



2018/19 PTA Planning Packet

Dear Tulita Families,

In order to plan appropriately for our school year we would like your input regarding what you believed was successful, and ways we can improve. Please take some time to review and respond to the following:

- [Click here](#) to take our PTA survey
- If you are interested: Open Committee Chair positions (page 2; email tulitaptapresident@gmail.com with desired position)
- Program Proposal for next year (page 4; print and turn into Ali Daly's PTA box)
- Committee Chairperson job descriptions (page 5; for your reference)

Thank you for taking the time to complete the survey and responding with interest to serve on our committees. If you have ideas and suggestions for new programs, assemblies or fundraisers, please fill out the Program Proposal Form! They can be filled out electronically OR printed and left in my PTA mailbox, which is located in the Front Office. Thank you!

Sincerely,

Ali Daly
Tulita PTA President



Please take note of the Committee Chairs that are open and available to serve on this upcoming school year. According to Tulita PTA's bylaws, a Committee Chairperson is able to serve for one year, two years at the max. However, the Executive Board will consider extending a position to serve longer than two years if no one else is interested in filling in the position.

Email Ali Daly at tulitaptapresident@gmail.com with your desired position(s).

All Chairpersons will be ratified at the Executive Board's 2018/19 Planning Meeting (May 22, 2018), and you will be notified on your status at that time.

Thank you for your consideration in serving on a committee (you can serve on more than one). Our students, teachers and staff are fortunate to have you as a dedicated volunteer.

Yearbook
Assemblies
Science Night
Science Fair
Field Trips
Project Unified
Honorary Service Awards
Multicultural Night
Battle of the Books
Hospitality
Arts Education
Hands on Art

Family Arts Night
Reflections
Campus Beautification
Teacher Appreciation Week
Teacher Meet 'N Greet
Western Night Carnival
Fall and Spring Book Fair
Jog-A-Thon
Eat For Tulita
Family Portraits
Box Tops
Corporate Matching
Comedy and Magic Club
Emergency Kits
Spirit Wear/Spirit Boutique/Spirit Sticks
Farm Fresh to You
Career Day

2018/2019 Tulita PTA Proposal Form
 Proposal Type (mark appropriate line)

Program__ Assembly__ Fundraiser__ Family Event__ Field Trip__ Other__

Proposal Title (i.e. Family Movie Night)	
Contact Info: Event Chairperson	Name(s): Email(s): Phone #:
Proposed Cost	\$
Overview	
Learning Objectives (if applicable)	
Expected Outcomes	
Action Items to facilitate this program	



Committee Chair Job Descriptions

Yearbook

The Yearbook Chair works closely with the selected yearbook company, (i.e. Memory Book) 5th Grade families, room parents, and the Executive Board's VP of Communications. The Chair assists the 5th Grade parents in questions regarding ad submission, quotes and toddler quotes. It is advised to have this be a shared role

Length of Job: Full school year

Estimated Hours: 5-8 hours per week (depending on deadlines)

Assemblies

The Assemblies Chair works closely with the various companies that attend Tulita to put on the assembly, as well as the Executive Board's President, Treasurer and Programs rep. The Chair receives a list of assemblies approved at the planning meeting and coordinates as necessary

Length of Job: Full school year

Estimated Hours: 9

Science Night

The Science Night Chair works closely with the school Principal, the Executive Board and any necessary vendors to plan an evening that brings science to the Tulita Community. It is most successful having a co-Chair to run this program.

Length of Job: 2-3 months

Estimated Hours: 10-15

Science Fair

The Science Fair Chair works closely with the school Principal, the teachers, the Executive Board's VP of Programs, Treasurer and Communications representatives. The Chair plans and implements an evening to showcase projects the students have made.

Length of Job: 3 months

Estimated Hours: 20-24 hours

Field Trips

The Field Trips Chair works closely with the teachers, school Principal and Executive Board's VP of Programs to schedule Field Trips and bus transports for the school year.

Length of Job: School Year, most of work done at summer/start of school year

Number of Hours: 4

Project Unified

The Project Unified Chair works closely with the school Principal, Redondo Council PTA, Executive Board VP of Communication and parent community. The Chair communicates and schedules for donations of holiday gifts for families in need throughout the Redondo school district.

Length of Job: 2 months

Number of hours: 6

Honorary Service Awards

The Honorary Service Awards Chair works closely with a selected committee, PTA President and VP of Communications to collect nominations from the community that honor and celebrate volunteers and/or school staff.

Length of Job: 2-3 months

Number of hours: 6

Multicultural Night

The Multicultural Night Committee is made up of at least 2 Chairmen who work closely with the school Principal, Executive Board's VP of Programs and Communications, and the school community. The committee plans and implements grade level projects, as well as an evening dedicated to educating the community of the various cultures that are represented within Tulita students and families.

Length of Job: 4-5 months

Number of hours: 60 hours

Battle of the Books

The Battle of the Books committee is made up of at least 4 Chairmen who work closely with 3rd, 4th, 5th Grade Teachers, the school Principal, the school community and VP of Communications. The plan and implement a State and District-Wide event dedicated to reading and reading comprehension.

Length of Job: 6 months

Number of Hours: 90 hours

Hospitality

The Hospitality Chair works with the Executive Board to coordinate food and beverage items needed for various school events and meetings.

