

EMAIL BOLTONPTA@BOLTONPTA.ORG

MEMBERSHIP

TASKS - (1) receive class lists and update the students' teachers in the membership directory website (2) coordinate with Social Media role to promote membership via social media (3) respond to questions using a PTA email address (membership@ so you do not need to use your own email)

TIME COMMITMENT - more time (on your own schedule) in August/September to get the directory updated for the school year with minimal time spent the rest of the school year

GALA COMMITTEE MEMBERS

The Gala is our biggest fundraiser and is an adults-only event held at the Villa Louisa in the Spring

TASKS - help plan and execute the event, including decor, raffles, DJ, photo booth, set-up and more

TIME COMMITMENT - planning will take place in the winter and ramp up in the spring prior to the event

TEACHER APPRECIATION COMMITTEE MEMBERS

TASKS - (1) coordinate two days of appreciation during Teacher Appreciation Week (end of April/beginning of May) (2) generate Sign-Up Genius and collect donations (3) set-up day of at the school

TIME COMMITMENT - a few hours of coordination and planning in the spring followed by an hour or two of set-up on the two days of appreciation

ENRICHMENT

TASK - coordinate with teachers/admin and companies to bring field trips or assemblies to the school (opportunities are suggested by the teachers but all ideas are welcome)

Note: all communications are done using a PTA email address (enrichment@ so you do not need to use your own email)

TIME COMMITMENT - more time (on your own schedule) in the fall to schedule the events throughout the school year

SOCIAL MEDIA

TASKS - (1) create content and post to Facebook and Instagram (PTA has a Canva account that can be used to create posts) (2) receive emails or texts from whoever is coordinating various items with requests (ex. post 1/2 days and full days off from school, info on School Toolbox, events such as Back to School Movie Night, Trunk or Treat, group ticket events, the Spring Gala, other fundraisers)

TIME COMMITMENT - a few hours a month throughout the school year on your own schedule

