the family events held throughout the year (Movie Night, Skating Party, Hula for Hopkins, Games Night, etc.)	TBD