Length of Job: School Year

Number of Hours: 12

Arts Education

The Arts Education committee advocates to ensure arts are represented in the programs offered through PTA, and provides information on available assemblies and/or field trips that benefit arts education. The chair works closely with PTA Programs and the school Principal

Length of Job: School Year

Number of Hours: 4

Hands on Art

The Hands on Art Chair is a lead position, with a designated Co-Chair. The Chair works with the South Bay Hands on Art community and is responsible for recruiting classroom art docents, posting project training dates, project postings at Good Stuff Restaurant, and projects to hold for Open House. The Chair works closely with the Hands on Art Community Lead, the art docents, the teachers, the principal and the Treasurer.

Length of Job: School Year

Number of Hours: 100

*Hands on Art Classroom Docents are coordinated by the Hands on Art Chair. It is a job that is year round (6 projects) and requires training for each lesson, as well as time to gather further volunteers, schedule each

lesson, set up, teach, clean up, display projects at Good Stuff and Open House.

Length of Job: School Year

Number of Hours: 20

Family Arts Night

The Family Arts Night was a position made thanks to a grant generated by a parent and Beach Cities Health District (2017). The grant was not awarded for the 2018/19 school year, however, if parents are interested in chairing it then it can potentially happen. The Chair worked closely with the school Principal, a lead teacher, the Hands on Art Chair and the Communications VP. The parent planned and implemented an art night at the school.

Length of Job: 2 months

Number of Hours 15-20

Reflections

The Reflections Chair can be a shared job, or handled single person. The Chair works closely with the school Principal and Redondo Council PTA to plan and implement a statewide, multi-style art contest.

Length of Job: 6 months

Number of Hours: 40 hours

Campus Beautification

The Campus Beautification team works closely with the school Principal to determine areas of improvement that can be done to the school. The Chair also works closely with the Executive Board and the budget, as well as various allowances from the school district.

Length of Job: School Year

Number of Hours: depends on project...can vary from 3 hours to far greater

Teacher and Staff Appreciation Week (TSAW)

The TSAW Chair is comprised of a team of at least 2 to 3 Co-Chairs that work closely with the School Principal and Executive Board. The committee plans and implements a week of festivities to honor the teachers and staff of Tulita.

Length of Job: 6 months

Number of Hours: 20

Teacher Meet 'N Greet

The Teacher Meet 'N Greet Chair works closely with the Hospitality Chair and Executive Board to plan and implement a program the day before school begins, to showcase the various programs offered through by the Tulita PTA.

Length of Job: 2 months

Number of Hours: 15

Western Night Carnival

The Western Night Committee Chair leads a group of Western Night Chairmen and Silent Auction Chairmen by working closely with the VP of Fundraising, entire Executive Board and school Principal to plan and implement a fundraiser for the Tulita Community.

Length of Job: 4 months

Number of Hours: 100

Fall and Spring Book Fair

The Book Fair Chair works closely with the Executive Board's Fundraising Chair and Book Fair vendor to bring a bookstore to Tulita. The Chair can be a shared position and works closely with the selected vendor (i.e. Pages, Usborne, Scholastic).

Length of Job: 4 months total, spread over the school year

Number of Hours: 25 per fair

Jog-A-Thon

The Jog-A-Thon Chair works with a committee of 4 individuals and the Executive Board and school Principal to plan and implement a fundraiser.

Length of Job: 4 months

Number of Hours: 50

Eat for Tulita

The Eat for Tulita Chair works closely with the VP of Fundraising to plan for at least 3 local restaurant events that fundraise for the Tulita community.

Length of Job: School Year

Number of Hours: 3

Family Portraits

The Family Portraits Chair works closely with the designated vendor to plan for a fundraiser featuring family

Length of Job: 2 months

Number of Hours: 20

Box Tops

The Box Tops Chair works with the school staff and Box Tops officials to collect and submit box tops.

Length of Job: School Year

Number of Hours: 12 Hours

Corporate Matching

The Corporate Matching Chair works closely with the Fundraising VP and Communications VP to publicize the PTA's ability to collect matching donations from companies that participate in the program (i.e. Boeing).

Length of Job: School Year

Number of Hours: 3

Comedy and Magic Club

The Comedy and Magic Club works closely with the Executive Board and the Magic Club to plan and sell tickets to an evening fundraiser at Hermosa Beach's Comedy and Magic Club.

Length of Job: 2 months

Number of Hours: 4

Emergency Kits

The Emergency Kits Chair works with a Co-Chair and the designated vendor to order and distribute emergency kits to classrooms.

Length of Job: 2-3 months

Number of Hours: 15

Spirit Wear

The Spirit Wear Chair works closely with the Fundraising VP and vendor to design, sell and distribute spirit wear to the Tulita Community.

Length of Job: School Year

Number of Hours: 20

Spirit Sticks

Spirit Sticks is a fundraiser that works closely with the Communications Chair and Executive Board, as well as school Principal, to plan and implement spirit stick sales throughout the school year.

Length of Job: School Year

Number of Hours: 20

Farm Fresh to You

The Farm Fresh to You Committee Chair works with the Farm Fresh to You vendor to set up stands and various events (i.e. Teacher Meet 'N Greet) and is the school contact for questions regarding accounts that can be answered by school site.

Length of Job: School Year

Number of Hours: 2

Career Day

Career Day is an event that is coordinated with the School Counselor and PTA. The Career Day Chair works closely with the VP of Programs and Hospitality as needed. The event is planned and implemented to provide students exposure to a variety of schools.

Length of Job: 4-5 months

Number of Hours: 50